

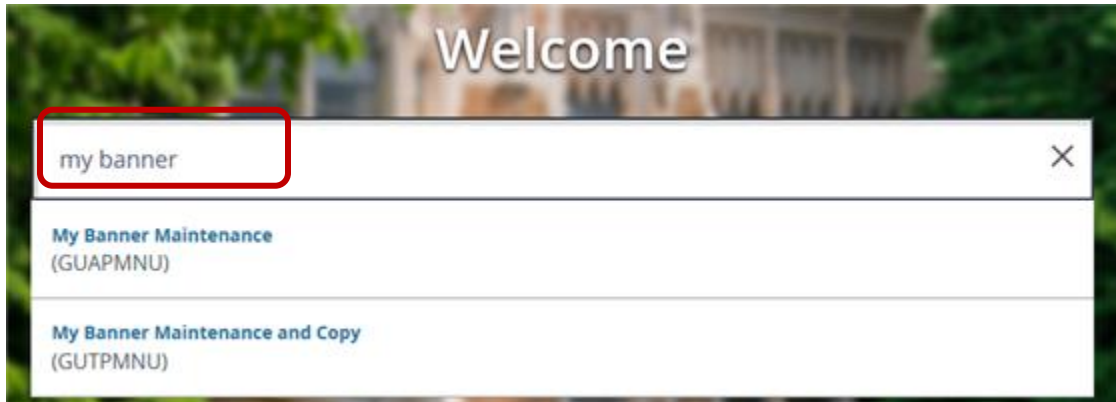
BANNER CUSTOM MENU

The **My Banner** feature is used to “bookmark” frequently used Banner pages. Adding pages to **My Banner** eliminates the need to navigate through menu paths to access frequently used pages. It also eliminates the need to memorize page names or keep a separate written list of frequently accessed pages.

BOOKMARKING PAGES IN MY BANNER

The following provides instructions on adding Banner pages to **My Banner**.

1. From the landing page, type “my banner” in the search field. Select **My Banner Maintenance (GUAPMNU)**.

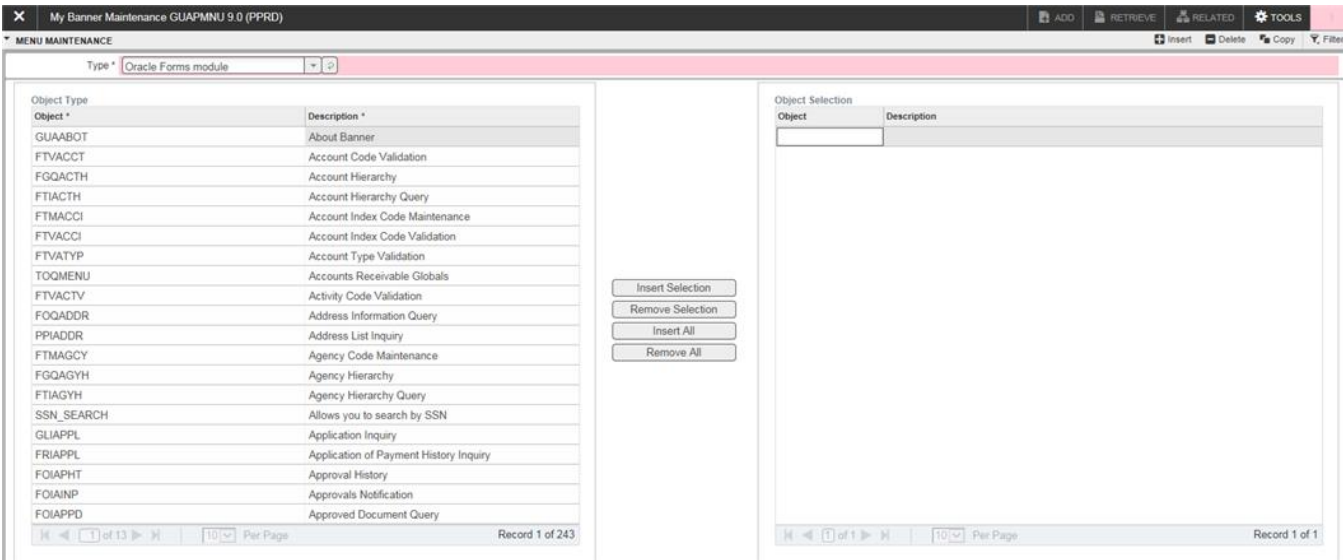


2. The **My Banner Maintenance** page displays. Confirm the **Type** field displays **Oracle Forms module**:

Type *

- If **Oracle Forms module** does not display, select it from the drop-down list:

