HOW TO CUSTOMIZE YOUR PERSONAL MENU IN BANNER
Personal Menu Maintenance Form (GUAPMNU)

General:

The *Personal Menu Maintenance Form* lets you create and edit your personal menu. A personal menu includes the forms, jobs and menus that you use most often in your day-to-day work.

Check List:

Before you proceed, you must have the following information:

- The names of the forms you wish to add to your personal menu would be helpful

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Accessing the "Personal Menu Maintenance Form" (GUAPMNU)

Type the name of the form GUAPMNU in the Direct Access field.

The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which not only describes what a user needs to enter in each individual field but also defines or explains the field's purpose.

SCT Banner - Banner

File Edit Options Block Item Record Query Window Help

Personal Menu Maintenance Form GUAPMNU 5.4 (Banner)

FORM

RSINCL3's menu

Type	Description	Name
	Oracle Password Change Form	GUAPSWD

1. **2.** **3.**

Click in the **Name** field and type in the Banner form name (e.g. GUAPMNU) then press **Enter**.

A/F/I Fund Source Validation Form
A/F/I Status Validation Form
A/F/I Task Validation Form
A/F/I Type Validation Form
About SCT Banner Form
Academic Calendar Type Validation Form
Academic Dress Size Validation Form
Academic Dress Type Validation Form
Academic History Event Code Validation Form
Academic Standing Code Validation Form
Academic Year Validation Form
Acceptance Authority Code Validation Form
Acceptance Practice Code Validation Form
Acceptance Reason Validation Form
Access Group Code Validation Form
Account Code Maintenance Form
Account Code Validation Form
Account Hierarchy Form
Account Hierarchy Query Form
Account Index Code Validation Form

Enter Object name; List to Search, Next Block to select Type of Object.
Record: 2/2   <OSC> <DBG>

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Type			Skip this field, it will default in with your form name.	
	2.	Description			The long description/title of the form. Will default in when you enter the 7-letter form name.	
✓	3.	Name	**Tab** or click with your mouse to the		The 7-letter form name.	

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
			next available space under the **Name** column and type in the name of the form you wish to add to your personal menu. e.g. GUAPMNU			
✔			Press Enter on your keyboard.	The forms type and description defaults in.		

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Repeat the steps described above until all the forms you desire are entered into your Personal Menu.

