

Setting User Preferences in Banner



Table of Contents

Setting User Preferences in Banner	1
Accessing GUAUPRF (General User Preference Maintenance)	1
Display Options Tab	3
Display Options	3
Alert Options	4
Data Extract	4
User Interface Color Settings	5
Directory Options Tab	9
My Links Tab	10
Menu Settings Tab	11
Adding Forms to the <i>My Banner</i> Folder	13
Accessing <i>Organize My Banner</i> (GUAPMNU)	13

SLCC Banner

Setting User Preferences



User Personalization of Banner

Banner users can personalize the Banner application to meet their individual needs. Using the **General User Preferences Maintenance (GUAUPRF)** form, a user can change:

- **Display Options.** These include:
 - *Display Options*
 - *Alert Options*
 - *Data Extract*
 - *User Interface Color Settings*
- **My Links** allows a user to add up to six links to favorite web sites on the **General Menu** form.
- **Menu Settings** give users the ability to determine what folder opens in the **General Menu (GUAGMNU)** form.

Note: Users should not attempt to make changes on the **Directory Options** tab.

Using the **My Banner Maintenance (GUAPMNU)** form, a user can add those forms they use most often to the **My Banner** folder on the **General Menu** or start up form.

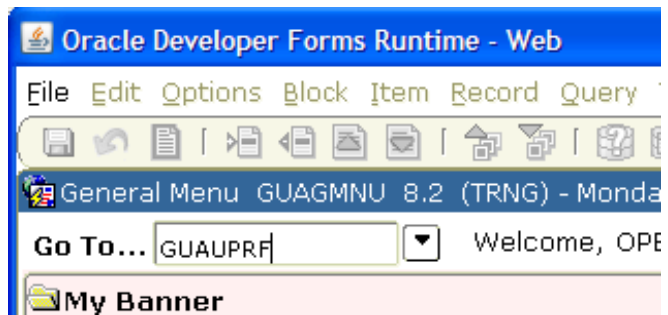
The instructions for using these forms follow.

Accessing GUAUPRF (General User Preference Maintenance)

Log into **Banner**.

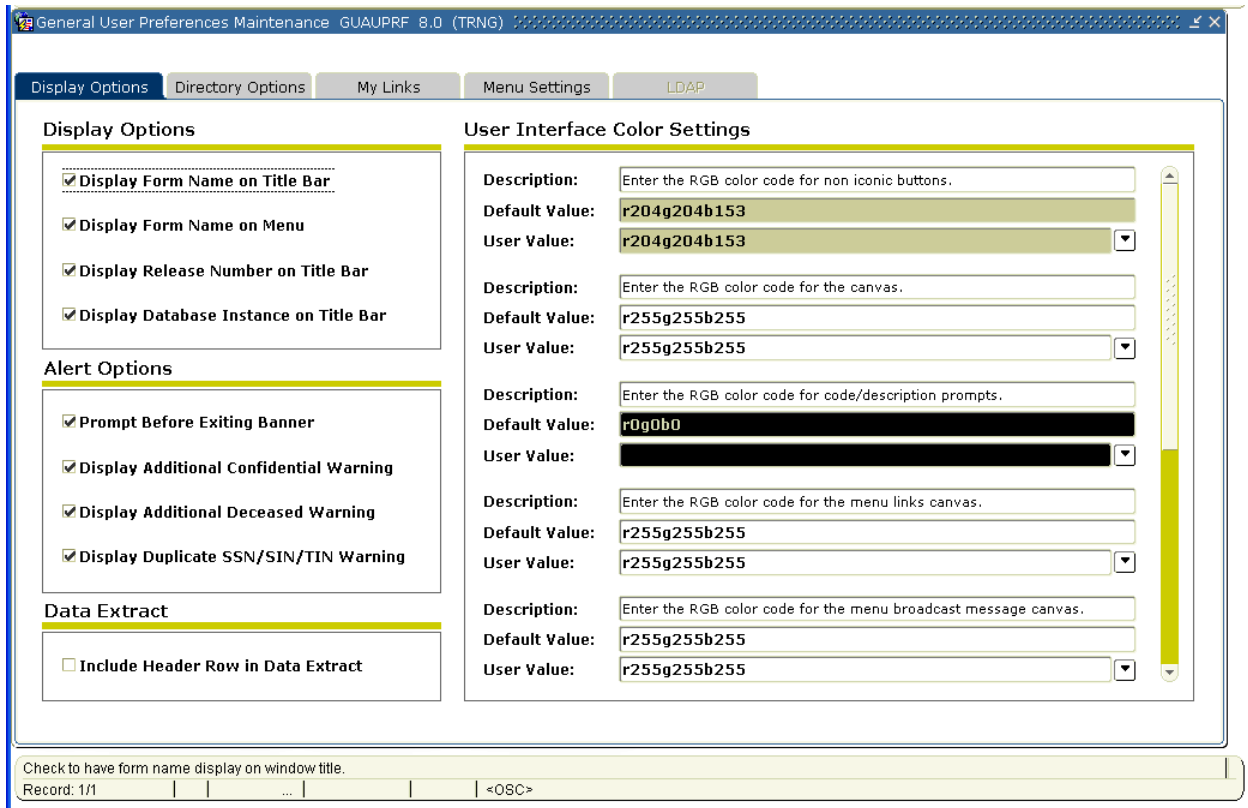
On the **General Menu (GUAGMNU)** form enter **GUAUPRF** in the **Go To...** field and press **Enter**.

