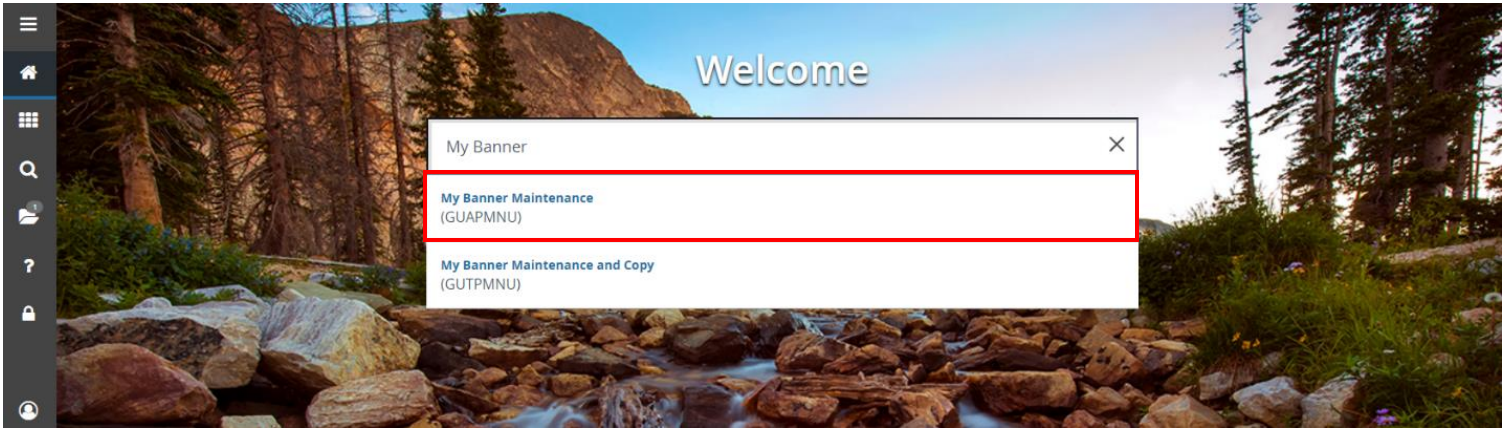


## Banner 9 Admin Pages: How to Customize Your Personal Menu

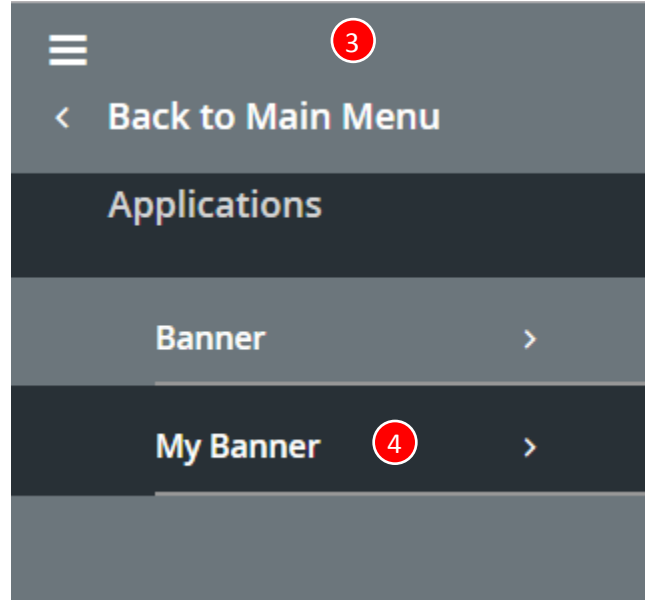
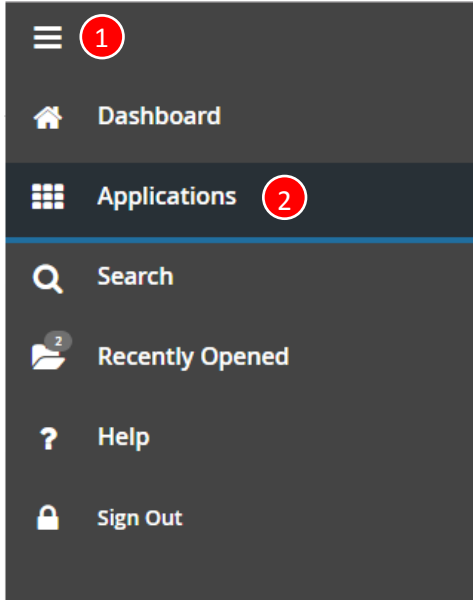
You can use My Banner to create shortcuts to screens you frequently use. From the home page, navigate to “My Banner Maintenance” or screen GUAPMNU.



The following screen will provide you with a heading labeled “Type,” a list of Objects on the left, and Object Selection on the right. Changing the “Type” (1) will give you different object lists, and you may need to explore these lists to find the page you want to favorite. The four buttons in the center of the screen (2) can be used to choose which objects you want to favorite. Finally, the Object Selection (3) section will list all of the pages you have picked to favorite. Be sure to click “Save” (4) or use the shortcut (F10) to save everything you have favorited.

A screenshot of the My Banner Maintenance GUAPMNU 9.0 (bnrdev) screen. The screen is titled "MENU MAINTENANCE" and has a yellow header bar. The main area is divided into two sections: "Object Type" on the left and "Object Selection" on the right. The "Object Type" section has a dropdown menu set to "Oracle Forms module" (1). Below it is a table with columns "Object Type" and "Description". The "Object Selection" section has a table with columns "Object" and "Description" (3). In the center of the screen, there are four buttons: "Insert Selection", "Remove Selection", "Insert All", and "Remove All" (2). At the bottom of the screen, there is a "SAVE" button (4) and the "ellucian" logo. The bottom status bar shows "EDIT", "Record: 1/1", "GURMENU.GURMENU\_OBU\_NAME [1]", and "ellucian".

Now, when using Banner 9 Admin Tools, you can get to your favorites menu by clicking the menu button (1). The menu will open up on the left-hand side of the screen (2). You should see “Applications” listed – click here. The following screen (3) will display “BANNER” and “MY BANNER” listed. “MY BANNER” (4) will provide a list of all screens you have favorited when clicked.



In this example, GZRCSSQ is the only item on the favorites list. Clicking on it here (1) will open the screen in the main window.

