# Adding Quick Access Links to "My Banner"

1. Access **GUAPMNU**.
2. From the **Type** menu at the top of the form, select the type of item you would like to add to your My Banner menu. The options are **Menu object**, **Dynamically Linked Library**, **Job Submission object**, **Quick Flow object**, **Menu Message object**, and **Oracle Forms module**. Generally, the **Oracle Forms module** would be selected.
3. If necessary, you may refresh the list using the button to the right of the **Type** menu. This button can also be used to re-sort the list of items already being viewed.
4. To limit the list of **Forms** to just those from the Aurora Student module, for example, select and highlight the first item in the **Object** column. Select **Enter Query** (or, **F7**); the list disappears. Type **S%** (or other query criteria) and then click **Execute Query** (or, **F8**). The resulting list will contain only those items contained within the query.
5. From the list, select the object you would like to add to your My Banner menu by **double clicking** it and then selecting th**e right-pointing single arrow icon**. You can add multiple objects at one time by **double clicking** multiple items before selecting the **arrow icon**.
   Note: *Do not use* the **right-pointing double arrow icon**; this icon will try to add all objects in the list, which will generate an error.
6. To remove an object from your My Banner list, select the item in the right-hand pane, and select the **left-pointing single arrow icon**. You can remove all objects from your My Banner list by selecting **the left-pointing double arrow icon**.
7. **SAVE (F10)**.

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Enter Query   Execute Query

Refresh