The form **General User Preferences Maintenance (GUAUPRF)** opens.



Note: If this form is not in the **My Banner** folder it can be added by navigating to it and then right clicking in the form and selecting **Add to Personal Folder**.

General User Preferences Maintenance (GUAUPRF)



The **General User Preferences Maintenance (GUAUPRF)** form contains four tabs:

1. **Display Options**
2. **Directory Options**
3. **My Links**
4. **Menu Settings**

The following sections describe the settings on each tab.

Note: It is recommended that users not adjust the settings on the **Directory Options** tab. Therefore, an explanation of those settings is not contained here.

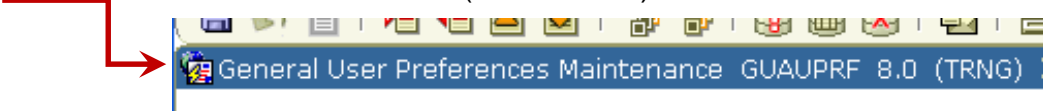
Display Options Tab

The **Display Options** tab contains four sections:

- **Display Options**
- **Alert Options**
- **Data Extract**
- **User Interface Color Settings.**

Display Options

This section contains four check boxes. These control what is displayed in the **Form Title Bar** and the **General Menu (GUAGMNU)** form.



Following is an explanation of each check box:

☒ **Display Form Name on Title Bar**

By default this box is checked. Unchecking it will cause Banner form name (such as **GUAUPRF**) to not appear in the form **Title Bar**.

☒ **Display Form Name on Menu**

By default this box is checked. Unchecking it will cause Banner form names to not be displayed on the **General Menu (GUAGMNU)** form.

☒ **Display Release Number on Title Bar**

By default this box is checked. Unchecking it will cause the Banner release number (currently **8.0**) to not appear in the form **Title Bar**.

☒ **Display Database Instance on Title Bar**

By default this box is checked. Unchecking it will cause the connected **Database** name to not be displayed in the form **Title Bar**. For example, when logged into Banner normally, the database will be displayed as **SLCC**. In the above Title Bar, the database is **TRNG**.

Alert Options

The **Alert Options** section contains four check boxes. These determine whether or not certain **Alert Boxes** are displayed.

Following is an explanation of each check box:

☒ **Prompt Before Exiting Banner**

By default this box is checked. Unchecking it will cause an alert box not to be displayed that warns Banner is about to shut down.

☒ **Display Additional Confidential Warning**

By default this box is checked. Unchecking it will cause an alert box not to be displayed that warns an individual's information is confidential.

Note: It is not recommended that this box be unchecked.

☒ **Display Additional Deceased Warning**

By default this box is checked. Unchecking it will cause an alert box not to be displayed that warns that the individual whose data is being accessed is deceased.

☒ **Display Duplicate SSN/SIN/TIN Warning**

By default this box is checked. Unchecking it will cause an alert box not to be displayed that warns the **SSN**, **SIN**, or **TIN** entered is already in the system.

Data Extract

This section contains one check box. It works with the **data extract** feature available on some Banner forms. **Data Extract** allows Banner data to be exported to a **MS Excel Worksheet**.

