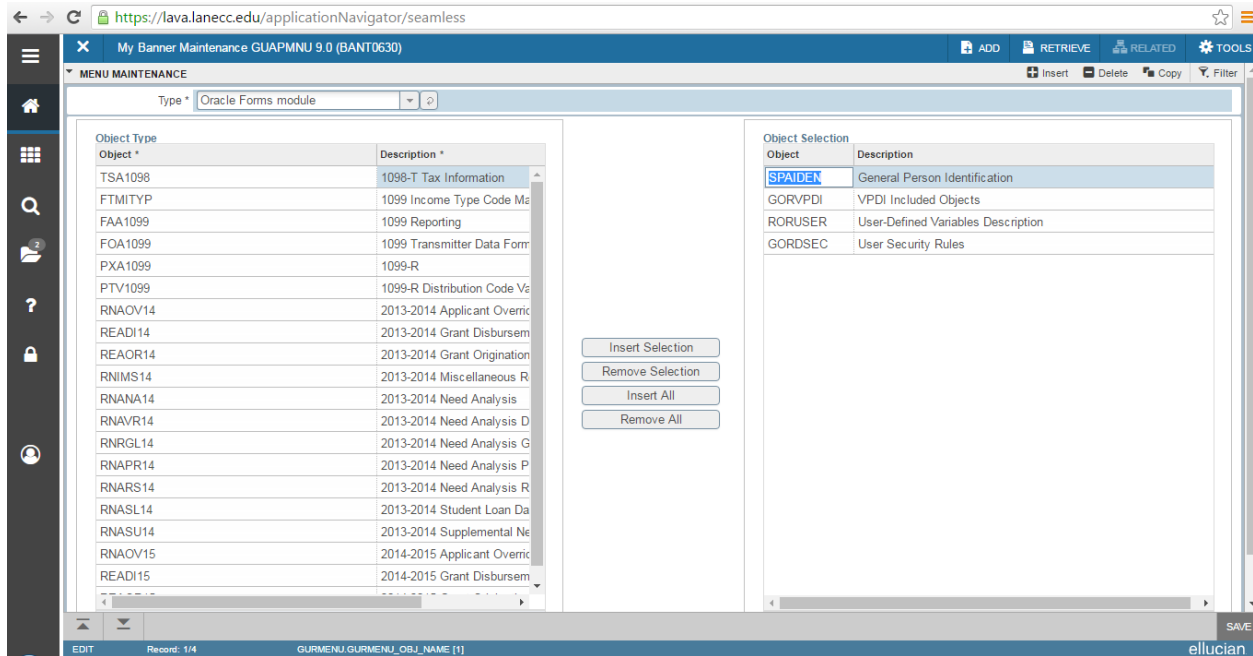


## How to set up saved form names as a menu item

Step 1: In the Banner 9 search bar, enter form GUAPMNU

Step 2: In GUAPMNU enter form names on the right hand side or drag and drop from left to right.



The screenshot shows the Banner 9 Menu Maintenance interface. The browser address bar displays <https://lava.lanec.edu/applicationNavigator/seamless>. The page title is "My Banner Maintenance GUAPMNU 9.0 (BANT0630)". The interface includes a "MENU MAINTENANCE" header with a "Type" dropdown set to "Oracle Forms module". On the left, a table lists various object types and descriptions. On the right, an "Object Selection" table shows selected items, with "SPAIDEN" highlighted. Below the selection table are buttons for "Insert Selection", "Remove Selection", "Insert All", and "Remove All". The bottom status bar shows "EDIT", "Record: 1/4", "GURMENU.GURMENU\_OBJ\_NAME [1]", and the "ellucian" logo.

