

BANNER TIPS AND TRICKS Training Guide

Updated - October 2015

Introduction
Personalizing Banner
My Banner3
Adding Items to My Banner3
Working with and Editing My Banner5
Personal Links7
Colors9
Adding Colors9
Changing/Resetting Colors11
Searching in Banner
General Search (GUISRCH)12
Reducing Your Search Results13
Extracting Results into Excel15
QuickFlows
GTVQUIK - Add Your QuickFlow to the Validation Table17
GUAQUIK – Define/Create Your QuickFlow18
GUAQFLW – Launching Your QuickFlow19
GUAQFLW – QuickFlow Form (Searching for an Existing QuickFlow)21
Exit QuickFlow

Introduction

Banner Tips and Tricks is designed to show you many of the useful features available in Banner (also known as Banner INB). This guide is broken down into three (3) sections: Personalizing Banner, Searching in Banner and QuickFlows.

Personalizing Banner

Banner has some useful tools that allow you to personalize your Banner account. We will explore how to add items to My Banner, Create Personal Links and customize your colors in Banner.

My Banner

My Banner is located in the Hierarchical Tree Menu Structure Canvas on the Main Menu. Think of My Banner as a favorites folder; a place where you can add the forms you use most often when working in the system.

Adding Items to My Banner



- 1. Open My Banner
- 2. Select GUAPMNU
 - a. If you have not built your **My Banner**, it will say that it is empty

<u></u>	0	racle Fusio	n Middleware Form	s Services: Open > GUAPMNU	- 🗆 🗙
Eile Edit	Options Block Item Record Query Tools	Help			
🔲 🔊	🖹 🚈 🛋 🖻 🎓 🍞 💱 🗑) 🔀 i 🏠	📇 🖻 🖬 ½	🖣 👍 l 🚸 l 🇁 l 🕲 l 🍚 l X	
🙀 My Bann	er Maintenance GUAPMNU 8.3.0.5 (TEST)				0000000000 🖻 × <mark>2</mark>
TRAIN01	's Personal Menu				
			Object	Description	
Type:	Oracle Forms module		SPAIDEN	Student Bio/Demo Form	
Object	Description	_	SOAPCOL	Prior College	
TOADEST	Account Printer Selection	-			
TOQMENU	Accounts Receivable Globals				
STVATYP	Address Type Code Validation				
AOQMENU	Advancement Menu				
GUAERRM	Banner Error and Warning Messages				
GUAINIT	Banner Global Initialization				
GUACALN	Calendar	No. 10			
GOAMTCH	Common Matching Entry				
GTVCMSC	Common Matching Source Code Validation				
STVCNTY	County Code Validation	Þ			
EOQMENU	Document Management				
GTVEMAL	E-mail Address Type Validation				
FOQMENU	Finance System Menu				
ROQMENU	Financial Aid System Global Establishment				
GUAGMNU	General Menu				
SPAIDEN	General Person Identification				— II
SPATELE	General Person Telephone				
GUISRCH	General Search				
GUAUPRF	General User Preferences Maintenance				
GUAHELP	Help				
POQMENU	Human Resources System Global Establishment	•			Į Į
(66666666666666666	, i i i i i i i i i i i i i i i i i i i
Reason			L <09C>		
			1.000		

- 3. The My Banner Maintenance form will open you have two options to add items to My Banner
 - a. Scroll through the lift of forms (located in the table on the left)
 - b. Highlight the form by double clicking on it (it will turn blue when selected)
 - c. Click the Insert Icon 🖻
 - d. The form will be inserted into your list (located in the table on the right)
 - e. When you are finished adding items, Save 💷 your changes

OR

- a. Enter the seven-character code directly into the Object Field in the table on the right
- b. Press the Tab Key
- c. The Form Description will display (you can edit the description)
- d. When you are finished adding items, **Save u** your changes

Working with and Editing My Banner

In order to refresh **My Banner**, you will need to sign out of Banner and sign back in.

