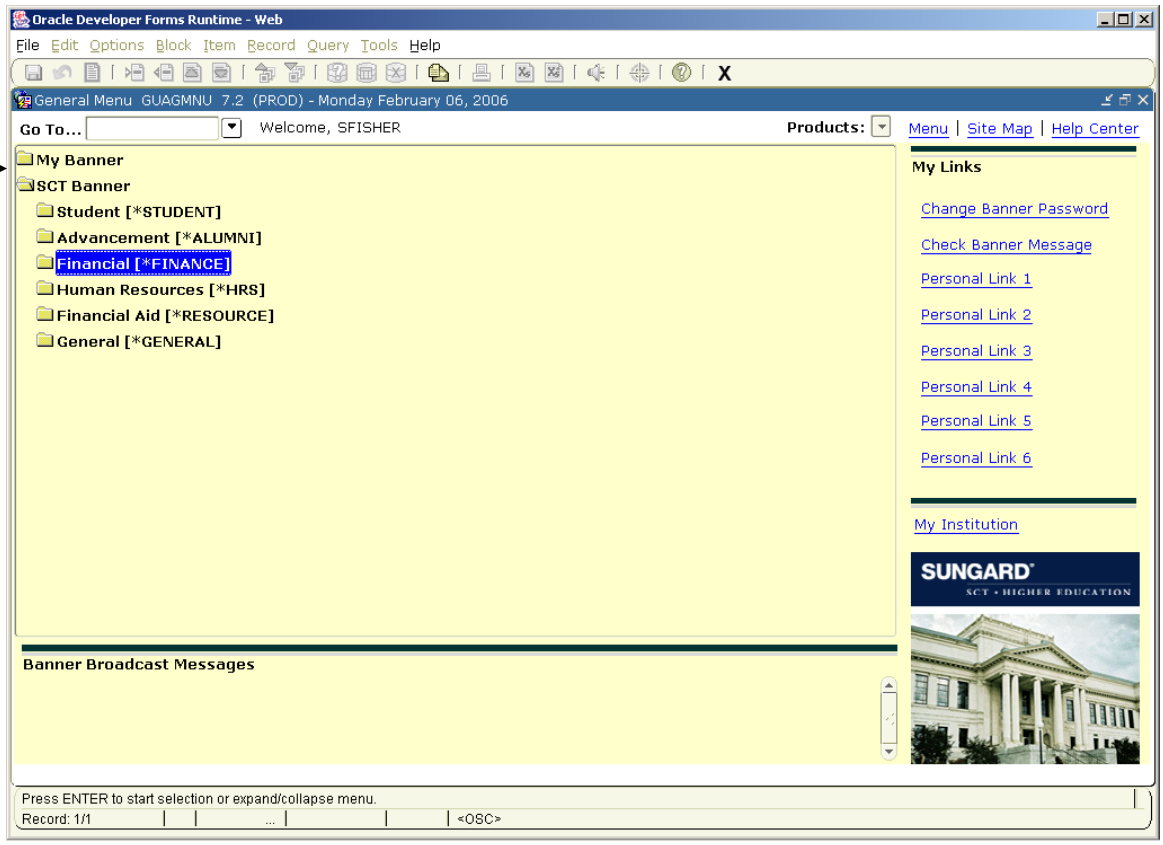
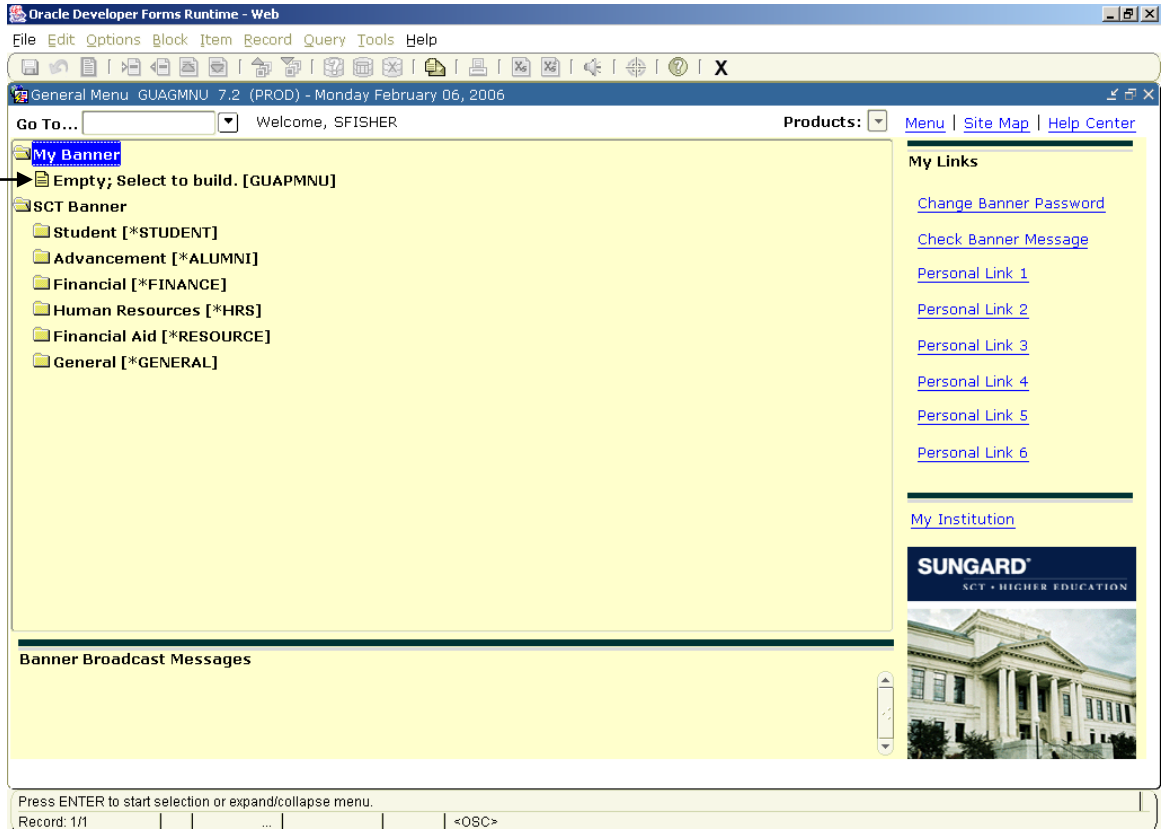
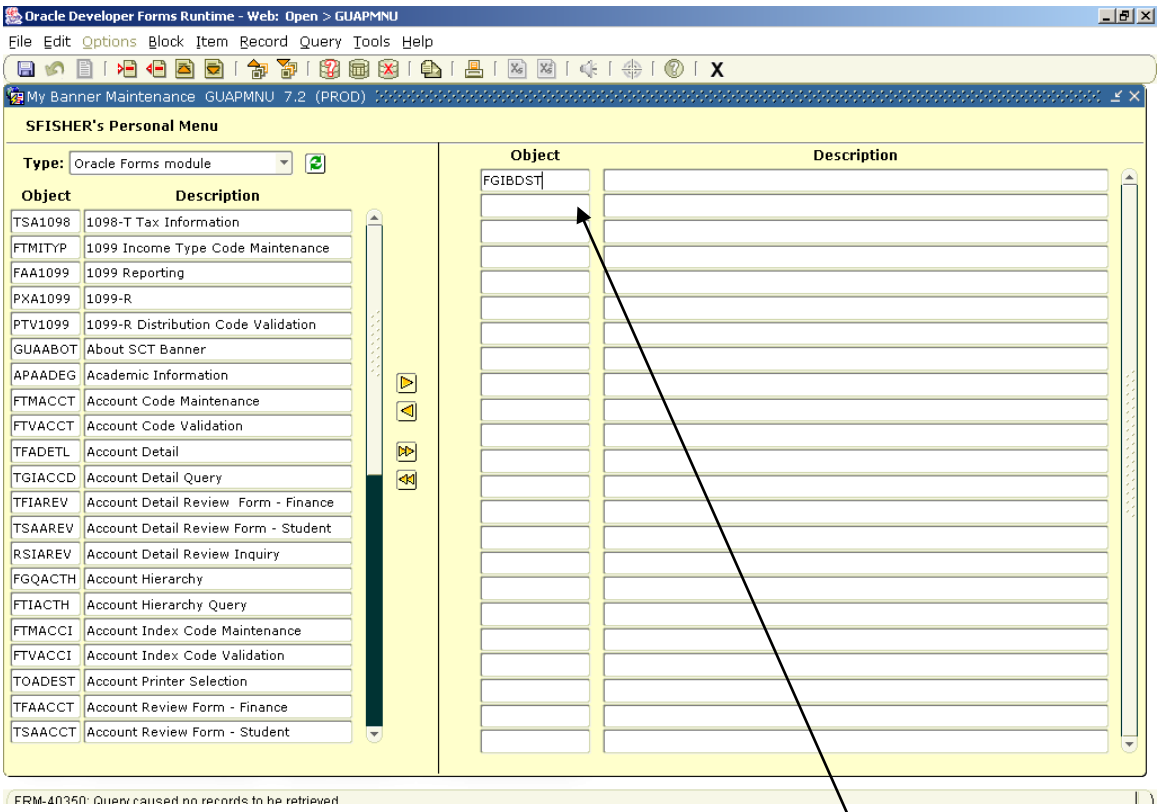