Description and Type default in once you press Enter.
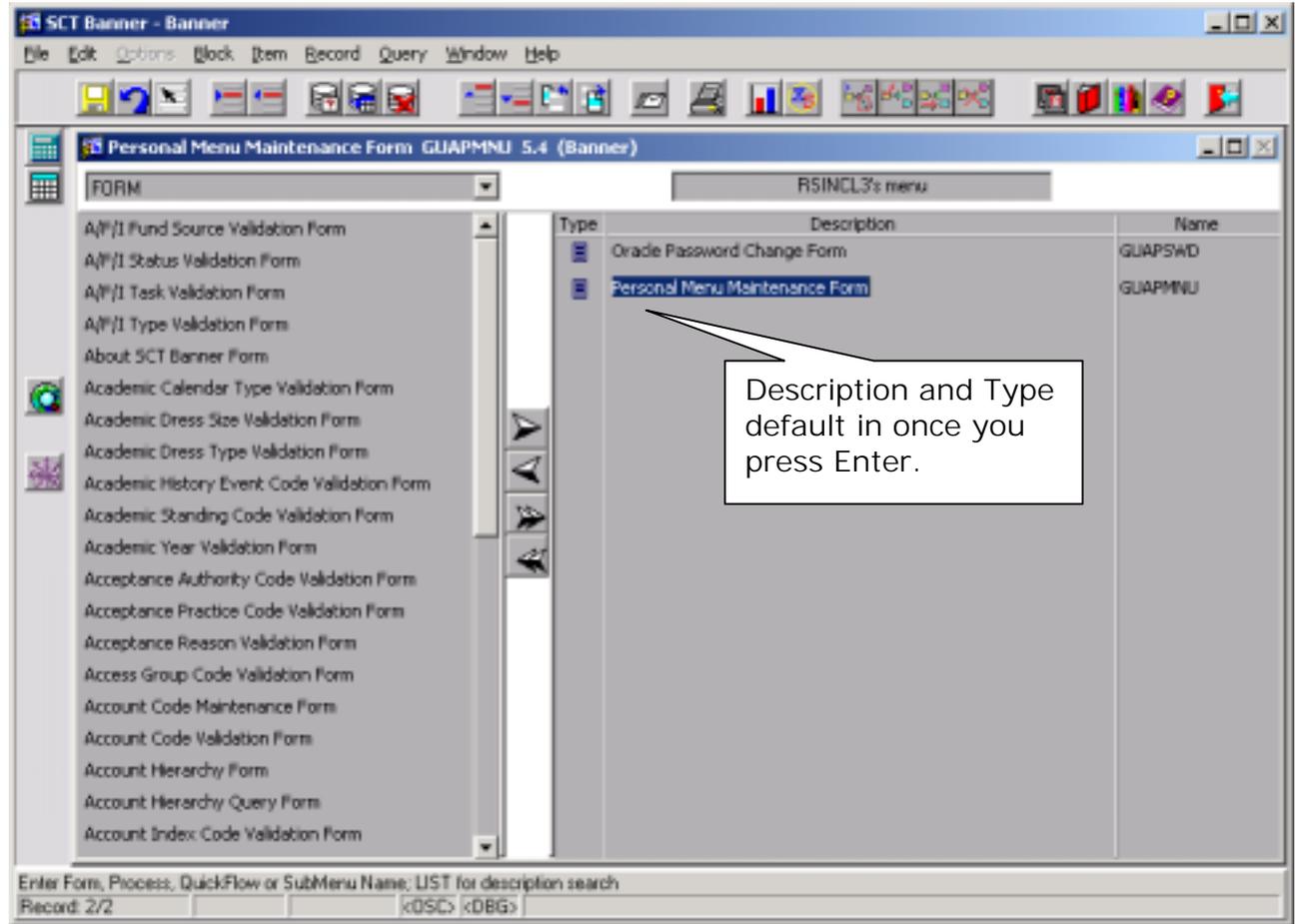
Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✔			**Save** your changes by either clicking on the save icon on your Tool bar, or going to File/Save on your Menu bar.	Auto-hint line confirms whether save was successful: *Transaction complete: ## records applied and saved.*		