S Oracle Fusion Middleware Form	ns Services	- 🗆 ×
Eile Edit Options Block Item Record Query Tools Help		
(⊟∽∬]+∃-€≧⊜ †;7;7;13;0;0;3;10;12;12;12;12;14	X 🧐 🚔 🕲 🐇	
🙀 General Menu GUAGMNU 8.6.4 (TEST) - Monday, September 21, 2015 - Last login Monday, Septembe	er 21, 2015 02:32:44 PM	<u>⊻</u> ⊡ ×
Go To Welcome, TRAIN01.	Products: 🔽 M	enu Site Map Help Center
My Banner	M	ly Links
Student Bio/Demo Form [SPAIDEN]		Change Banney Bassword
Prior College [SOAPCOL]		change Danner Password
General Person Telephone [SPATELE]		Check Banner Messages
Banner		Personal Link 1
Student [*STUDENT]		Personal Link 2
Advancement [*ALUMNI]		Personal Link 3
Finance System Menu [*FINANCE]		Demonal Link 4
Human Resources [*HRS]		Personal Link 4
		Personal Link 5
		Personal Link 6
	-	
	Ν	Ay Institution
		ellucian
Banner Broadcast Messages		UNIVERSITY
29-MAY-2014 HINT: Double click a broadcast message to see the full text.		
·		
Press ENTER to start selection or expand/collapse menu.		N

- 1. Click on the My Banner folder to expand it
- 2. Double click on the item you want to open
- 3. To edit My Banner, select the Organize My Banner (GUAPMNU) link

4	Orac	le Fusio	n Middleware Forms	Services: Open > GUAPMNU	- 🗆 ×
Eile Edit	Options Block Item Record Query Tools H	elp			
🔲 🔊 🛛	🖹 🗚 🔁 🖻 🔁 🎓 🍞 💱 📾	🔀 I 🚯	📇 🖻 🕂 🗄	Þ Љ I ⊈ I ⊕ I @ I ♀ I X	
🙀 My Bann	ner Maintenance GUAPMNU 8.3.0.5 (TEST)	0-0-0-0-0-0-0		*****	<000000 <u>⊮</u> ×5
TRAIN01	l's Personal Menu				
Type:			Object	Description	
Tabe:			SPAIDEN	Student Bio/Demo Form	
Object	Description		SOAPCOL	Prior College	
TOADEST	Account Printer Selection		SPATELE	General Person Telephone	T
TOQMENU	Accounts Receivable Globals				
STVATYP	Address Type Code Validation				
AOQMENU	Advancement Menu			N	
GUAERRM	Banner Error and Warning Messages				
GUAINIT	Banner Global Initialization				
GUACALN	Calendar				T 🛛 🕹 🔪
GOAMTCH	Common Matching Entry				T
GTVCMSC	Common Matching Source Code Validation				T 88
STVCNTY	County Code Validation	▶			T 8 8
EOQMENU	Document Management				T 81.
GTVEMAL	E-mail Address Type Validation				T 8 .
FOQMENU	Finance System Menu				- II.
ROQMENU	Financial Aid System Global Establishment				T
GUAGMNU	General Menu				
SPAIDEN	General Person Identification				
SPATELE	General Person Telephone				
GUISRCH	General Search				
GUAUPRF	General User Preferences Maintenance				
GUAHELP	Help				
POQMENU	Human Resources System Global Establishment				
(1) (Enter Obie	at Nama: Listta Caarab				1
Enter Obje	ectivame; LIST to Search.		<0SC>		\

- 4. Click inside the field for the item in your list that you want to remove
- 5. Select Record Remove
- 6. When you are finished deleting items, **Save** 🔲 your changes

Personal Links

Similar to My Banner, Personal Links are available for you to set up, however, with Personal Links, you can include links to external Websites.



- 1. Click the File Menu
- 2. Click Preferences

\$	Oracle Fusion Middleware Forms Services: Open > GUAUPRF	- 🗆 🗙
Eile Edit Option	ns <u>B</u> lock tem <u>Record</u> Query <u>T</u> ools <u>H</u> elp	
🕞 🔊 🗎 🗆	🗚 🔁 🖻 i 🎓 🍞 i 🕲 📾 😢 i 💁 i 📇 i 🖳 i 🚰 i 🗣 i 🚸 i ಿ i 🖉 i 🖓 i 🖉 i 🖉 i 🖉 i	
🧑 General User F	Preferences Maintenance GUAUPRF 8.6.4 [TBR8: 1.2] (TEST) 000000000000000000000000000000000000	000000000000000000000000000000000000
Display Options	Directory Options My Links Menu Settings LDAP	
	7.	
Description:	Enter the description for the "My Personal Link 1" link. Enter the	<u></u>
Default Value:	Your first personal link description description the	
User Value:	Student Form	
		ų
Description:	Enter the URL or Banner object for the "My Personal Link 1" link.	1
Default Value:	Your first personal link URL	
User Value:	SPADEN Enter the 7- character code or	
Deservitions	Web Address	
Description:	Enter the description for the "My Personal Link 2" link.	
Derauit Value:	Y our second personal link description	
User Value:	Google	
Description:	Enter the URL or Banner object for the "My Personal Link 2" link	
Default Value:		
Liser Value:		
USCI Value.		
Description:	Enter the description for the "My Personal Link 3" link.	
Default Value:	Your third personal link description	
User Value:	Your third personal link description	-
4		1
FRM-40400: Tran	nsaction complete: 4 records applied and saved.	A
Be	<pre></pre>	