Creating a Personal Menu in Banner



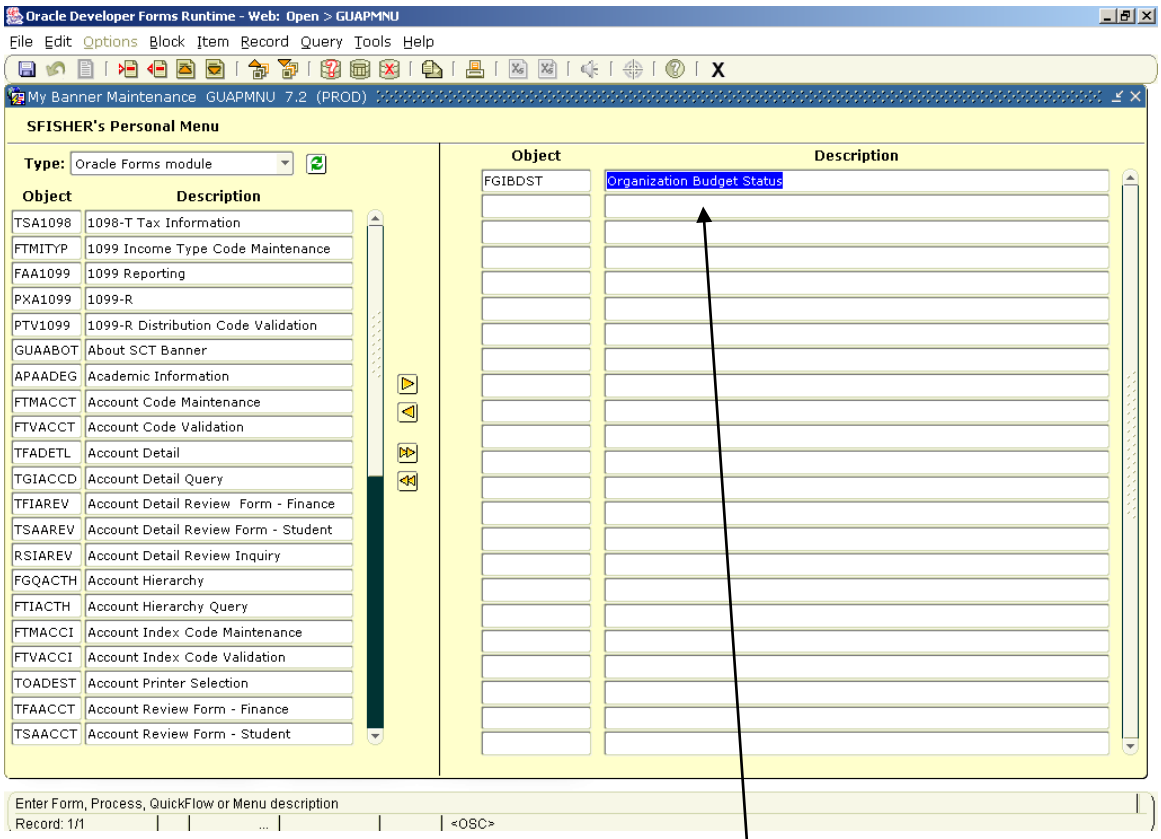
To create a Personal menu, double-Click