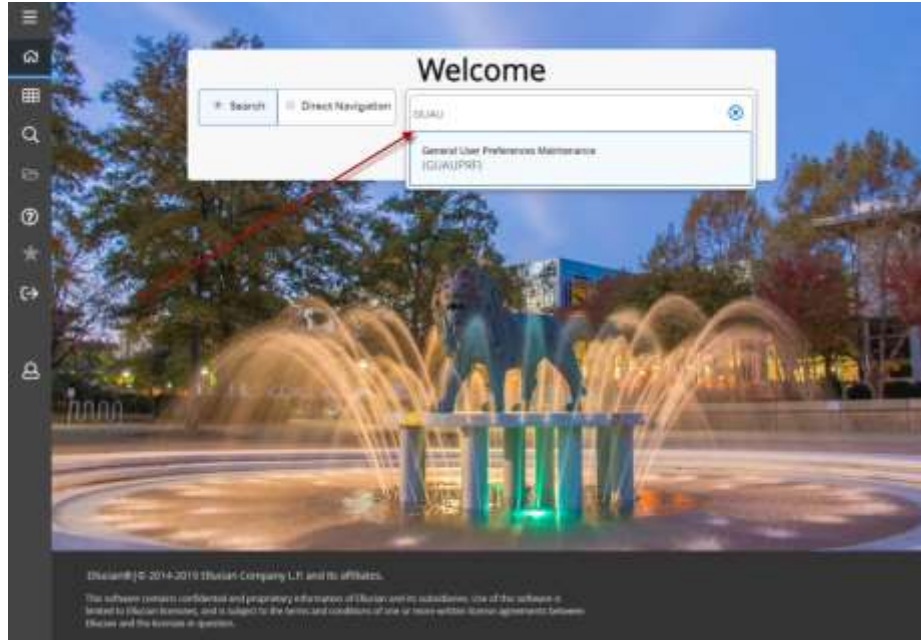


Displaying the 7-Letter Form Name

In Banner INB, we categorized forms by a 7-letter Form Name. It is good practice to display those 7-Letter Form Names throughout Banner, but you must adjust your User Preferences before you may do so. Below will explain the step-by-step instructions of how to do so. As always contact the Banner Hotline with any banner-related questions at bannerhotline@odu.edu.

- ◆ From the Old Dominion Home Screen in Banner XE, search for the **General User Preferences Maintenance [GUAUPRF] Form**. Proceed into the Form.



- ◆ After arriving at the **General User Preferences Maintenance [GUAUPRF] Form**, click and select the **Display Form Name on Menu** checkbox and click **SAVE**. You're done! 😊

A screenshot of the 'General User Preferences Maintenance (GUAUPRF)' form. The form has several tabs: 'Display Options', 'Directory Options', 'My Links', and 'Menu Settings'. The 'Display Options' tab is selected. In the 'DISPLAY OPTIONS' section, the 'Display Form Name on Menu' checkbox is checked and circled in red. A red arrow points from the checkbox to a callout box that says 'Be sure to click this Check Box in order to view the 7-Letter Form Names in Banner XE. After doing so, click SAVE (see below)'. Another red arrow points from the 'SAVE' button at the bottom right of the form to the same callout box. A starburst graphic on the right side of the form contains the text: 'HELPFUL TIPS & TRICKS: You will NOT see the 7-Letter Form Name Display in Banner until the next time you login!'.

HELPFUL TIPS & TRICKS:

- ☞ You will NOT be able to see the 7-Letter Form Name display in Banner until then next time you login!