INTRODUCTION

Adding items to **My Banner** allows you to create a customized folder for quick access to frequently used forms.
Setting up My Banner

1. Double Click on **My Banner**
   a. My Banner will expand

2. Double click on the **GUAPMNU** link to open

3. Enter the form name in the **Object Field**
   a. The Description Field will populate
      i. You can edit the Description Field by tabbing into field and entering custom name

4. **Save** *(F10)*
   a. You must log out of Banner and sign back in to see My Banner
Adding Items to My Banner in a Form

1. Open the form
2. **Right Click** on the page canvas (not a field)
   a. Options will open
3. Select **Add to Personal Menu**
4. The form has been added to **My Banner**
   a. Log out of Banner and sign back in to see the form on menu
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