on My Banner to expand the menu



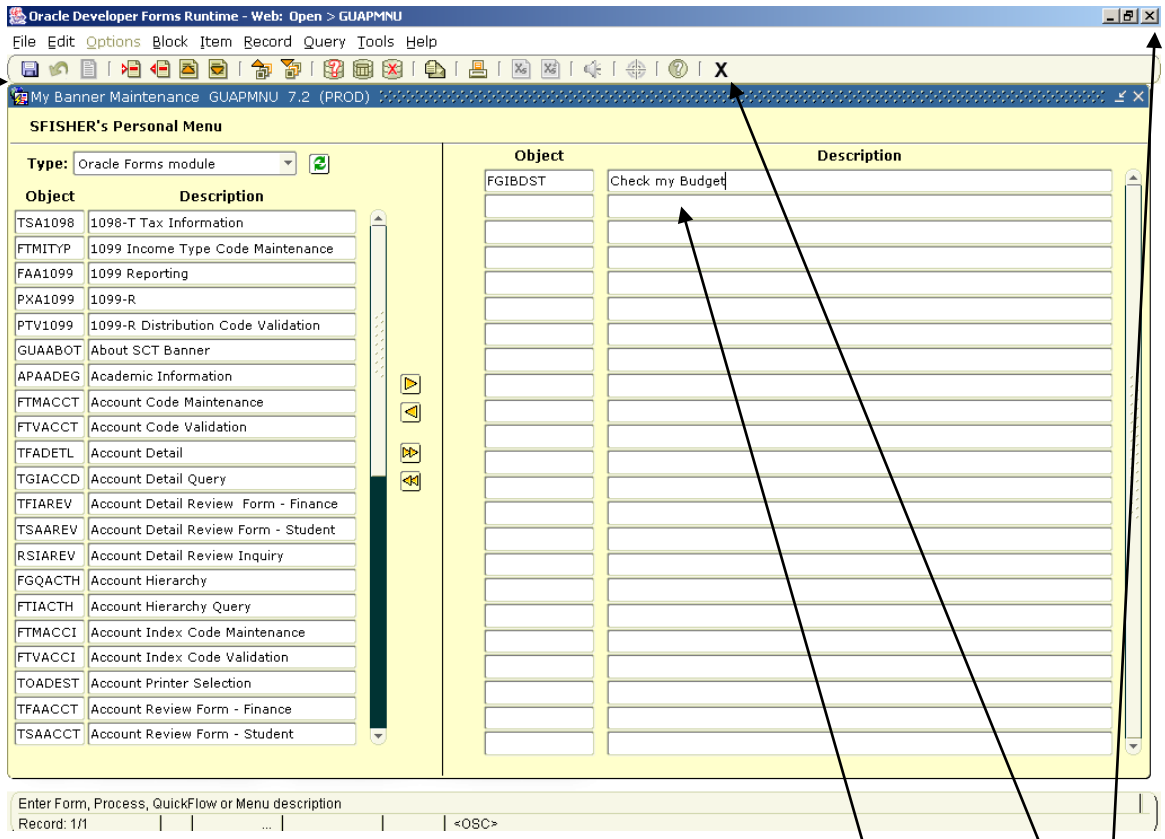
Double-Click on Empty; Select to build