

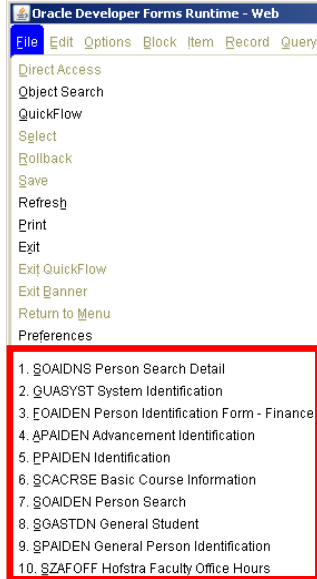


## General Shortcuts

- Two ways to find and launch one of the last 10 objects used in a session.

- Place your cursor in the GO TO box. Press the UP or DOWN keys to display the last 10 objects accessed during a Banner session. Hit the ENTER key when the form you wish appears in the GOTO box.

Go To...  ▼

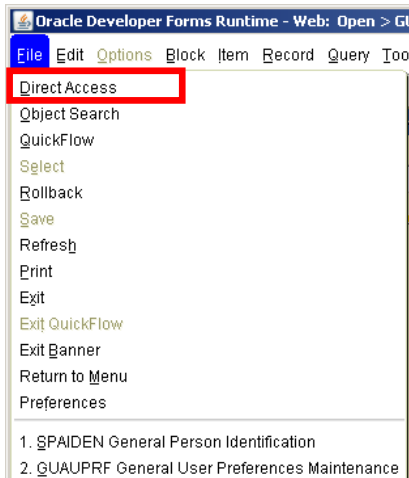


- Click the File drop-down menu.

The last 10 objects accessed during a Banner session are listed at the bottom. Click the listed object to launch.

- Launch a new object while in an unrelated object.

Hit the F5 key or select DIRECT ACCESS under the File Menu to bring up a GO BOX at the top of a currently accessed form or object



STUDENT	HUMAN RESOURCE	ADVANCEMENT	FINANCIAL AID
<input checked="" type="checkbox"/> Recruiting	<input type="checkbox"/> Applicant	<input checked="" type="checkbox"/> Individual	<input checked="" type="checkbox"/> Applicant
<input checked="" type="checkbox"/> Admissions	<input checked="" type="checkbox"/> Employee	Category: <input type="text" value="ALUM"/>	
<input type="checkbox"/> Transfer Work	<input checked="" type="checkbox"/> Beneficiary	Class: <input type="text" value="2003"/>	
<input checked="" type="checkbox"/> General Student	<input type="checkbox"/> Cobra Person	<input type="checkbox"/> Organization	
<input checked="" type="checkbox"/> Registration		Category: <input type="text"/>	
<input type="checkbox"/> Housing			
<input checked="" type="checkbox"/> Faculty			

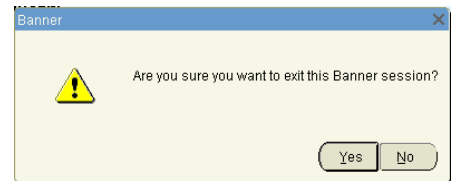
## Customizations

- **Create a MY BANNER Menu**

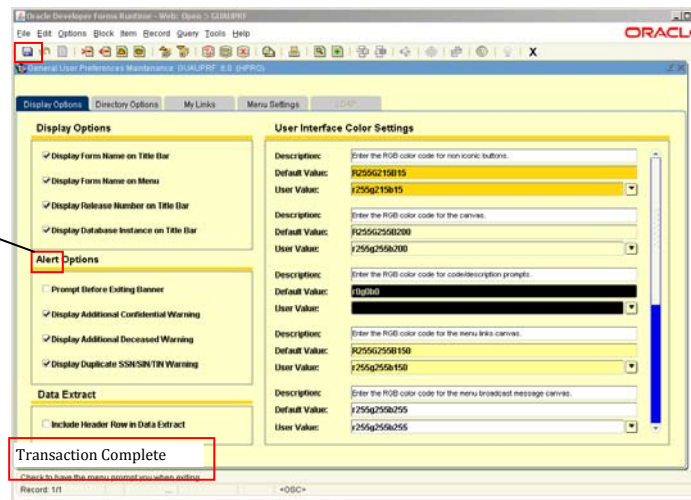
Save time by creating a “My Banner” menu with a list of your commonly used objects.

[Click here](#) for HOW TO guide.

