Copying a Personal Menu

Copying a personal menu

Follow these steps to copy a personal menu to another user.

Step	Action
1	Access the My Banner Maintenance and Copy Form (GUTPMNU).
2	Select the appropriate user ID from the **User** drop-down list. Note: This is the user ID that contains the menu which will be copied to another user.
3	Click the **Display Users** icon.
4	Double-click the appropriate user ID(s) in the **User Name** fields. Note: This is the user ID(s) to which you want to copy the personal menu.
5	Click the **Copy to Users** icon.
6	Click **OK** to the prompt.
7	Click the **Exit** icon.