- By default it is unchecked and **Header Row** labels are not exported.
- Checking the check box will cause **Header Row** labels to be extracted with the data.

User Interface Color Settings

This section allows a user to change **color settings** for nine Banner window (**User Interface**) components. For each component there is:

1. The component's **Description**.
2. The **Default Value** (default color setting).
3. The **User Value** (color value set by the user).

Note: Color values are shown in **RGB** values.

Following is an explanation of each component **Description**.

Description	Explanation and Examples
Enter the RGB color code for non iconic buttons .	Non iconic buttons are buttons that have a label instead of an icon in them. See Figure 1, #1.
Enter the RGB color code for the canvas .	Determines the background color for Banner forms or the canvas color. See Figure 1, #2.
Enter the RGB color code for code/description prompts .	The field description and code meaning for a field where a code must be selected from a list of codes. See Figure 2
Enter the RGB color code for menu links canvas .	Determines the background color of the My Links area on the General Menu form. See Figure 3.
Enter the RGB color code for the menu broadcast message canvas .	Determines the background color of the area at the bottom of the General Menu form which is labeled Banner Broadcast Messages . See Figure 3.
Enter the RGB color code for the record highlighting .	Determines the highlighting color for selected fields in Banner. See Figure 1, #3
Enter the RGB color code for the scroll bar .	Determines the color of the scroll bar track, not the scroll bar itself. See Figure 1, #4.
Enter the RGB color code for the separator line .	Determines the color of the heavy line used to separate blocks on Banner forms. See Figure 3.
Enter the RGB color code for the menu tree canvas .	Determines the background color of the My Banner and Banner folders area on the General Menu form. See Figure 3.

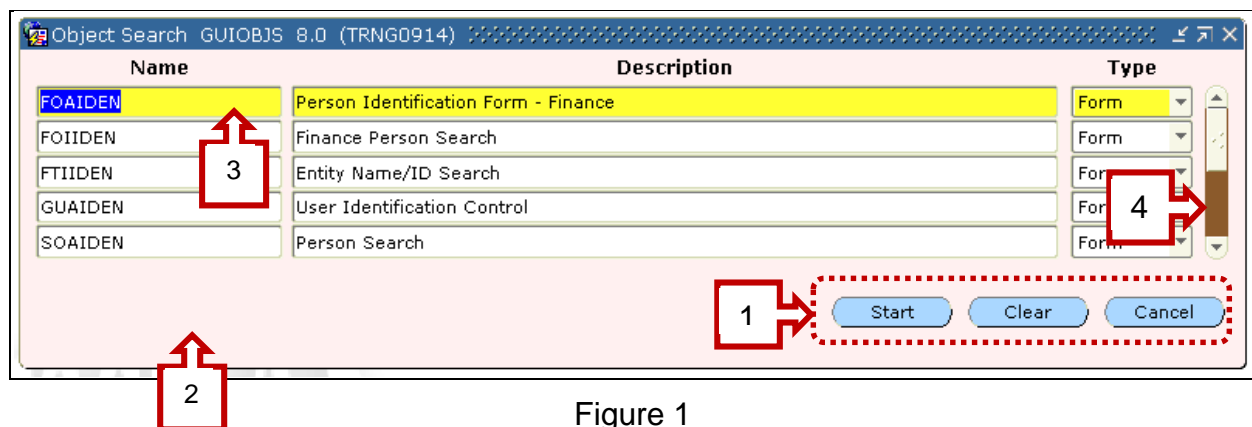


Figure 1

Coded fields descriptions	Citizenship:	<input type="text" value="Y"/>	<input type="text" value="Citizen"/>
	Marital Status:	<input type="text" value="M"/>	<input type="text" value="Married"/>