- **Eliminate prompt before exiting Banner**



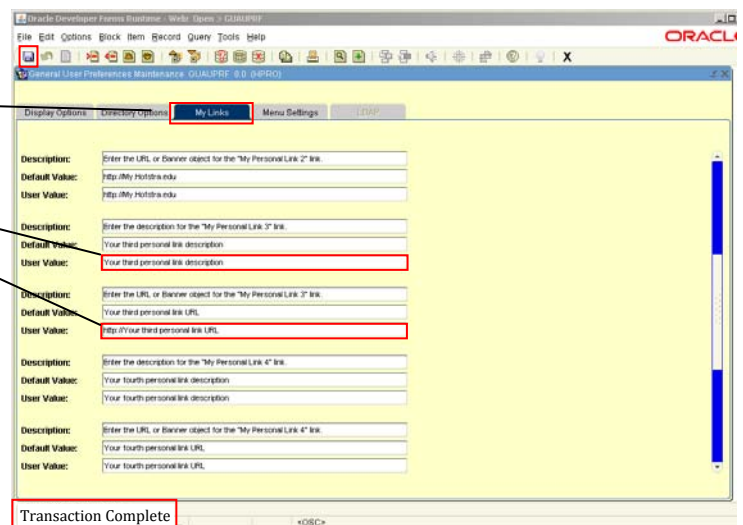
- Open the form GUAUPRF
- Uncheck the Prompt box in the Alert Options
- Click the SAVE icon or hit the F10 key.
- Check the Auto Hint line for confirmation.
- The prompt will no longer appear when you exit Banner.



- **Adding Links to your Banner Main Menu**

You can add links on your Banner Main Menu to web locations that will open in another window.

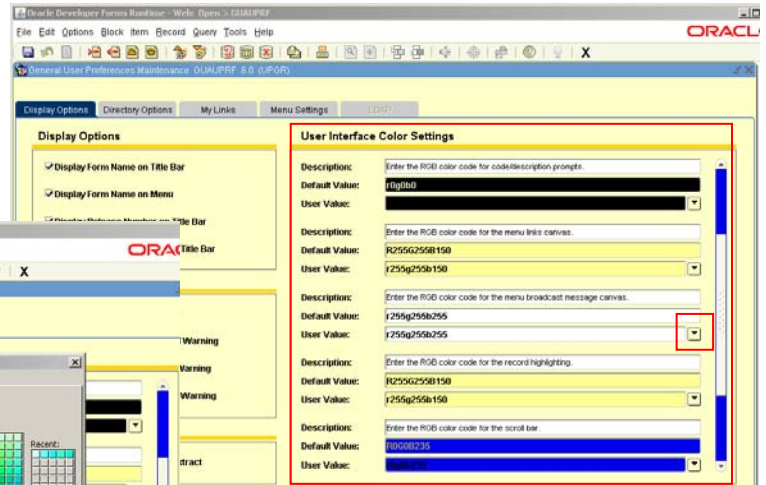
- Type GUAUPRF in the GOTO box and hits enter and
- Select the MY LINKS tab.
- Scroll to Link Descriptions and URL for Personal Links 3 and 4
- Add the Description in the User Value Field
- Add the URL address in the User Value Field. Remember to include http// or https:// in the address
- Click the SAVE icon or hit the F10 key.
- Check the Auto Hint line confirmation.



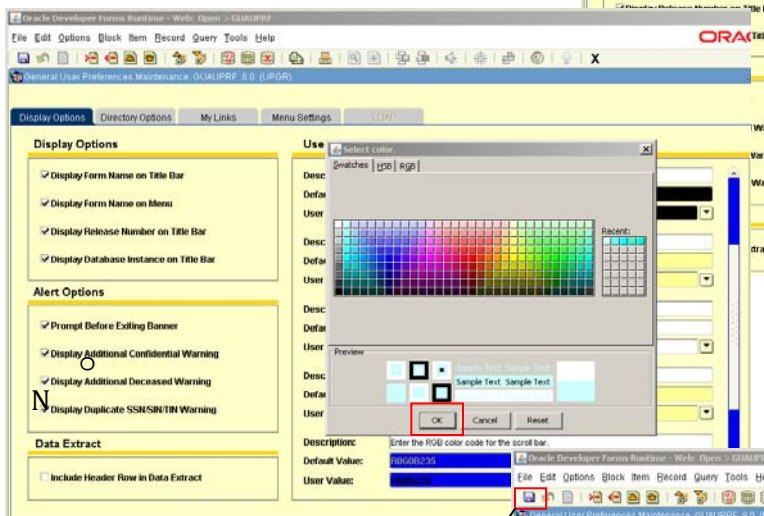
## • Customize Color of Banner Elements

Users can customize colors for up to 9 elements such as background canvas, icon buttons and scroll bars. This feature is especially useful for Banner users who perform testing in multiple instances. (UPGR/SAND) Changing a canvas color can serve as a visual cue that work is being performed in a particular instance.

- Type GUAUPRF in the GOTO and ENTER.
- Find the data element you wish to change under the User Inter-face Color column.
- Click the arrow down menu in the User Value field.



- Select color and click OK.



The color in the User Value field will change.

- Click the SAVE icon or hit the F10 key.

Changes will appear immediately.

