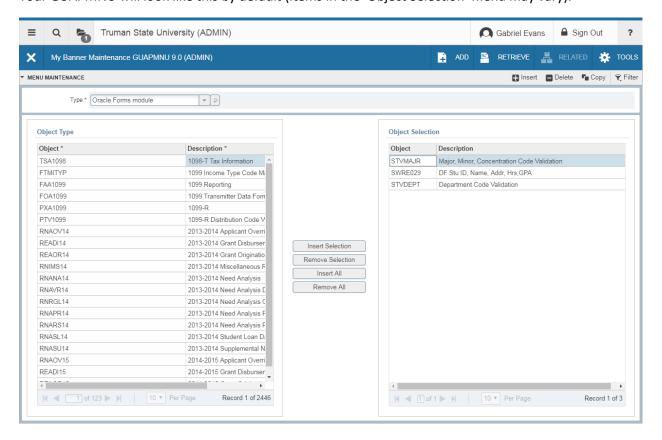
My Banner Menu / GUAPMNU Setup

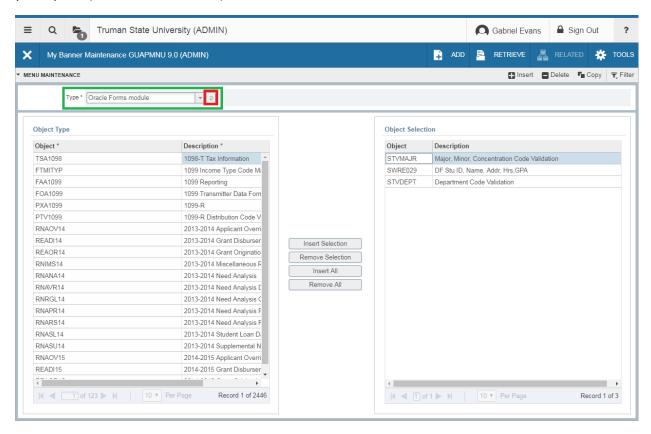
GUAPMNU - A page that allows you to customize the 'My Banner' shortcut menu

*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):



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 to activate your option (outlined in red below).



TYPES

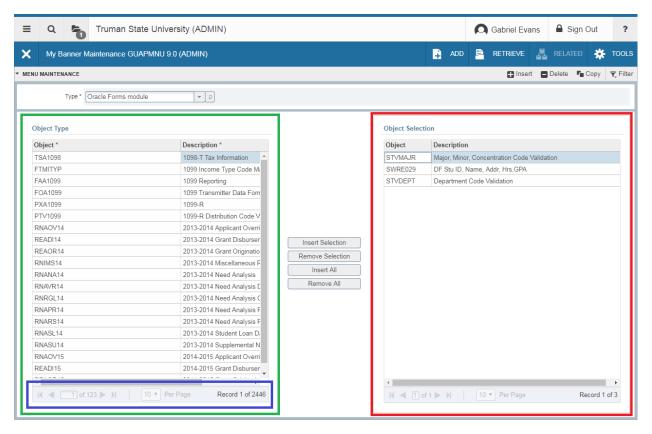
- Job Submission Object reports that you run in banner
- Oracle Forms Module Banner Forms (pages) i.e. SPAIDEN

Object Type Menu (highlighted in green below)

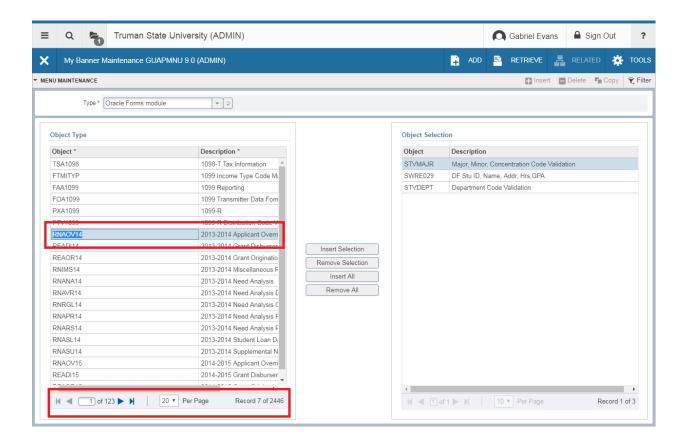
This menu is a list of objects that you want to add to the 'My Banner' menu as a shortcut

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.



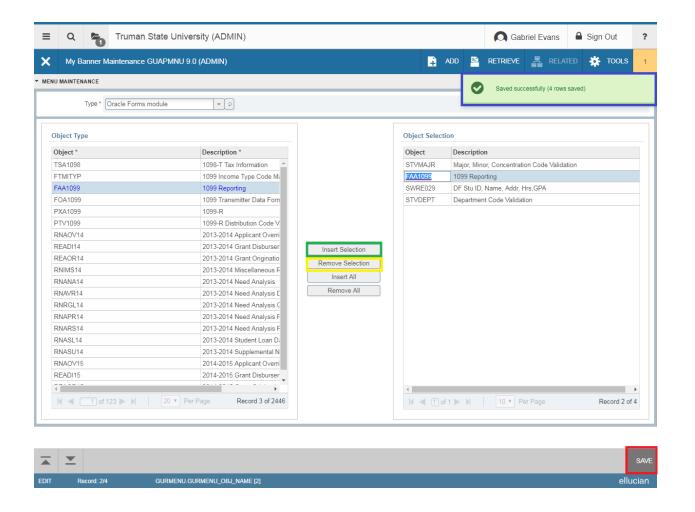
To activate the toolbar in each menu, (highlighted in blue above) you need to first click on an object inside of the corresponding menu. The toolbar will then become active (highlighted in red on the next page).



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.



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.