

MyBanner

CREATING OR CHANGING MyBanner

1. Navigate to *GUAPMNU*
2. **Adding** an item to your MyBanner
 - When you know the seven-character name
 - ✓ Position the cursor on a blank line under the Name column
 - ✓ **Type** in the seven-character form name
 - ✓ Hit *Enter*
 - ✓ *Save*
 - TIP...* you can insert blank lines using Insert Record

OR

- When you're uncertain of the seven-character name
 - ✓ **Locate** the object in the list on the left
 - ✓ **Click** the mouse to highlight the item
 - ✓ Click Insert Selection



- ✓ *Save*

TIP... the object selected from the left column will be inserted in the right column following the line where the cursor is

TIP... standard Banner query techniques can be used to search - additional information on queries is found in the Banner Handout "Banner Basics"

TIP... choose the type of object you want to search for from the drop-down box: reports are referred to as JOBS; screens are called FORMS

3. **Removing** an item from MyBanner
 - ✓ **Click** to highlight the item
 - ✓ Click Remove Selection



- ✓ *Save*

4. **Changing the Description** for an item
 - ✓ Click to highlight the Description
 - ✓ **Enter** a description
 - ✓ *Save*

5. You may need to log off and log in to Banner to be able to see the changes to MyBanner

USING MyBanner

- Click on the + to expand MyBanner

TO HAVE MyBanner OPEN AUTOMATICALLY

1. Navigate to *GUAUPRF*
2. Click on *Open Menu Options*
3. Enter **PERSONAL* for *User Default*
4. Click *OK*
5. Click *OK*

