



University of South Alabama

Division of Financial Affairs

Banner Financial Information Systems Reference Manual

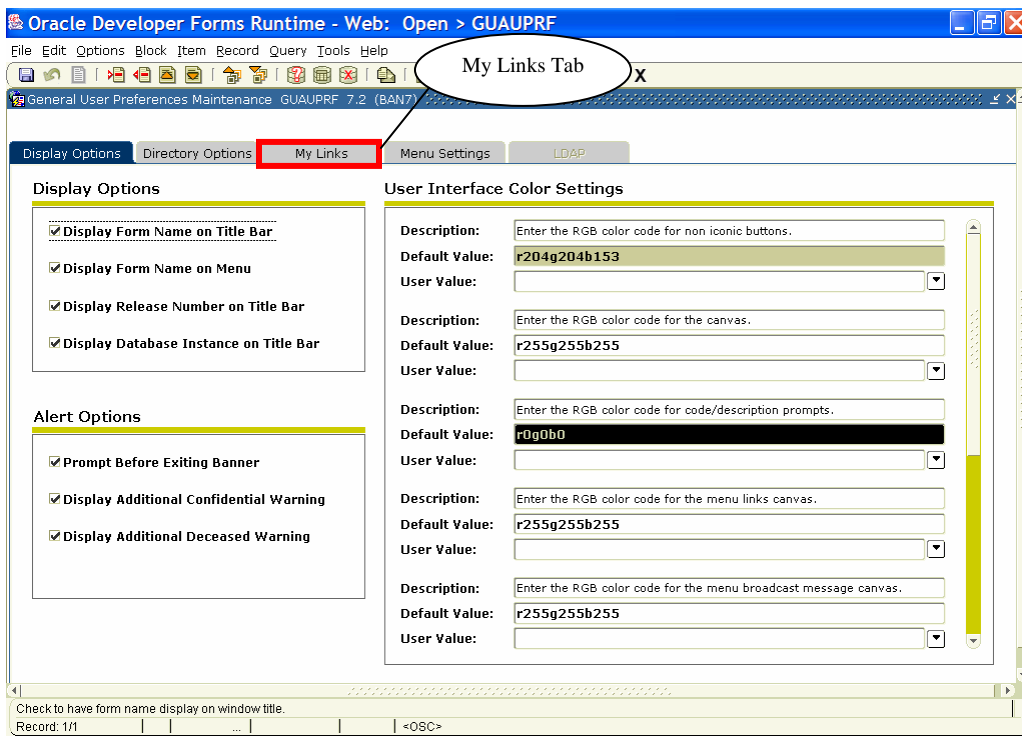
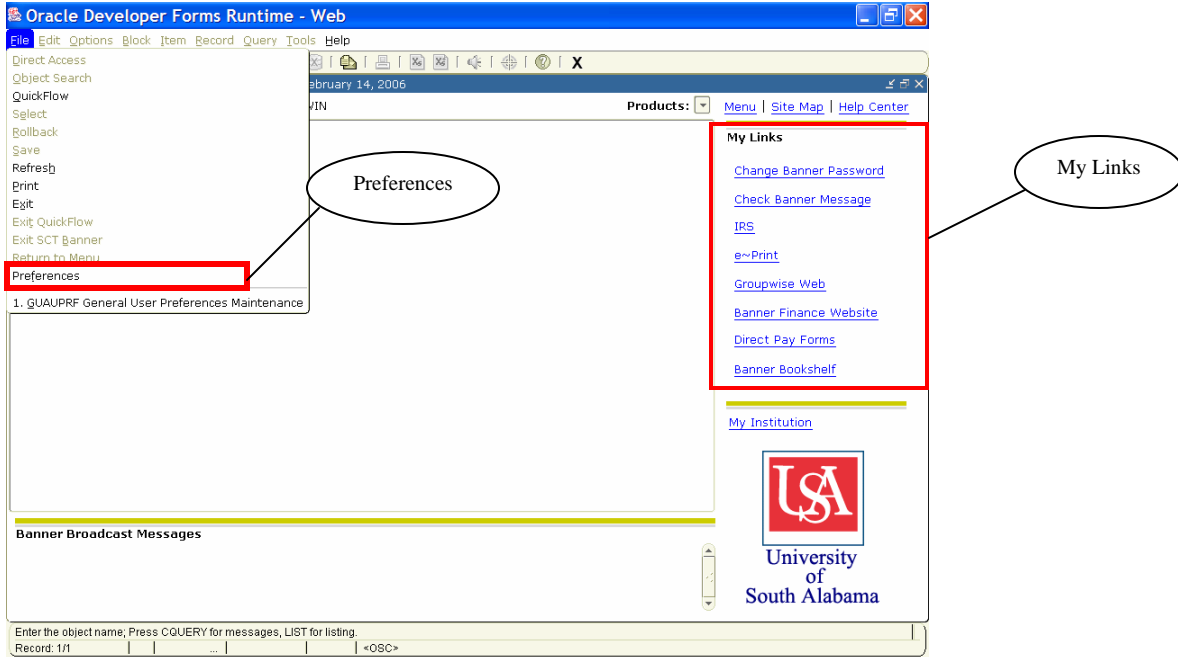
How To Create a Link in My Links

“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



“My Links”

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.

The screenshot shows the Oracle Developer Forms Runtime interface for the 'My Links' tab. The form contains several sets of fields for personal links. The second set of fields is highlighted with a red box, and the 'User Value' field contains 'IRS'. The third set of fields is also highlighted with a red box, and the 'User Value' field contains 'http://irs.gov'. Annotations include 'Second set of fields', 'Third set of fields', 'Description for Personal Link 1', 'Address for Personal Link 1', and 'Scroll down for the remaining Personal Links'.

Field Set	Description	Default Value	User Value
1	Enter the URL for the "My Institution" link.	http://www.southalabama.edu	
2	Enter the description for the "My Personal Link 1" link.	Your first personal link description	IRS
3	Enter the URL or Banner object for the "My Personal Link 1" link.	Your first personal link URL	http://irs.gov
4	Enter the description for the "My Personal Link 2" link.	Your second personal link description	e~Print
5	Enter the URL or Banner object for the "My Personal Link 2" link.	Your second personal link URL	http://siseprintsrv.usouthal.edu/cgi-bin/eprint.cgi

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.