to start building your personal menu



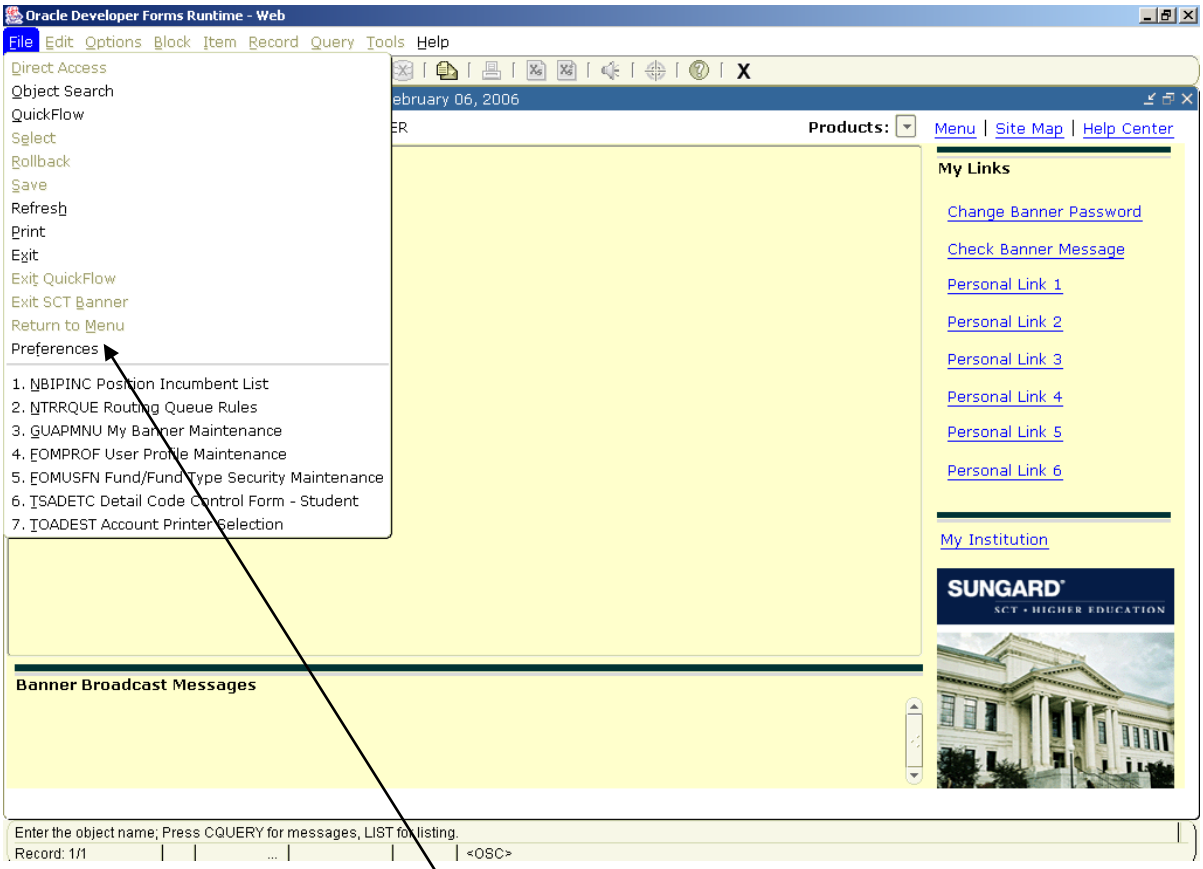
Type a form name, for example FGIBDST