
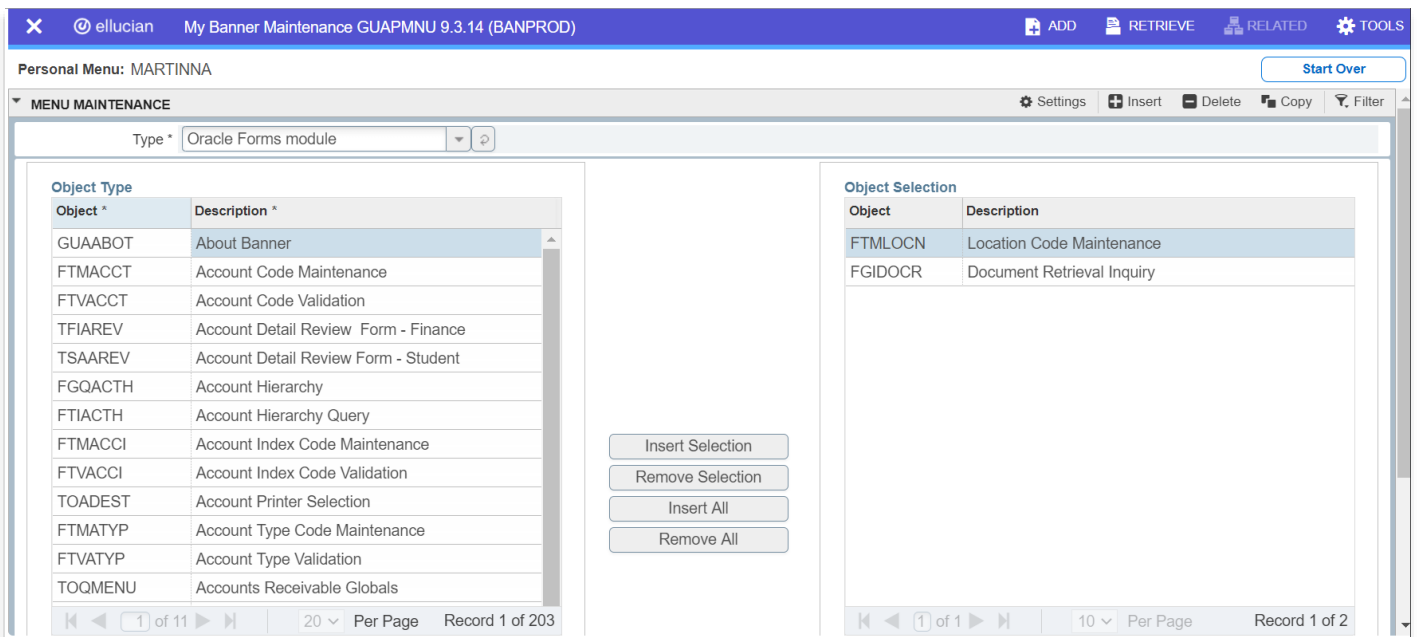


Set Up My Banner

You can use the My Banner feature to create a personal menu of Banner pages that you access frequently.

1. Enter the form acronym **GUAPMNU** in the Search field.
2. When the page opens, your username will be in the field for **Personal Menu**. Click **Go** to proceed.
3. The following page will list all the Banner pages that you have access to on the left-hand side, alphabetically by their Banner description. You can click the Sort Objects button  to sort them alphabetically by their page acronym.



4. To add a page to your My Banner menu:
 - a. From the list in the left-hand pane, double-click on the page's acronym or description.
 - b. Once selected, its colour will change to blue. Continue selecting pages in this manner before continuing to the next step.

FZMFORS	Fund Organization Resp. Tracking Maintenance
FYMFORS	Fund Organization Resp. Tracking Maintenance V2
FTMFTYP	Fund Type Maintenance

5. When you have selected all the pages you wish to add, click the **Insert Selection**; all the pages you selected will be added to the right-hand pane.
6. To remove an item from your My Banner list, double-click in the right-hand pane to select it, and click **Remove Selection**. You can remove all items from your My Banner list by clicking **Remove All**.
7. Click **Save** and log out of Banner. Your My Banner menu will be updated the next time you log in.