- 3. Click the My Links Tab
 - a. Each Personal Link has two sections
- 4. Enter the description of the form or web address in the User Value field
- 5. Enter the 7-character code or web address in the User Value field

My Links

6. When you are finished adding items, **Save** 🔲 your changes



7. Next time you sign into Banner the descriptions will display

Colors

Adding Colors

Another way to personalize your Banner settings is to change the colors of the background, scroll bars and other interfaces.



- 1. Click the File Menu
- 2. Click Preferences

Display Options Directory Options My Links	Menu Settings		
Display Options			
Select color.	×	Enter the RGB color code for non iconic buttons.	
Swatches HSB PCB		r204g204b153	
5.000 K20		r204g204b153	Ш
		Enter the RGB color code for the canvas.	
	Becent:	r255g255b255	1
		r255g255b255	
		Enter the RGB color code for code/description prompts.	
		r0g0b0	
Preview		Enter the RGB color code for the menu links canvas.	
Sample Text Sample	ext	r255g255b255	
Sample Text Sample	ext	r255g255b255	
		Enter the RGB color code for the menu broadcast message canvas.	 Ι,
OK Cancel Re	set	r255g255b255	
Include Header Row in Data Extract	User Value:	r255g255b255	
			 1
nter user specific settings to override the default setting	. Delete record to remove use	r setting. Press LIST to see available colors or enter the RGB value.	-
	<osc></osc>		L

- 3. Click the **Search Button** for the user interface you want to change
- 4. The Swatches Window will open
- 5. Click the color you want to select
- 6. Click OK
- 7. Continue through the list as you like

lay Options Directory Options My Links	Menu Settings	DAP	
Display Options	User Interfac	e Color Settings	
Display Form Name on Title Bar	Description:	Enter the RGB color code for non iconic buttons.	
	Default Value:	r204g204b153	
Display Form Name on Menu	User Value:	r204g204b153	
Display Release Number on Title Bar	Description	Enter the DCB color code for the canvas	
Display Database Instance on Title Bar	Default Value:	r255a255b255	
	User Value:	r204g204b204	
Alert Options	_		
	Description:	Enter the RGB color code for code/description prompts.	
Prompt Before Exiting Banner	Default Value:	r0g0b0	
Display Additional Confidential Warning	User Value:		
Cisplay Additional Deceased Warning	Description:	Enter the RGB color code for the menu links canvas.	
Biologiay Additional Deceased Warning	Default Value:	r255g255b255	
Display Duplicate SSN/SIN/TIN Warning	User Value:	r255g255b255	•
Data Extract	Description:	Enter the RGB color code for the menu broadcast message canvas.	
	Default Value:	r255g255b255	
Include Header Row in Data Extract	User Value:	r255g255b255	• •

- 8. When you are finished changing items, **Save** 🔲 your changes
- 9. The colors will display

Changing/Resetting Colors

You have the ability to change any colors or reset colors that you have customized.