Figure 2

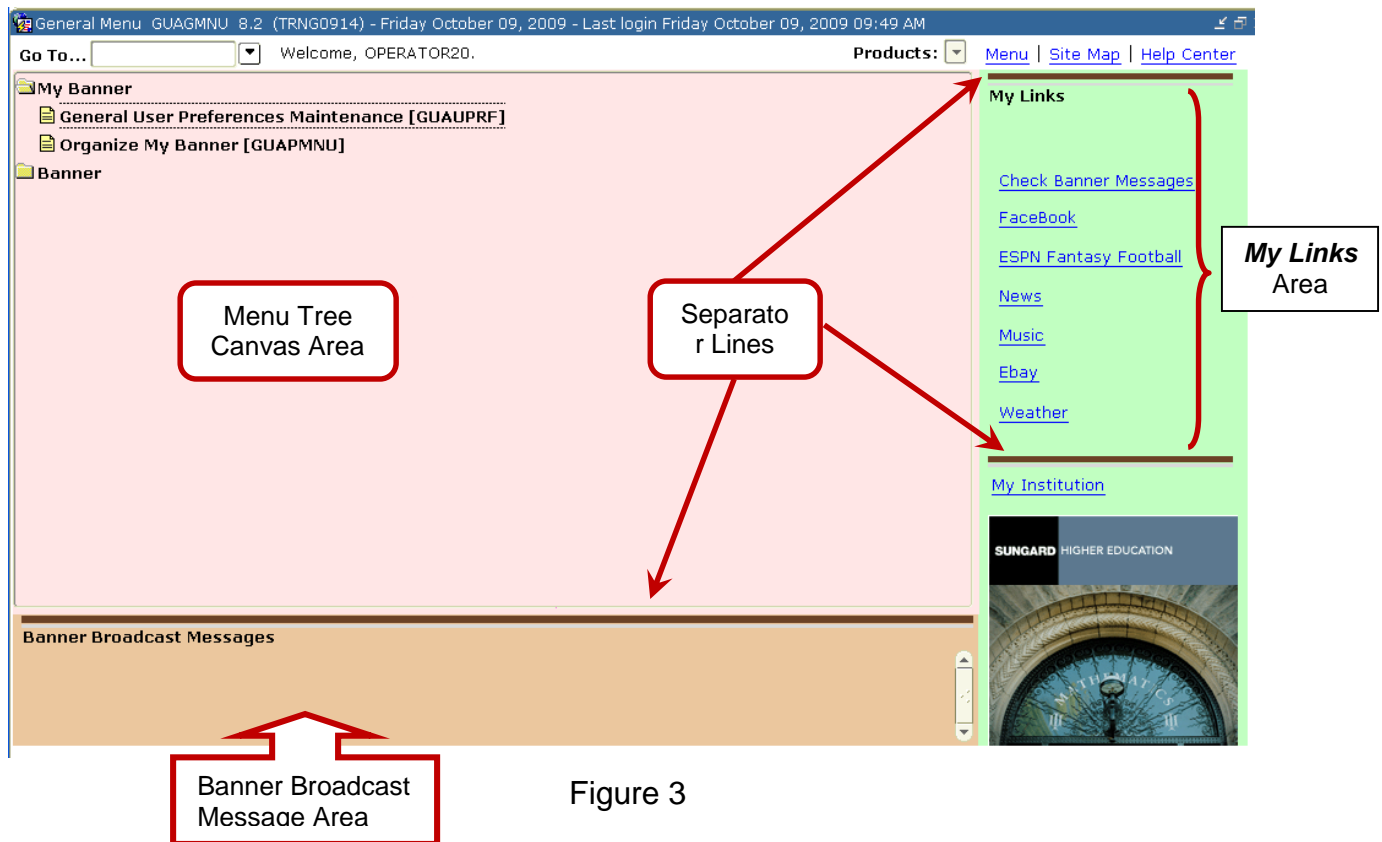


Figure 3

Default Value is the default color for the component. The value is described as a **RGB** value.

User Value allows the user to select a custom color for the component. To change a color, do the following:

Find the **component** to change in the **Description** field.

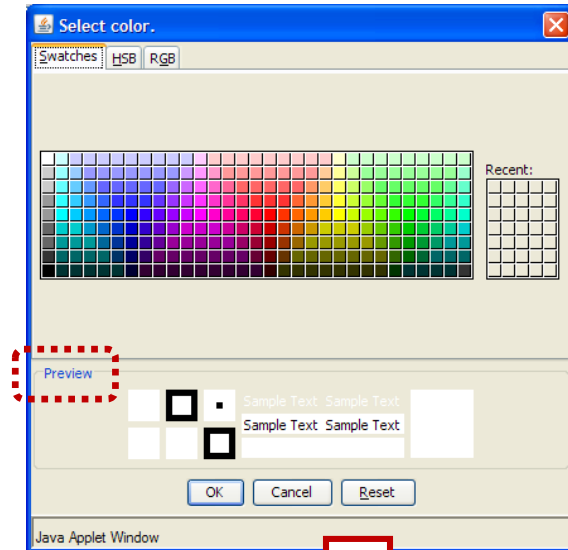
Click the **Search** button for the **User Value** field.

