



THE CITADEL

Adding Frequently Used Screens to Your Applications Menu

1. Enter “My Banner” on the Banner 9 Welcome screen and click enter on your keyboard.
2. Make sure that “Oracle Forms Module” is selected in the Type field and click on the Sort Objects icon. (This process puts banner screen names in alphabetical order.)
3. Double click on the screen name or Object Type that you want to add to your Applications menu. Once you see that it is highlighted, click on the Insert Selection button. Continue with this process until all of your frequently used banner screens have been added.
4. Click the Save icon on the lower right of the screen. A message indicating that you have successfully saved to your list will appear in the upper right corner of the screen.
5. Click the X on the upper left corner to close. When you log off and log back in the recently added screens will be listed in your Applications menu.