Type *



3. There are two ways to select pages/queries/menus; search for an object in the list, or query for the desired page.

- **Search the List:** Click any item in the **Object** list or **Description** list (in the left column) to activate the pagination controls at the bottom of the list:



Scroll through the list to find the desired page or object. Double click the desired object or description to select:

Object *	Description *
GUAERRM	Banner Error and Warning Messages
GUAINIT	Banner Global Initialization
FPIBLAR	Blanket Order Activity
FPIBORD	Blanket Order Validation
FGIBAVL	Budget Availability Status
FBIUDC	Budget Query
GUACALC	Calculator

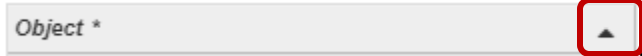


Click the **Insert Selection** button to add the object to the **Object Selection** list (the right column). Continue to scroll through the **Object** list or **Description** list

to select additional objects. Once completed, click the **Save** button in the lower right-hand side of the page:

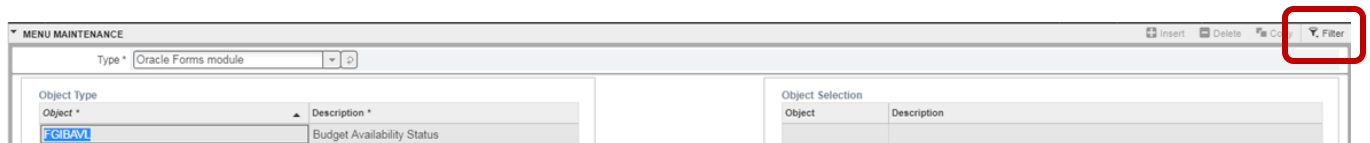


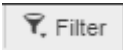
Note: To change the sort order of the **Object** list or **Description** list, click the column header. A sort icon appears:

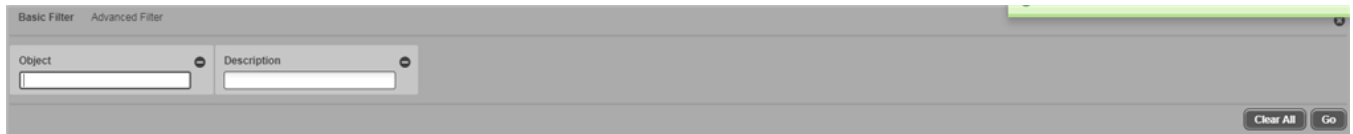


Click the arrow to change the sort order.

- **Query:** To query an object name (or partial object name) or object description (or partial object description), click any item in the **Object** list or **Description** list (in the left column) to activate the **Filter** icon:



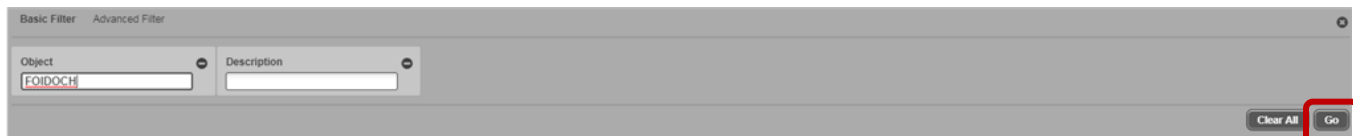
Click the **Filter** icon: . A query section opens at the top of the page:




Enter the 7-character page name (for example FOIDOCH) in the **Object** field, or the page description (for example Document History) in **Description** field and click **Go**:

