Creating and Using a Personal Menu

You can use the following forms to create and copy personal menus:

- The Personal Menu Maintenance Form (GUAPMNU) lets you create and change your personal menu. The field above the right pane shows the Oracle user ID associated with the person logged on to the system.
- The Personal Menu Maintenance and Copy Form (GUTPMNU) lets you copy your personal menu to or from another user.

To use the object list to add an object to a personal menu:

1. Access the Personal Menu Maintenance Form (GUAPMNU).
2. Use the pull-down list above the left pane to select the object type you want to display. The left pane lists the objects of the selected type.
   Note: You can query to reduce the object list. See the instructions below.
3. In the left pane, select each object you want to add to the menu. When you select an object, the name is highlighted.
   Note: You can right-click a menu name or QuickFlow name to list the items associated with that object.
4. (Optional) Repeat steps 2 and 3 for each object type you want to add to the menu.
   Note: You can select objects from multiple object types and insert them together.
5. Click in the right pane where you want to place the new menu items.
6. Click the Insert Selection button in the middle of the form. The selected objects are added to the right pane below the place you clicked.
7. (Optional) Customize the object descriptions.
8. Select the Save function.

To add an object to a personal menu if you know the object's name:

1. Access the Personal Menu Maintenance Form (GUAPMNU).
2. Place the cursor in a blank Name field in the right pane.
3. Enter the object's name.
4. Press Enter. The object's type, description, and name appear in the right pane.
5. (Optional) Customize the object description.
6. Select the Save function.

To query objects and add to a personal menu:

Use these steps to reduce the list of object names in the left pane. You can add any of the matches to your personal menu.

1. Access the Personal Menu Maintenance Form (GUAPMNU).
2. Use the pull-down list above the left pane to select the object type you want to query. The left pane lists the objects of the selected type.
3. Place the cursor in the left pane.
4. Select the Enter Query function. The object list disappears.
5. Enter the search criteria. You can use the Oracle wildcards % and _. Capitalization matters. Data is matched against the search criteria exactly as you enter them.
6. Select the Execute Query function. The left pane lists the matching objects.
7. To add all matches to the menu (if there are 20 matches or less), click in the right pane where you want to place the new menu items. Then click the Insert All button in the middle of the form.
   OR
   To add selected matches to the menu, select the objects in the left pane. Click in the right pane where you want to place the new menu items. Then click the Insert Selection button in the middle of the form.
8. Select the Save function.

To delete selected objects from a personal menu:
1. Access the Personal Menu Maintenance Form (GUAPMNU).
2. In the right pane, select each object you want to delete. When you select an object, the name is highlighted.
3. Click the Remove Selection button in the middle of the form. The selected objects are deleted.
4. Select the Save function.

To delete all objects from a personal menu:
1. Access the Personal Menu Maintenance Form (GUAPMNU).
2. Click the Remove All button in the middle of the form.
3. Select the Save function.

To change the location of an object in a personal menu:
1. Access the Personal Menu Maintenance Form (GUAPMNU).
2. Delete the object from the menu.
3. Add the object to the menu in its new location.
4. Select the Save function.

To customize a lower level menu on a personal menu:
1. Access the Personal Menu Maintenance Form (GUAPMNU).
2. Select the menu in the right pane.
3. Right-click the selected menu. Contents of the menu appear in a new window.
4. Use the normal techniques to add to, change, and delete from the menu.
   Note: When you change a standard menu, a dialog box appears. Select the Yes response to convert the standard menu to a custom menu.
5. Select the Save function.

To copy a personal menu:
1. Access the Personal Menu Maintenance and Copy Form (GUTPMNU).
2. Use the pull-down list above the right pane to select the personal menu you want to copy. The selected personal menu appears in the right pane.
3. (Optional) Use the normal techniques to add to, change, and delete from the menu before it is copied. If you want to change the original menu, select the Save function. If you want the changes to affect the copies only, do not select the Save function.
4. Click the Copy button in the middle of the form. A list of user IDs appears in the left pane.
5. (Optional) To reduce the list of IDs, enter a partial ID in the field above the left pane. Start with the first character and enter as many characters as you know. Press Enter.
6. Select each user ID to receive the copied menu. When an ID is selected, it is highlighted.
7. Click the Copy to User(s) button in the middle of the form.
8. If any of the IDs already has a personal menu, a dialog box asks if you want to overwrite existing personal menus.
   - To overwrite all selected personal menus, click the Yes button.
   - To review each ID before deciding, click the No button. A dialog box appears for each ID that already has a personal menu. Click Yes to overwrite the old menu, or click No to keep the old menu for the ID.
   When the menus are copied, a message tells you how many menus were copied successfully.