TENNESSEE STATE UNIVERSITY
BANNER TIPS AND TRICKS

Productivity Tip

Have you ever wondered how to create a link right on the Banner screen to make it easier to open those most used Websites?

Creating Links to Websites or Banner Objects

My Links Window

You can create a link from the main menu to a web site or Banner object using **personal link …..**. On the main Banner screen, click **Personal Link 1**.

> **Note:** Make sure you do not have pop-ups blocked with any third-party software.
> Pop-up blockers can interfere with the performance of your personal links

To create a link:

1. Choose the My Links tab. The first link is your institution's web site.

2. Enter a description of your link in the **User Value** field associated with the first personal link description.

3. Enter the URL or Banner object name in the **User Value** field associated with the first personal link URL or Banner object.

4. Save. You must exit Banner and log back in to see your new descriptions on the Main Menu form (GUAGMNU).

NOTE: In order for the link to work in Banner, each personal link has 2 parts: The first is the personal link description and the second the personal link URL.

You can create up to six personal links. Each personal link is comprised of two records—the description and the URL/object. Make sure the description record matches the corresponding URL or Banner object record.