User Interface Color Settings	
Description:	Enter the RGB color code for non iconic buttons.
Default Value:	r204g204b153
User Value:	r170g215b255 <input type="button" value="Search"/>

This opens the **Select Color** dialog box with the **Swatches** tab selected. Choose a color by clicking on a swatch.

Note: Selected color is previewed in the **Preview** pane.

Or...

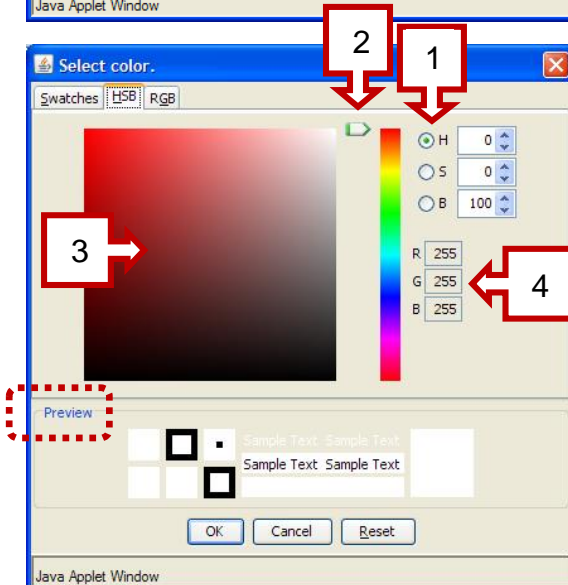


Select the **HSB** tab.

HSB stands for **Hue**, **Saturation**, and **Brightness**. Click on the **HSB option buttons** (#1) to change the color display. Adjust the **Pointer** (#2) up or down to set levels of Hue, Saturation, and Brightness. Click in the **Color display** (#3) to get a pointer. Move the pointer to change colors. **RGB** values of the selected color are displayed in the **RGB windows** (#4).

Note: Selected color is previewed in the **Preview** pane.

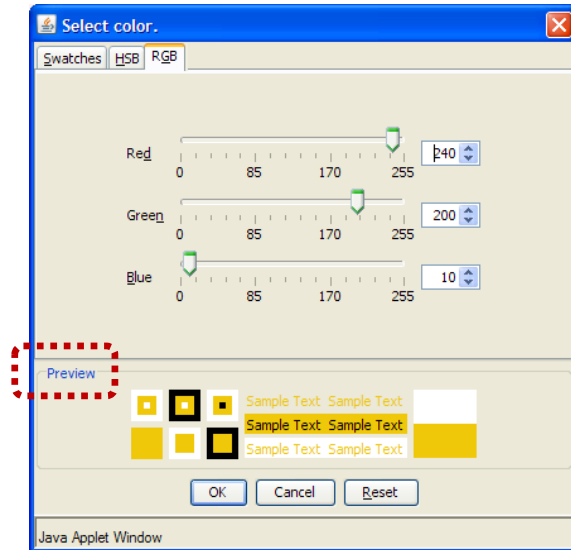
Or...



Select the **RGB** tab.

RGB stands for **Red**, **Green**, and **Blue**.
Adjust the values for each color to create different Colors.

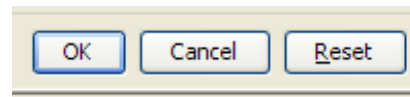
Note: Selected color is previewed in the **Preview** pane.



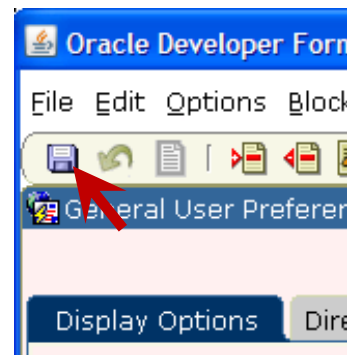
Click the **OK** button to accept the color.

Click the **Cancel** button to return to previous color.

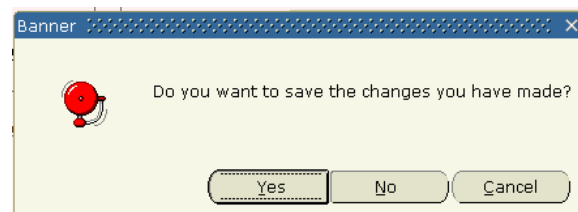
Click the **Reset** button to reset the color to the default color.



