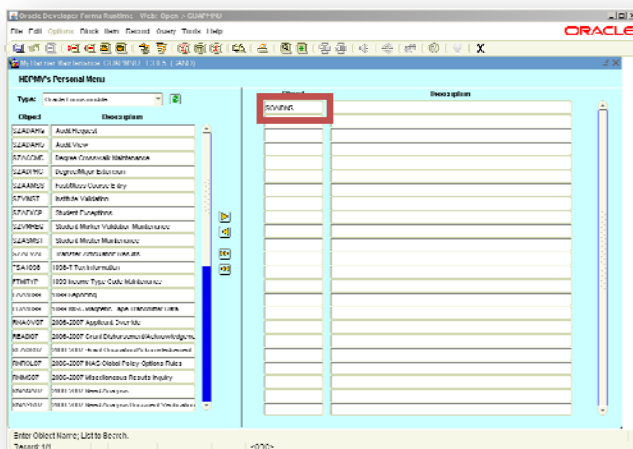
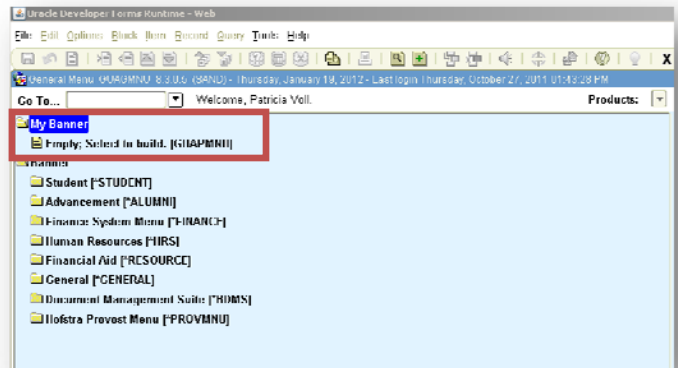


Customizing a "MY BANNER" Menu

"My Banner" is a customizable menu where you can store Bannerforms, reports, processes and quickflows that you use most frequently. When you login to Banner on any Hofstra computer, the objects will be ready for you to use with a double click.

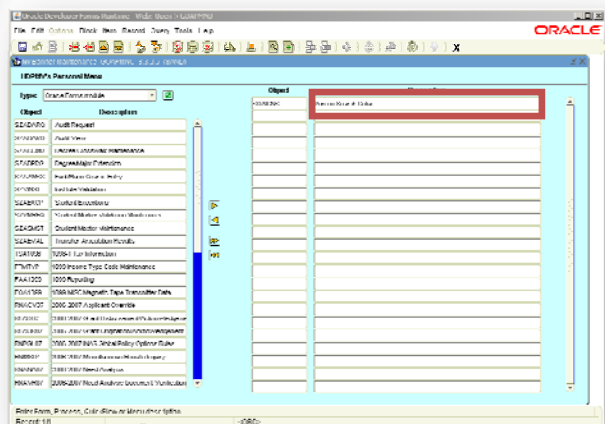
ADDING FORMS TO YOUR "MY BANNER" MENU

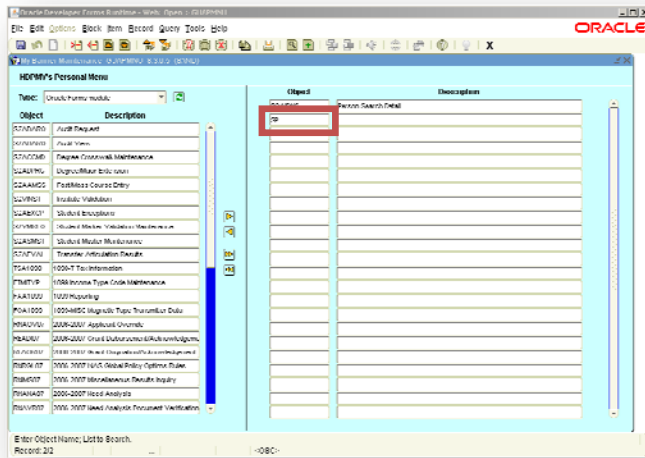
1) Log in to your Banner Proper account. Open the "MY BANNER" folder located in the left navigation frame. Double click "Empty Select to Fill" or "Organize My Banner".



2) This will open the GUAPMNU form. Click the first field in "Objects" column and type the Banner form, process or report name you wish to add.

3) Press the Enter key and the form **Description** automatically drops in. You can revise the form description to whatever you wish.

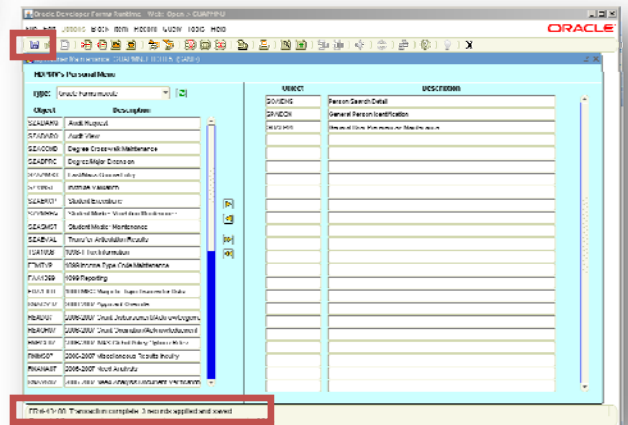




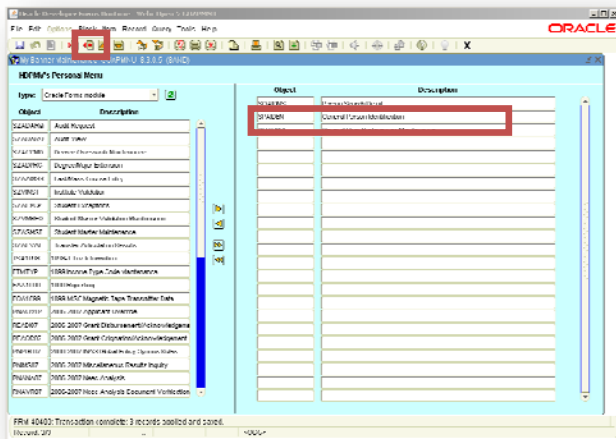
4) Press the Down Arrow to move to the next empty "Object" field. Repeat steps 2-3 above to enter additional objects.

5) Click the Save icon (F10); verify the transaction on the Auto Hint Line, and exit the form.

6) Type REFRESH in the GO TO field on the main Banner menu and hit enter. Finally open the MY BANNER menu and double click on the form you wish to access.



REMOVING FORMS FROM "MY BANNER"



1) Begin by opening your "MY BANNER" folder. (See step 1 above)

2) Highlight the object name and description line you wish to remove; click on the Remove Record icon. (Shift + F6)

3) Complete the process by following steps 5 and 6 above.

WHAT TO DO IF YOU CANNOT SAVE CHANGES TO "MY BANNER"

- Move the cursor to the blank line below the last record in the object and description line.
- Click the Remove Record icon (Shift + F6)
- Click the Save icon (F10). Verify the transaction on the Auto Hint Line, and exit the form.