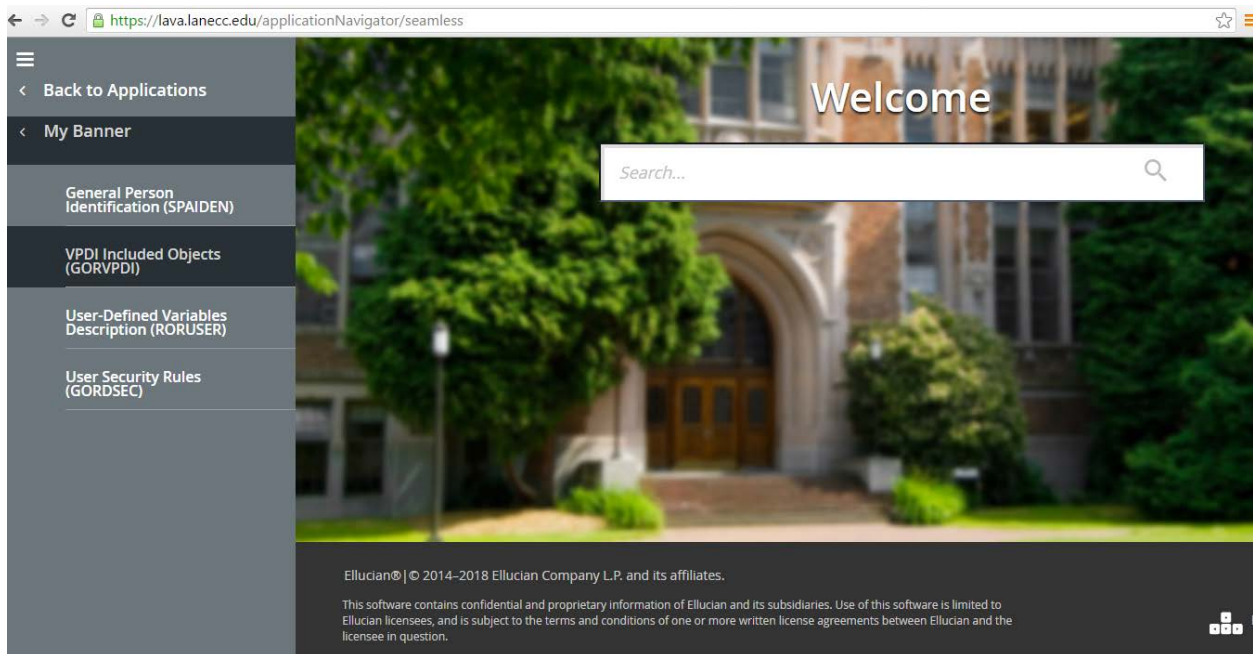
Object Type	Description *
TSA1098	1098-T Tax Information
FTMITYP	1099 Income Type Code Ms
FAA1099	1099 Reporting
FOA1099	1099 Transmitter Data Form
PXA1099	1099-R
PTV1099	1099-R Distribution Code Vs
RNAOV14	2013-2014 Applicant Overric
READI14	2013-2014 Grant Disburse
REAOR14	2013-2014 Grant Origination
RNIMS14	2013-2014 Miscellaneous R
RNANA14	2013-2014 Need Analysis
RNAV14	2013-2014 Need Analysis D
RNRGL14	2013-2014 Need Analysis G
RNAPR14	2013-2014 Need Analysis P
RNARS14	2013-2014 Need Analysis R
RNASL14	2013-2014 Student Loan Da
RNASU14	2013-2014 Supplemental Ne
RNAOV15	2014-2015 Applicant Overric
READI15	2014-2015 Grant Disburse

Object Selection	Description
SPAIDEN	General Person Identification
GORVPDI	VPDI Included Objects
RORUSER	User-Defined Variables Description
GORDSEC	User Security Rules

Step 3: Sign out of Banner 9 (click on lock icon)

Step 4: Log back into Banner 9

Step 5: Click on Applications, My Banner and you will see your saved forms.



The screenshot shows the Banner 9 "My Banner" page. The browser address bar displays <https://lava.lanec.edu/applicationNavigator/seamless>. The page features a "Welcome" message and a search bar. A sidebar on the left lists saved forms: "General Person Identification (SPAIDEN)", "VPDI Included Objects (GORVPDI)", "User-Defined Variables Description (RORUSER)", and "User Security Rules (GORDSEC)". The background image shows a building entrance. The footer contains the text: "Ellucian® | © 2014–2018 Ellucian Company L.P. and its affiliates. This software contains confidential and proprietary information of Ellucian and its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and the licensee in question." The "ellucian" logo is visible in the bottom right corner.