Click the **Save** button to save any changes made to the application. Color changes will be seen immediately.



Note: Attempting to close the form without saving changes will cause an **Alert Box** to appear asking if changes are to be saved.



Directory Options Tab

Users are discouraged from making changes to the default values on the **Directory Options** tab.

My Links Tab

The **My Links** tab allows users to set the **web site URL** of their institution and six other favorite web sites. These links appear on the left side of the **General Menu (GUAGMNU)** form.

General User Preferences Maintenance GUAUPRF 8.0 (TRNG0914)

Display Options Directory Options **My Links** Menu Settings

Description: Enter the URL for the "My Institution" link.
Default Value: http://www.slcc.edu
User Value: http://www.slcc.edu 1

Description: Enter the description for the "My Personal Link 1" link.
Default Value: Your first personal link description
User Value: FaceBook 2

Description: Enter the URL or Banner object for the "My Personal Link 1" link.
Default Value: Your first personal link URL
User Value: http://www.facebook.com 3

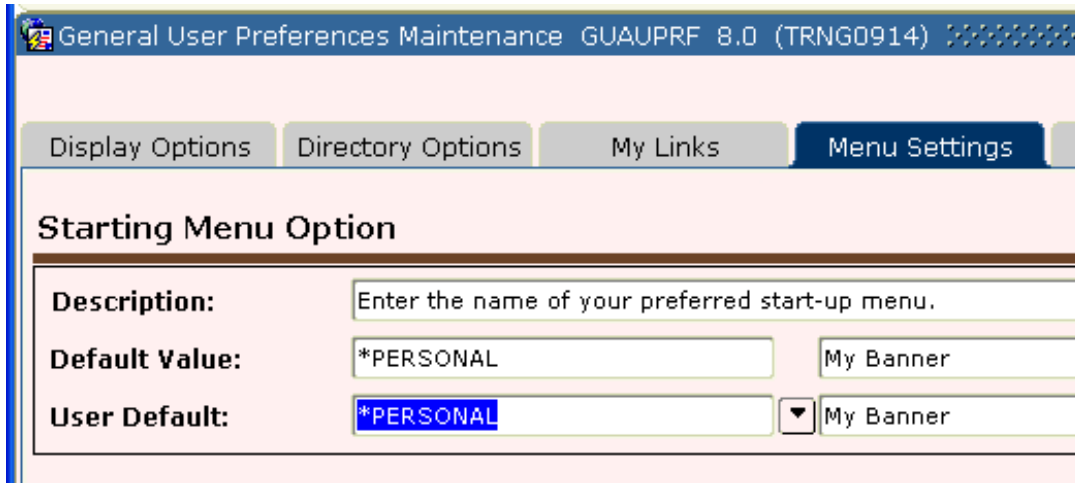
The first section allows the user to set the URL of their institution. (#1)

The next twelve sections allow the user to set six favorite websites.

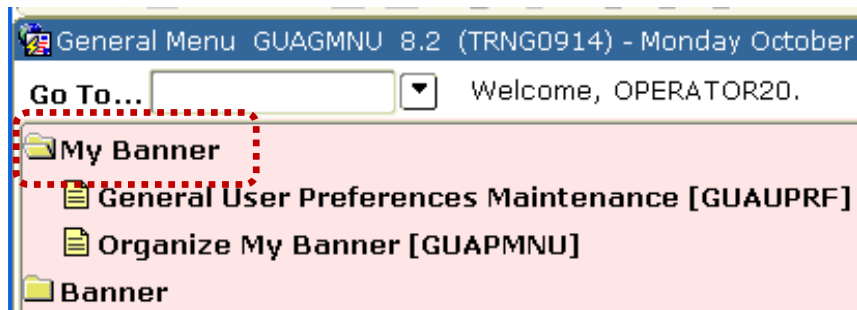
- In the first, a **Description** of the site is entered in the **User Value** field. (#2)
- In the second, the **URL** of the site is entered in the **User Value** field. (#3)

Click the **Save** button to save the changes. The links will immediately be available on the **General Menu** form.