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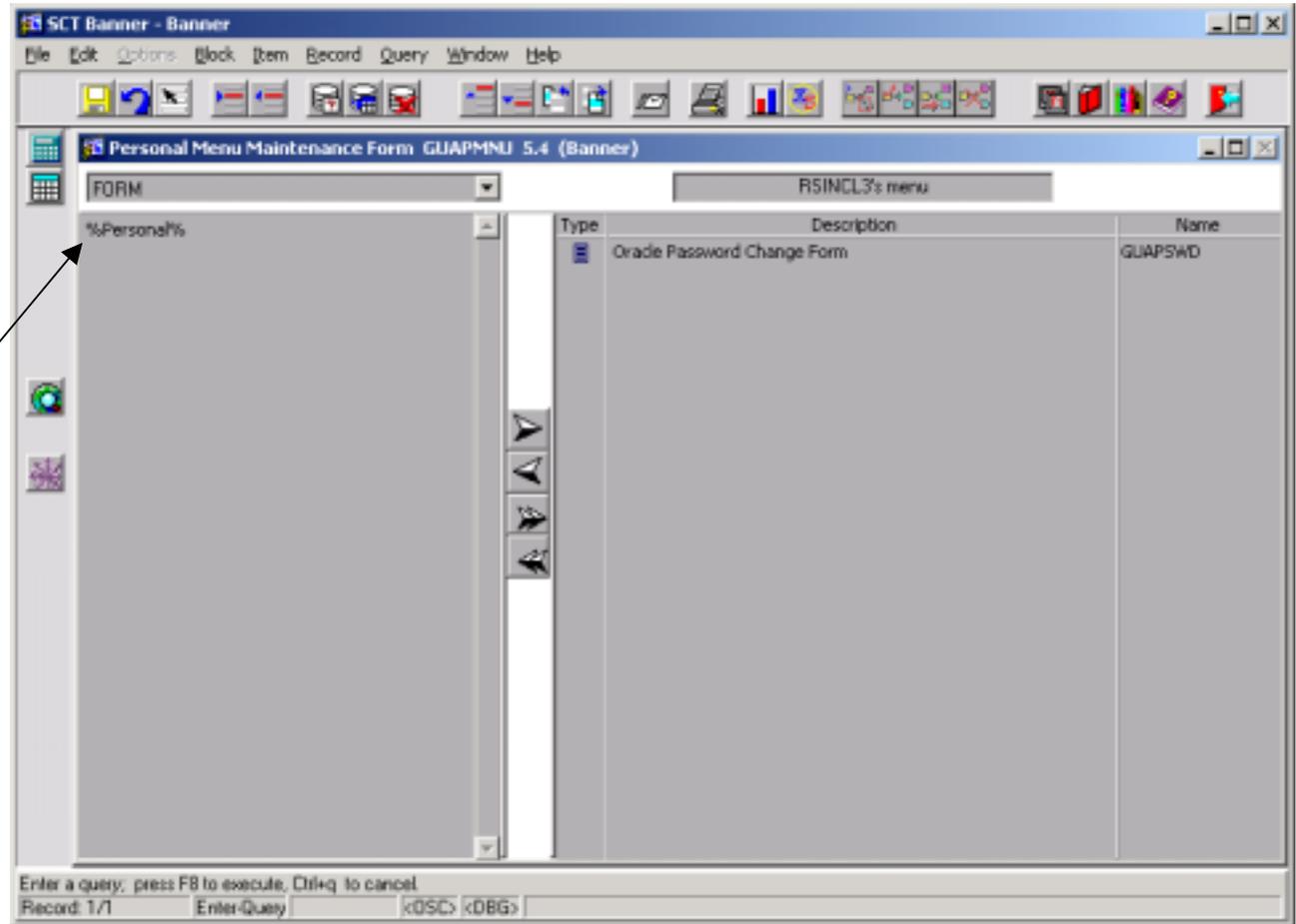| ✔			**Exit** the form by either clicking on the exit icon on your Toolbar, or going to File/Exit on your Menu bar.	Return to the Main Menu. Click on Personal Menu in the Navigation Frame to refresh the menu and view your changes.		

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How to Search for a Form and Add it to your Personal Menu using GUAPMNU

1) Click in the far left column where all the Banner forms are displayed
2) Press **F7** or the **Enter Query** icon on the toolbar. This will clear all the forms listed and will put you in query mode.
3) Enter your search query using the usual wildcards (% and _) and then press **F8** or the **Execute Query** icon, to execute your search.
   e.g. If you were looking for the *Personal Menu Maintenance Form* you would enter %Personal%

   **Don't forget that all words have to be capitalized!

   Continued below……

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4) Once you execute the query, the forms matching your query criteria are listed on the left
5) Select the form you were searching for (e.g. Requisition Form) by clicking on the name. It will indicate that it is selected by turning white.
6) Click on the Arrow pointing to the right (**A**) to add the form to your personal menu.