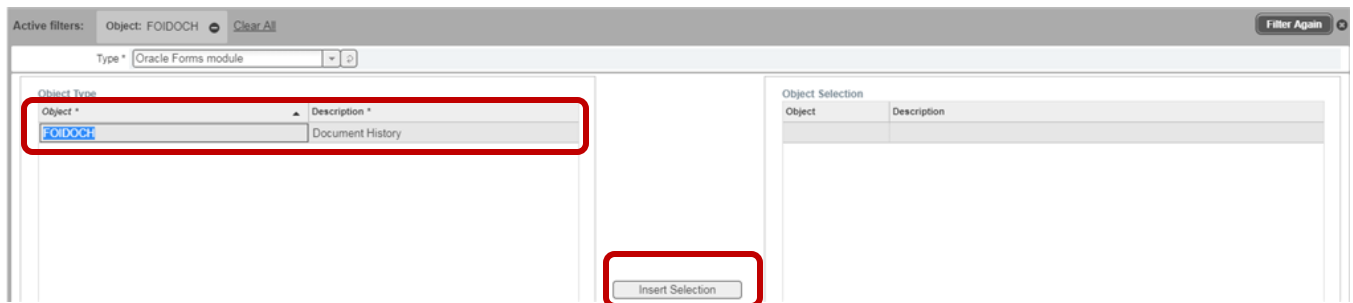
Important Note: The **Description** field is case-sensitive.


If the full 7-character page name or the page description is not known, use the wild card (%) to search.



Based on the filter criteria, the page(s) displays in the **Object** list. Double click the object or description to select.


Click the **Insert Selection** button  to add the object to the **Object Selection** list (the right column).

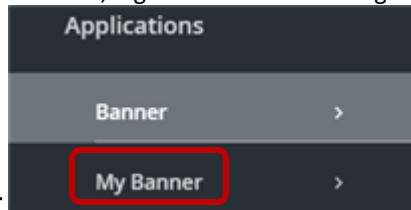


Repeat *all* the steps in this section to continue adding pages. Once completed, click the **Save** button in the lower right-hand side of the page: 

Note: If desired, an additional description may be added to items in the **Object Selection** list. Click the applicable object description and type additional text:

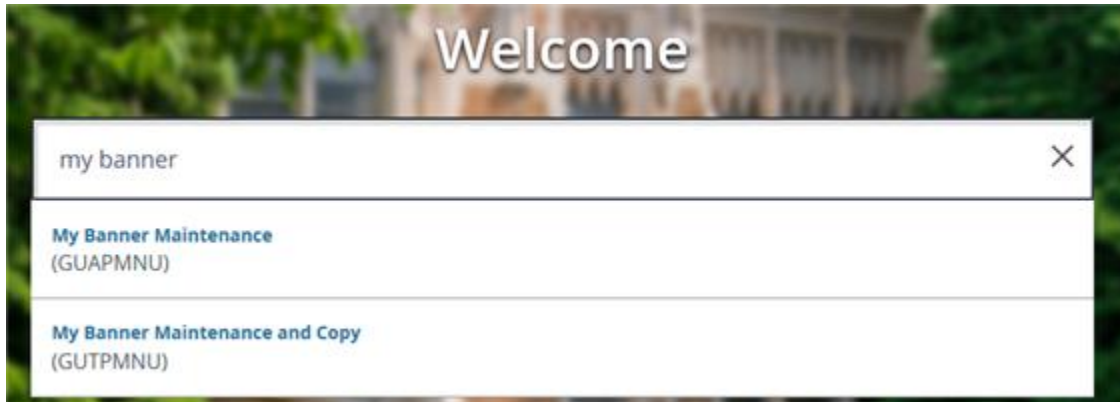
Object Selection	
Object	Description
FOIDOCH	Document History - Online Requisitions
FGIBDST	Organization Budget Status
FGITBAL	General Ledger Trial Balance

4. To view the **My Banner** list, log out of Banner and log back in. Click the **Applications** icon  in the left-hand column.