Menu Settings Tab

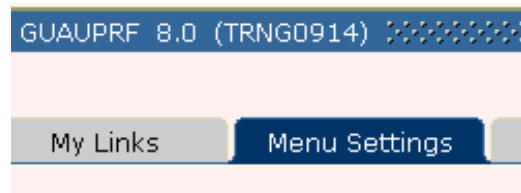


The **Menu Settings** tab allows the user to set what Folder opens when Banner opens with the **General Menu (GUAGMNU)** form. By default, this is the **Personal** folder which is labeled **My Banner** on the **General Menu** form. (See below)

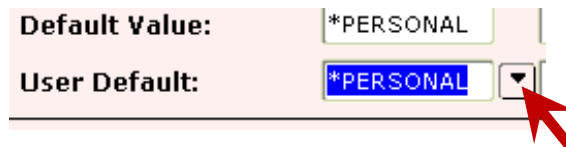


To change the folder that opens, do the following:

Select the **Menu Settings** tab.



Click the **Search** button in the **User Default** field.

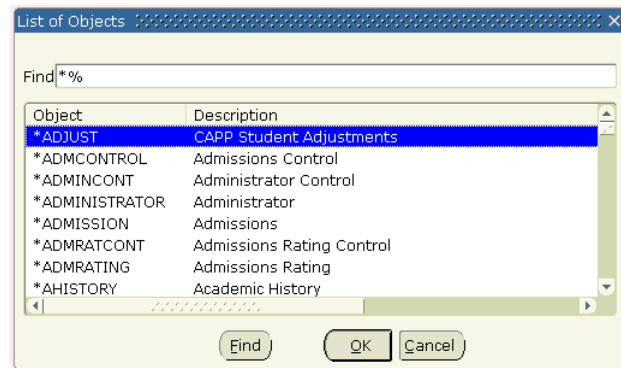


This opens the **List of Objects** window.

Users can scroll through the list to select the desired folder.

Once the folder is selected, click the **OK** button.

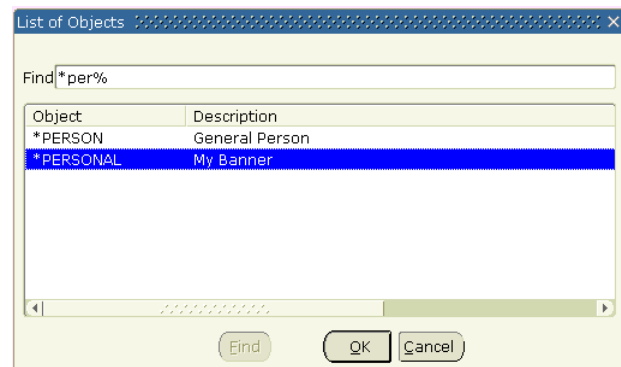
Or...



Users can **search** for a folder by entering a full or partial name. After entering the name click the **Find** button to start the search.

Note: All folders in the **List of Objects** window begin with an asterisk. The asterisk must be included when searching for a name.

Once the folder is found and selected, click the **OK** button.



Adding Forms to the *My Banner* Folder

Banner users can put those forms they use most often in the *My Banner* folder on the initial, **General Menu (GUAGMNU)** form. Navigating to a form in the *My Banner* folder is as easy as doubling clicking on the form name.

This section discusses the two ways to add forms to the *My Banner* folder;

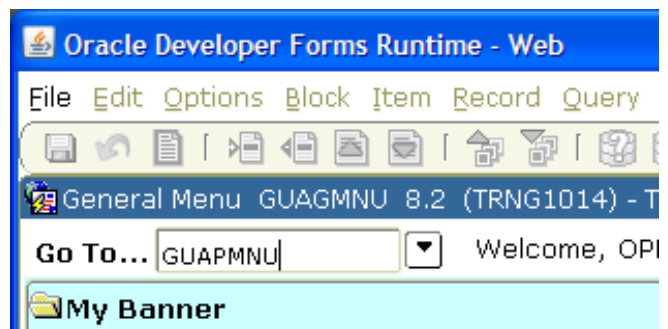
- Using the **My Banner Maintenance (GUAPMNU)** form.
- Using the **Options Window**.

Accessing *My Banner Maintenance* (GUAPMNU)

Log into **Banner**.

On the **General Menu (GUAGMNU)** form enter **GUAPMNU** in the **Go To...** field and press **Enter**.

The form **Organize My Banner (GUAMNU)** opens.