in the Object column.



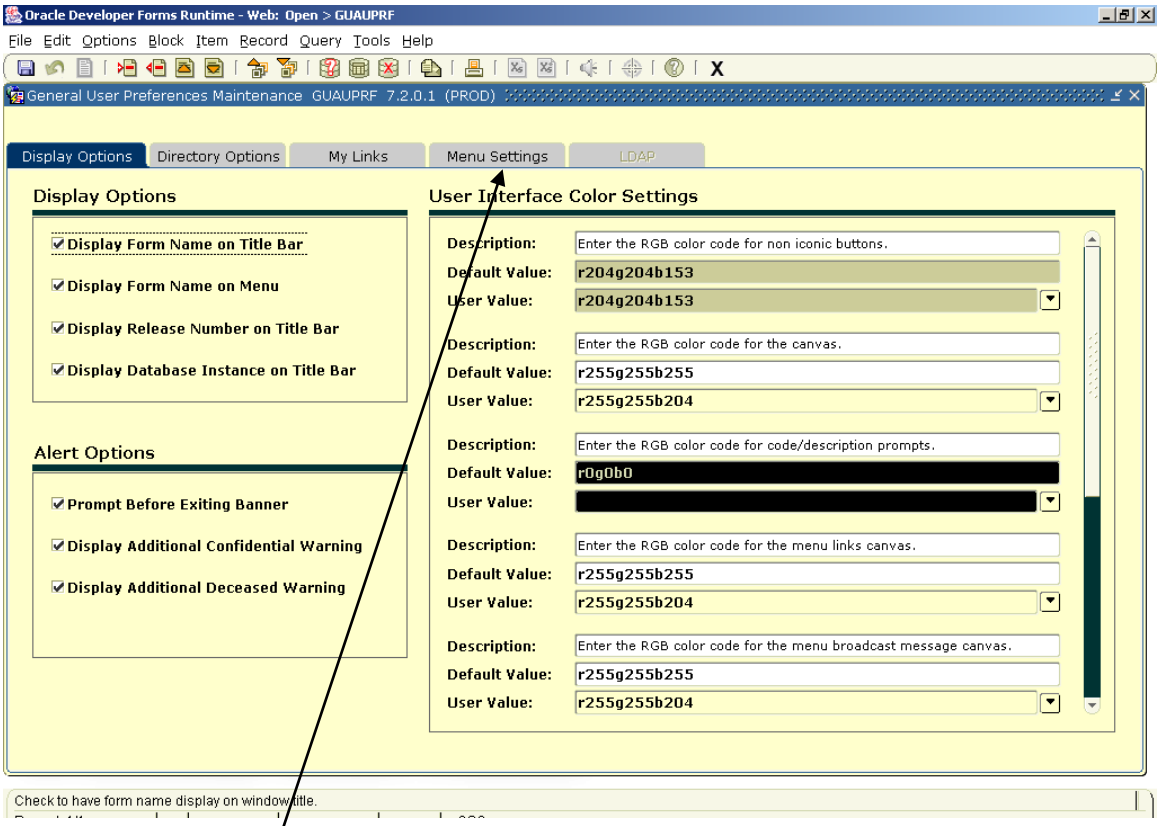
Press the tab key to populate the Description field.



