

University of South Alabama

Division of Financial Affairs

Banner Financial Information Systems Reference Manual

How To Create a Link in My Links

Purpose: How to create a link in the My Links portion of the main menu.

To create a link in the "My Links" portion of the main menu, proceed as follows:

1. Go to File --> Preferences you will have 4 or 5 tabs click on the My Links tab



Edit Options Block Item Record Query Iools	My I	Links Tab	
neral User Preferences Maintenance GUAUPRF 7.3	2 (BAN7) 2000		
olay Options Directory Options My Links	Menu Settings	LDAP	
isplay Options	User Interface	Color Settings	
	Description:	Enter the RGB color code for non iconic buttons.	
☑ Display Form Name on Title Bar ☑ Display Form Name on Menu	Default Value:	r204g204b153	
	User Value:		-
☑ Display Release Number on Title Bar			
☑ Display Database Instance on Title Bar	Description:	Enter the RGB color code for the canvas.	
	Default Value:	r255g255b255	
	User Value:		<u>י</u> נ
lert Options	Description:	Enter the RGB color code for code/description prompts.	
	Default Value:	rOgObO	
☑ Prompt Before Exiting Banner	User Value:		<u> </u>
☑ Display Additional Confidential Warning	Description:	Enter the RGB color code for the menu links canvas.	
☑ Display Additional Deceased Warning	Default Value:	r255g255b255	
	User Value:		<u> </u>
	Description:	Enter the RGB color code for the menu broadcast message canvas.	٦ 📘
	Default Value:	r255g255b255	
	User Value:		• 🗖

2. Go to the second set of fields where in the first field you see "Enter the description for the "My Personal Link 1" link", type your description in the "**User Value**" field.

	⁸ Oracle Deve	loper Forms Runtime - Web: Open > GUAUPRF	_ & ×			
	: -:	Block Item Record Query Tools Help				
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	🤹 General User Pref	ferences Maintenance GUAUPRF 7.2 (BAN7) 000000000000000000000000000000000000	eeee ≚ × <mark>≜</mark>			
	Display Options	Directory Options My Links Menu Settings LDAP				
	Description:	Enter the URL for the "My Institution" link.				
	Default Value:	http://www.southalabama.edu				
	User Value:	Description for				
	_	Personal Link 1				
Second	Description:	Enter the description for the "My Personal Link 1" link.				
set of	Contraction Contractic	Your first personal link description				
fields	CUser Value:	IRS				
	C Description:	Enter the URL or Banner object for the "My Personal Link 1" link.				
Third	Default Value:	Your first personal link URL				
set of	User Value:	http://irs.gov				
fields		(underft transfact)				
	Description:	Enter the description for the "My Personal Link 2" link.				
	Default Value:	Your second personal link description Scroll down for the				
	User Value:	e~Print remaining Personal	→			
	Description:	Enter the URL of Banner object for the My Personal Link 2 link.				
	Default Value:	Your second personal link URL				
	User Value:	http://siseprntsrv.usouthal.edu/cgi-bin/eprint.cgi				
	Enter user specific set		l			
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- 3. Now go to the third set of fields where in the first field you see "Enter the URL or Banner object for the "My Personal Link 1" link", type the address associated with your Link 1 in the "User Value" field.
- 4. Follow steps 2 and 3 for the remaining available links, i.e. "My Personal Link 2" "My Personal Link 6".
- 5. Click Save and Exit. **Note:** You will not see your changes until you have log out and back into Banner.