Note: If this form is not in the *My Banner* folder it can be added by navigating to it and then right clicking in the form and selecting **Add to Personal Folder**.

My Banner Maintenance (GUAPMNU)

My Banner Maintenance GUAPMNU 8.2 (TRNG1014)

OPERATOR20's Personal Menu

Type: Oracle Forms module

Object	Description
TSA1098	1098-T Tax Information
FTMITYP	1099 Income Type Code Maintenance
FAA1099	1099 Reporting
FOA1099	1099-MISC Magnetic Tape Transmitter D.
STVSOFF	A/F/I Fund Source Validation
STVGSTA	A/F/I Status Validation
STVTASK	A/F/I Task Validation
STVG Typ	A/F/I Type Validation
GUAABOT	About Banner
SSAQCRLL	Academic Calendar Rule Query
STVACCL	Academic Calendar Type Validation
STVSIZE	Academic Dress Size Validation
STVTYPE	Academic Dress Type Validation
SHQSUBJ	Academic History Catalog Query
SHACTRL	Academic History Control
STVEVEN	Academic History Event Code Validation
SHQSECT	Academic History Section Query
SHANCRS	Academic Non-Course
STVASTD	Academic Standard Code Validation
SHASTAT	Academic Status Query
SHAACST	Academic Status Rules

Object Description

GUAUPRF General User Preferences Maintenance

Insert Selection Button

1

2

The **My Banner Maintenance (GUAPMNU)** form contains two sections:

1. **Available Objects and their Description**
2. **Objects and their Description currently in the My Banner folder.**

To find a form:

Click **Search** In the **Type** field and choose one of six types of Banner objects:

1. **.Menu Object**
2. **Dynamically Linked sLibrary**
3. **Job Submission Object**
4. **Quick Flow Object**
5. **Menu Message Object**
6. **Oracle Forms Module**

See the table in **Appendix A**, page XX for an explanation of each **Type**.

Note: The default **Type** selection is **Oracle Forms Module**.

Menu object

Dynamically Linked Library

Job Submission object

QuickFlow object

Menu Message object

Oracle Forms module

Type: Oracle Forms module

Object Description

FAA1099 1099 Reporting

SLCC Banner Setting User Preferences

With **Oracles Forms Module** selected, all Banner Forms appear in the list below the **Type** field.

There are **1,343** forms listed. Run a **query** to narrow the number listed or enter a specific form name.

For example: To find all the forms that start with the letters **FPAR**, do the following.

Object	Description
STVWSC	Web Application Section Validation
SOAATRM	Web Application Term Display Control
SOAWDSP	Web Display List Customization
STVVTAB	Web Display Tables Validation
STVWPYO	Web Payment Options Validation
STVWACK	Web Prospect Acknowledgement Letter C
STVLEND	Web Prospect How I Learned About Valid
GUADSTE	Wizard Step Setup
FGAYRLM	Year End Maintenance
STVZIPC	ZIP/Postal Code Validation

Record: 1343/1343

Select any form in the list by clicking on it.

Object	Description
TSITAXN	Student Tax ID Search
TSQCOM	Contract Authorization Query
TSQFYPT	Exemption Query

Put the form into **query mode** (press the **F7** key or click on the **Enter Query** button).



The list of forms will clear.

In the **Object** field enter **FPAR** followed by the % symbol.

Object	Description
FPAR%	

Press the **F8** or click on the **Execute Query** button to run the query.



The list of forms will now contain only those forms that begin with **FPAR**.

Type:	Oracle Forms module
Object	Description
FPARRIM	Receipt Required Indicator
FPARCVD	Receiving Goods
FPAREQN	Requisition
FPARDEL	Requisition Cancel
FPARTRN	Returned Goods
FPARORD	Rush Order

To find a **specific** form, repeat the above procedure but enter in the **Object** field the full name of the form.

Type:	Oracle Forms module
Object	Description
FPAREQN	

Moving Forms to the My Banner Folder

Hint: Make a list of the forms in the desired order to be entered into the My Banner folder first.

In the left pane of **GUAPMNU**, select each form to add to the **My Banner** folder by double-clicking it.

Note: Multiple forms can be selected by double-clicking on them.

Click in the Right Pane where the form or forms is to go.

Note: A form can inserted between forms in the right pane by clicking on the form above the desired position of the inserted form/s.

Click the Insert Selection button

Refer to screen shot on page 13.