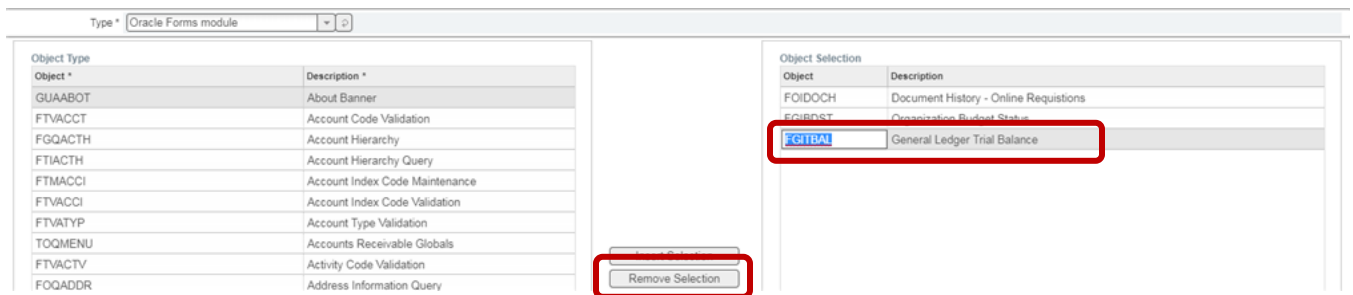


Select **My Banner**

5. To remove items from **My Banner**, from the landing page, type “my banner” in the search field. Select **My Banner Maintenance (GUAPMNU)**.



6. The **My Banner Maintenance** page displays. Double click to select the applicable item in the **Object Selection** column. Click **Remove Selection**:



7. Once completed, click the **Save** button in the lower right-hand side of the page:



8. To view the changes in the **My Banner** list, log out of Banner and log back in.

APPENDIX A

PC KEYBOARD SHORTCUTS

Action	Banner 9 Key Stroke
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q
Choose/Submit	ENTER
Clear All in Section	SHIFT+F5
Clear One Record	SHIFT+F4
Clear Page or Start Over	F5
Count Query	SHIFT+F2
Delete Record	SHIFT+F6
Down/Next Record	Down Arrow
Duplicate Item	F3
Duplicate Selected Record	F4
Edit	CTRL+E
Execute Filter Query	F8
Exit	CTRL+Q
Expand/Collapse Drop-down Field	ALT+Down Arrow
Export	SHIFT+F1
First Page	CTRL+Home
Insert/Create Record	F6
Last Page	CTRL+End
List of Values	F9
More Information	CTRL+SHIFT+U
Next Field of Item	TAB
Next Page Down	Page Down
Next Section	ALT+Page Down
Open Menu Directly	CTRL+M
Open Related Menu	ALT+SHIFT+R
Open Tools Menu	ALT+SHIFT+T
Page Tab 1, Page Tab 2, and so on	CTRL+SHIFT+1 CTRL+SHIFT+2, etc.
Previous Field or Item	SHIFT+TAB
Previous Page Up	Page Up
Previous Section	ALT+Page Up
Print	CTRL+P

MAC KEYBOARD SHORTCUTS

Action	Banner 9 Key Stroke
Display Open Items	CTRL + Y
Search	CTRL + Shift + Y
Help	CTRL + Shift + L
Sign Out	CTRL + Shift + F
Open the Main Menu	CTRL + M
Close Main Menu	Ctrl + Alt + M
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
GO Button /Choose / Submit/Action	Return/Enter
Next Section	ALT + Page Down
Previous Section	ALT + Page Up
Cancel page, Exit, Close Current Page, Cancel Search or Query	Ctrl + Q
Cancel Action	Esc
Next Field/Item	Tab
Page Tab 1, Page Tab 2, Page Tab 3, ...	CTRL + Shift + 1, CTRL + Shift + 2, CTRL + Shift + 3,
Previous Field/Item	Shift + Tab

BANNER 9 SUPPORT

For additional information and resources, visit the Banner 9 Training and Documentation page:

<https://sites.ewu.edu/it/services/administrative-information-systems/banner/banner-9-upgrade/training-documentation/>

For technical assistance, contact the Help Desk: <https://support.ewu.edu/support/home>