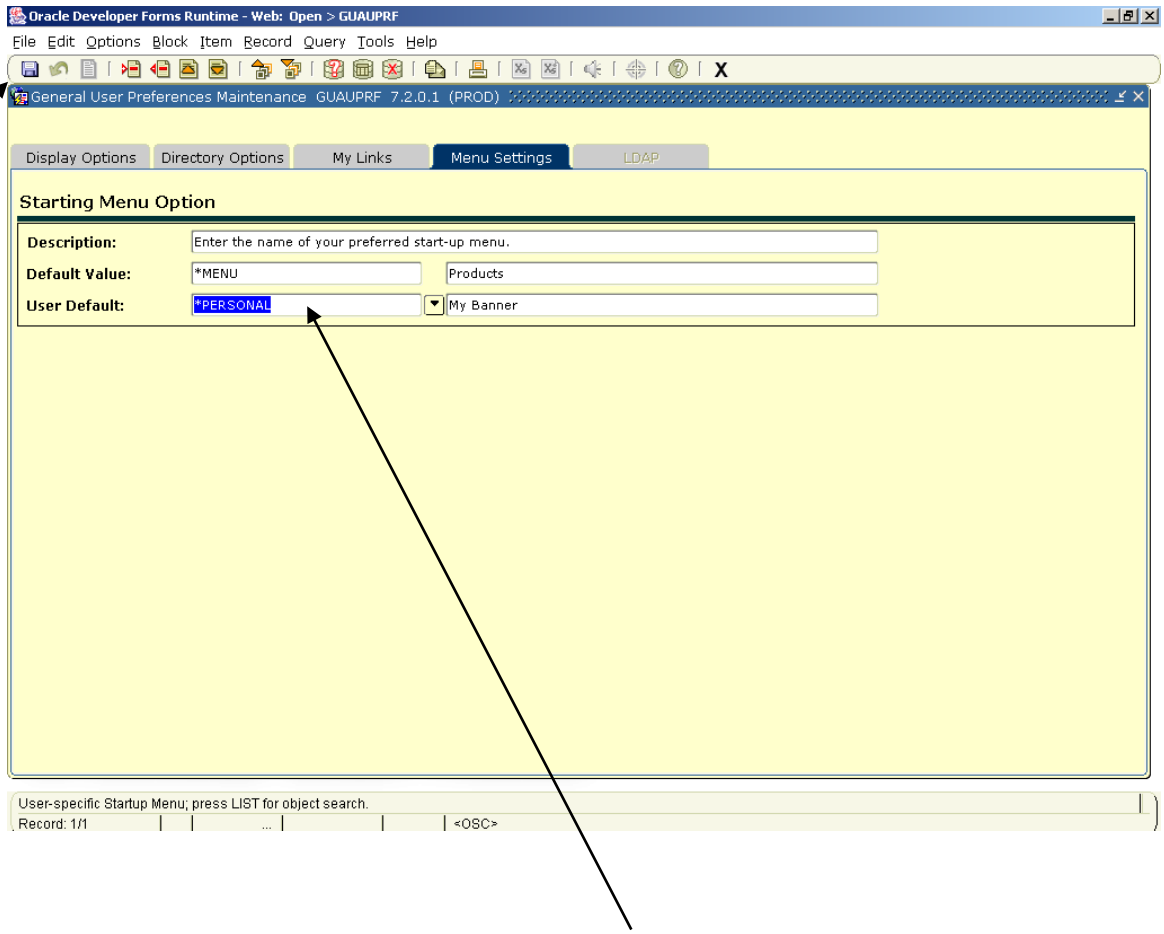
Overwrite the Banner description with one that is meaningful to you. Press Save. Click on an X to return to the main menu.



You can have your personal menu open automatically when you start Banner, click on File, then Preferences



Click on Menu Settings



In the User Default Box, type *PERSONAL and press Save or F10 (pc)