

Creating your personal menu in BANNER

Personal Menu Maintenance Form (GUAPMNU)

Use this form to create a personal menu tied to your Oracle user ID. A personal menu contains the forms, jobs, menus, and QuickFlows that are most important in your daily work. Once the personal menu is created, you can access it from the main menu.

This form contains three parts:

- The left pane lists the available forms, jobs, menus, or QuickFlows that can be added to a personal menu. When you select an object type from the pull-down list above this pane, a list of associated objects appears in the left pane.
- The middle of the form contains buttons used to insert your selections, remove selections, insert all items listed from the left pane, and remove all items from the right pane.
- The right pane lists the contents of the personal menu. The field above the right pane shows the Oracle user ID associated with the person logged on to the system.

To add objects to a personal menu, select names in the left pane by double-clicking them, and then use the **Insert** or **Insert All** button.

To remove objects from a personal menu, select names in the right pane by double-clicking them, and then use the **Delete** or **Delete All** button.

Personal Menu Maintenance and Copy Form (GUTPMNU)

Use this form to copy a personal menu from one user to another user or group of users. This feature is very helpful when a new employee needs to perform certain tasks. If another employee performs similar tasks, you can copy the existing personal menu to the new employee.

You can add, delete, and move menu items before you perform the copy function. This works the same way as maintenance on the Personal Menu Maintenance Form (GUAPMNU).

When you are ready to copy, select the **Copy** button in the middle of the form. A list of IDs appears in the left pane. Scroll through the list or search for an ID. Select each ID to receive the copied menu. Select the **Copy to users** button in the middle of the form.

Site Map

Utilize the Site Map on the main page to get a listing of all the Banner categories (i.e. Student, Advancement, Financial, HR) and all the topics that fall within each.