

My Banner Menu / GUAPMNU Setup

GUAPMNU – A page that allows you to customize the ‘My Banner’ shortcut menu

*Note – some users may need to add the GUAPMNU Banner page before customizing it

Your GUAPMNU will look like this by default (Items in the ‘Object Selection’ menu may vary):

Truman State University (ADMIN) Gabriel Evans Sign Out ?

My Banner Maintenance GUAPMNU 9.0 (ADMIN) ADD RETRIEVE RELATED TOOLS

MENU MAINTENANCE Insert Delete Copy Filter

Type * Oracle Forms module

Object *	Description *
TSA1098	1098-T Tax Information
FTMITYP	1099 Income Type Code M
FAA1099	1099 Reporting
FOA1099	1099 Transmitter Data Form
PXA1099	1099-R
PTV1099	1099-R Distribution Code V
RNAOV14	2013-2014 Applicant Overri
READI14	2013-2014 Grant Disburser
REAOR14	2013-2014 Grant Originatio
RNIMS14	2013-2014 Miscellaneous F
RNANA14	2013-2014 Need Analysis
RNAVR14	2013-2014 Need Analysis E
RNRGL14	2013-2014 Need Analysis C
RNAPR14	2013-2014 Need Analysis F
RNARS14	2013-2014 Need Analysis F
RNASL14	2013-2014 Student Loan D
RNASU14	2013-2014 Supplemental N
RNAOV15	2014-2015 Applicant Overri
READI15	2014-2015 Grant Disburser

Object Selection

Object	Description
STVMAJR	Major, Minor, Concentration Code Validation
SWRE029	DF Stu ID, Name, Addr, Hrs,GPA
STVDEPT	Department Code Validation

Insert Selection
Remove Selection
Insert All
Remove All

1 of 123 10 Per Page Record 1 of 2446

1 of 1 10 Per Page Record 1 of 3

To toggle between reports and banner forms (pages) you will need to use the TYPE menu (outlined in green below). After selecting the option you wish to use, hit the refresh button (outlined in red below).

The screenshot shows the Banner Maintenance interface for Truman State University. At the top, there is a navigation bar with the user's name 'Gabriel Evans' and a 'Sign Out' button. Below this is a sub-header 'My Banner Maintenance GUAPMNU 9.0 (ADMIN)' with buttons for 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main area is titled 'MENU MAINTENANCE' and contains a 'Type' dropdown menu set to 'Oracle Forms module'. A green box highlights the dropdown menu, and a red box highlights the refresh button. Below the dropdown are two tables: 'Object Type' and 'Object Selection'. The 'Object Type' table lists various object codes and descriptions, with a pagination bar at the bottom showing 'Record 1 of 2446'. The 'Object Selection' table shows selected objects, with a pagination bar at the bottom showing 'Record 1 of 3'. Between the two tables are buttons for 'Insert Selection', 'Remove Selection', 'Insert All', and 'Remove All'.

Object *	Description *
TSA1098	1098-T Tax Information
FTMITYP	1099 Income Type Code M
FAA1099	1099 Reporting
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Object	Description
STVMAJR	Major, Minor, Concentration Code Validation
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TYPES

- **Job Submission Object** – reports that you run in banner
- **Oracle Forms Module** – Banner Forms (pages) i.e. SPAIDEN

Object Type Menu (highlighted in green below)

This menu is a list of objects that you want to add to the 'My Banner' menu as a shortcut

Object Select Menu (highlighted in red below)

This menu is a list of objects that are ALREADY in your 'My Banner' menu as a shortcut.

The screenshot displays the 'My Banner Maintenance GUAPMNU 9.0 (ADMIN)' interface. At the top, the user is logged in as Gabriel Evans. The main navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below this, the 'MENU MAINTENANCE' section is active, with a 'Type' dropdown set to 'Oracle Forms module'. The interface is divided into two main panels: 'Object Type' (highlighted in green) and 'Object Selection' (highlighted in red). The 'Object Type' panel contains a table with columns 'Object *' and 'Description *', listing various object codes and their descriptions. The 'Object Selection' panel contains a table with columns 'Object' and 'Description', listing objects already in the menu. Between the two panels are four buttons: 'Insert Selection', 'Remove Selection', 'Insert All', and 'Remove All'. At the bottom of each panel, there is a pagination bar showing 'Record 1 of 2446' and 'Record 1 of 3' respectively.

Object *	Description *
TSA1098	1098-T Tax Information
FTMITYP	1099 Income Type Code M
FAA1099	1099 Reporting
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RNIMS14	2013-2014 Miscellaneous F
RNANA14	2013-2014 Need Analysis
RNAVR14	2013-2014 Need Analysis C
RNRGL14	2013-2014 Need Analysis C
RNAPR14	2013-2014 Need Analysis F
RNARS14	2013-2014 Need Analysis F
RNASL14	2013-2014 Student Loan D
RNASU14	2013-2014 Supplemental N
RNAOV15	2014-2015 Applicant Overri
READ15	2014-2015 Grant Disburser

Object	Description
STVMAJR	Major, Minor, Concentration Code Validation
SWRE029	DF Stu ID, Name, Addr, Hrs,GPA
STVDEPT	Department Code Validation

To activate the toolbar in each menu, (highlighted in blue above) you need to first click on an object inside of the corresponding menu. The toolbar will then become active (highlighted in red on the next page).

Truman State University (ADMIN) Gabriel Evans Sign Out ?

My Banner Maintenance GUAPMNU 9.0 (ADMIN) ADD RETRIEVE RELATED TOOLS

MENU MAINTENANCE Insert Delete Copy Filter

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TSA1098	1098-T Tax Information
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Object Selection

Object	Description
STVMAJR	Major, Minor, Concentration Code Validation
SWRE029	DF Stu ID, Name, Addr, Hrs,GPA
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Insert Selection
Remove Selection
Insert All
Remove All

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1 of 1 10 Per Page Record 1 of 3

To add an object from the Object Type menu to the Object Select menu (to add a shortcut to your 'My Banner' shortcut menu) you will need to:

1. Double click the desired object in the Object Type menu
2. Click the Insert Selection button (highlighted in green on the next page)
3. Save (highlighted in red on the next page)
 - a. A save notification will confirm the saved changes (highlighted in blue on the next page)

In order for you to see the changes to your 'My Banner' shortcut menu, you will need to log out of Banner and then back in. The logout process will refresh the browser cache and your 'My Banner' shortcut menu will be updated.

Truman State University (ADMIN) Gabriel Evans Sign Out ?

My Banner Maintenance GUAPMNU 9.0 (ADMIN) ADD RETRIEVE RELATED TOOLS 1

▼ MENU MAINTENANCE

✓ Saved successfully (4 rows saved)

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Object	Description
STVMAJR	Major, Minor, Concentration Code Validation
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STVDEPT	Department Code Validation

Insert Selection
Remove Selection
Insert All
Remove All

1 of 1 Per Page Record 2 of 4

SAVE

EDIT Record: 2/4 GURMENU.GURMENU_OBJ_NAME [2] ellucian

To remove a shortcut object from the Object Selection menu, do the same thing you did to add an object but this time you will select the object in the Object Selection menu and use the Remove Selection button (highlighted in yellow above). Make sure to log out and log back in to refresh your 'My Banner' shortcut menu.