A – Inserts form(s) selected to your personal menu
B – Removes form(s) selected from your personal menu
(First select the form in your personal menu that you wish to remove, then click on this arrow to remove it)
C – Inserts all banner forms into your personal Menu (Do not Use)
D – Removes all forms from you personal menu
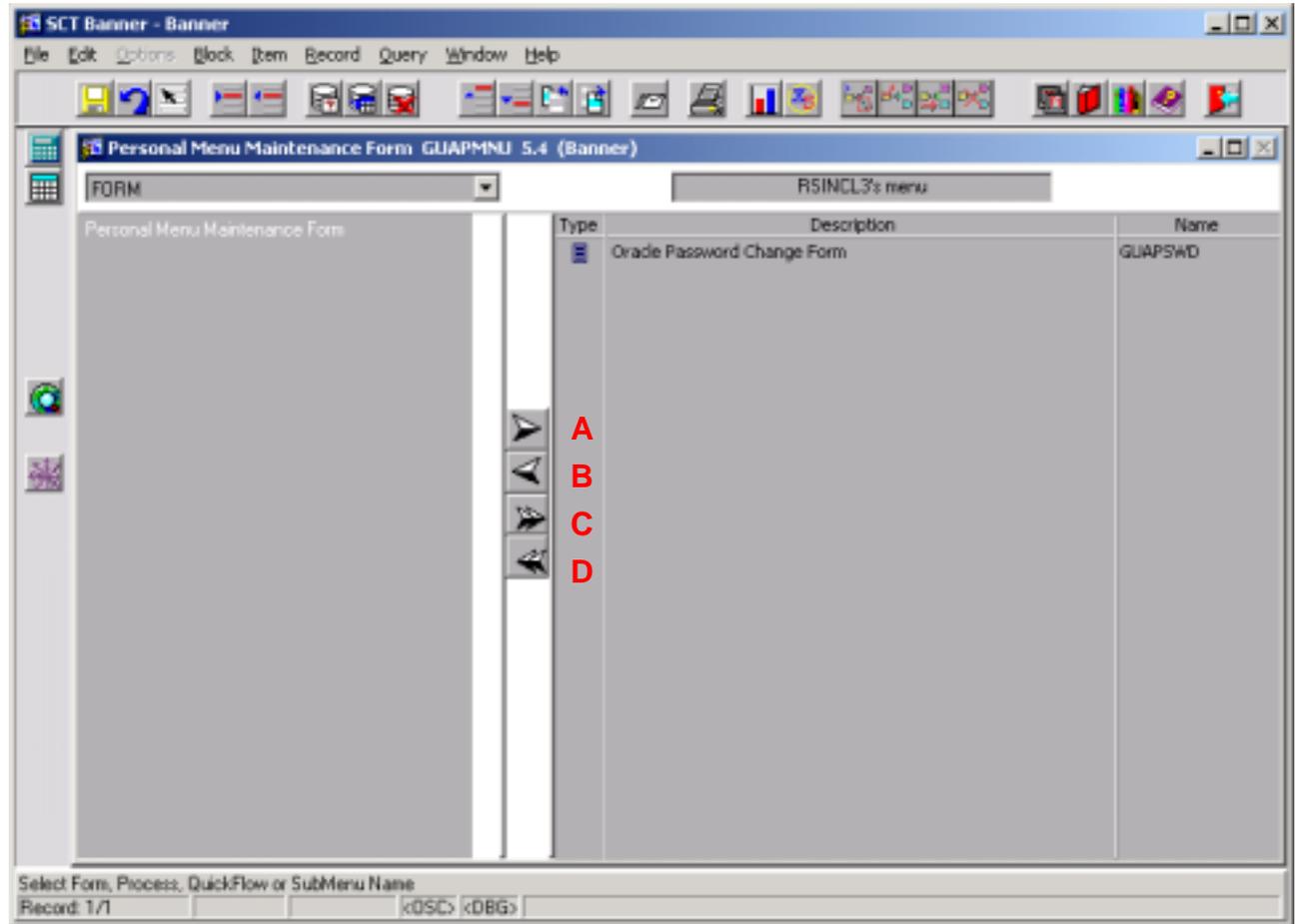
NOTE:

If your personal menu fills an entire screen leaving you no space to add a form you will need go to the Menu Bar and select **Record/Insert**. A space will be provided for you to enter the new form name.

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