



How to maintain user preferences



INB Banner has certain aspects of its interface that can be customized by you, the user. These custom options are for the most part new for Banner version 7.

In the **General User Preferences Maintenance** form (GUAUPRF), you can modify settings for colour schemes and maintain hyperlinks found on the General Menu, among other display elements of the Banner interface.

GUAUPRF is divided into four available tabs:

- **Display Options**
- **Directory Options**
- **My Links**
- **Menu Settings**

A fourth tab that is greyed out is for LDAP settings. It is not available to users.

In **Display Options**, you can set up colours for the interface. You can also customize specific Banner alert settings, whether or not data extract displays, and how your interface title bar displays Banner items such as forms, databases and release numbers.

In **Directory Options**, you customize how INB interacts with your operating system, including default settings for how data and other Banner output is saved locally. Users are not advised to modify settings in this tab.

In **My Links**, you determine the hyperlinks that appear to you upon signing in to INB Banner (this appears in the right column on the General Menu).

In **Menu Settings**, you determine your preferred start-up menu. This is currently set to the FastTrack Menu.



Updating your external links

My Links is a column that displays on the right-hand side of the General Menu (the menu users see upon signing in to INB).

For ease of use, for quick reference, or to act as a documentation aid while you are using Banner 7, you can add your faculty or departmental web page to **My Links**.

- 1 Navigate to **GUAUPRF** via the **Go to...** field.
- 2 Select the **My Links** tab.
- 3 Scroll to the record with the "**User Value**: Your third personal link description" field.
- 4 In it, overwrite the existing text with a few descriptive words for the faculty/departmental link you are adding. For example: INB web page
- 5 In the record below it, find the "**User Value**: Your fourth personal link URL" field.
- 6 Enter the URL of the faculty/departmental web page you described above. For example, <http://www.mcgill.ca/inb/>
- 7 **Save**.
- 8 Log out of INB, and re-login to view your changes.



Setting display options

You can change the colour on various elements within Banner forms and the INB interface itself.

These elements include all non-iconic buttons, the canvas (your Banner screen's background colour), prompts, menu links, record highlighting, the scroll bar, the separator line, and the menu tree.

- 1 Go to GUAUPRF via the **Go to...** field
- 2 In the **User Interface Color Settings** block, look for the record that has "**Description:** Enter the RGB color code for the canvas".

User Interface Color Settings

Description:	Enter the RGB color code for non iconic buttons.
Default Value:	r204g204b153
User Value:	<input type="text"/> ▼
Description:	Enter the RGB color code for the canvas.
Default Value:	r255g255b255
User Value:	r255g255b255 ▼

- 3 Click on the arrow next to the **User Value** field of that record.
- 4 Once selected, choose the colour of your choice.
- 5 **Save.**



- 6 Log out of INB, and re-login to view your changes.