F			Jervice	s: Open > GUAUPRF
	Edit Options Block Item Record Query Tools Help			
١) 🔊 🖹 🛏 🖛 🖻 🖻 🎓 🍞 😰 📾 🛞 (🗅 📇 🔍 🖬	雪 神 4	ŧ 🖶 🙋 🕲 🍷 X
	Seneral User Preferences Maintenance GUAUPRF 8.6.4 [TBR8	: 1.2] (TEST)		≚ X≜
,	isplay Options Directory Options My Links Menu	J Settings	DAP	
/	Display Options	User Interface	e Color Setti	🗟 Select color. 🗙
1	Display Form Name on Title Bar	Description:	Enter the RGE	Swatches HSB RGB
1		Default Value:	r204g204b'	
ł	Display Form Name on Menu	User Value:	r204g204b'	
	Display Release Number on Title Bar			Recent
l		Description:	Enter the RGE	
l	✓ Display Database instance on Title Bar	Default Value:	r255g255b2	
Ì	Alert Options	User Value:	r204g204b2	
Ì	· · · · · · · · · · · · · · · · · · ·	Description:	Enter the RGE	
1	Prompt Before Exiting Banner	Default Value:	r0g0b0	
	Display Additional Confidential Warning	User Value:		Preview
		Description	Enter the RGE	Sample Text Sample Text
,	Display Additional Deceased Warning	Default Value	r255a255b1	Sample Text Sample Text
- /	Display Duplicate SSN/SIN/TIN Warning	User Value:	r255g255b2	
1				OK Cancel Reset
1	Data Extract	Description:	Enter the RGE	
1		Default Value:	r255g255b2	55
, I	Include Header Row in Data Extract	User Value:	r255g255b2	55
				、•
Er	ter user specific settings to override the default settings. Delete	record to remove use	r setting. Press	LIST to see available colors or enter the RGB value.
R	acord: 2/9	<osc></osc>		
<u>ا</u>				

- 1. After selecting the Preferences option from the File Menu the window will open
- 2. Click the **Search Button** for the user interface you want to change
- 3. The **Swatches Window** will open
- 4. To reset the color (back to the default), click the Reset Button

OR

- 5. Select another color from the color swatch
- 6. Click **OK**
- 7. When you are finished changing items, **Save u** your changes
- 8. The colors will reset or the new colors will display

Searching in Banner

This section will go over different types of searches in Banner.

General Search (GUISRCH)

The General Search form in Banner is a form you can use to find someone by their Email address or Phone Number.

neral Search GUIS	CK (1811) <u>Kecold Query Tools H</u> E E () T () () () () () () () () () (** X 1 2 2 1 1 1 2 2 2 2		
Additional	ID y@tnsta Enter one search crite	E-mail te.edu rria (Alternate Id,E-Mail,Telephone) and pr	Country Code Area Code	Phone Number
ID	First Name	Middle Name	Last Name	Birth Date
	Matching e-mail: CAMP	W@tostate.edu	**	27-SEF
		anome.marphy@thstate.edu		
	Matching e-mail:			
	Matching e-mail:			
	Matching e-mail:			
	Matching e-mail:			
	Matching e-mail:			
	Matching e-mail:			
	Matching e-mail:			
	Matching e-mail:			
	Matching e-mail:]

- 1. Enter the E-mail address or Phone Number in the Key Block
- 2. Next Block
- 3. Matching results will display
- 4. Double-click in the ID Field for the record you want

3 File Edit Options Block (tem	Oracle Fusion Mido Record Query Tools Help I कि कि (இ) ⊗ (⊉ (≞	lleware Forms Services: Open : 1 🖻 🗈 [남 문 문 [《 (《	> SPAIDEN [Q] - □ ■ [@ [@ [@ [X	×
	FAUEN 8.3.3.1 (1831) 2000/00/00/00	Generate	20202000000000000000000000000000000000	~
Current Identification Alternate	Identification Address Telephone e Type:	Biographical E-mail Em	UD and Name Source	
Person Last Name: First Name: Middle Name: Prefix: Suffix: Fueferred First Name: Fuel Legal Name:			Last Update User: Activity Date: Origin:	
Non-Person			Original Creation User: Create Date:	
ID number; LIST for person; COU	NT HITS for non-person; DUP ITEM to gene	orate ID; DUPLICATE RECORD for Alter	emate ID lookup.	

- 5. Open the form you want to view
- 6. The T-Number will automatically populate

Reducing Your Search Results

You can reduce your search results in Banner using the wildcard (%).

<u>ب</u>				(Dracle Fusion Middleware For	rms Services: Open > SOISBGI [Q]		- 🗆 ×
<u>File</u> Ed	lit <u>O</u> ptions	Block Iter	n <u>R</u> ecor	d <u>Q</u> uery <u>T</u> ool	s <u>H</u> elp			
(🔒 🖌) 🖹 i 🖊) 📲 🛋	🗟 (🔒	7 🚡 i 😵 i	🗟 🔀 i 💁 i 📇 i 🔍 🖬 i	吾 吾 [� [⊕ [⊕ [② ♀ X		
😨 Sour	ce/Backgroui	nd Institutio	on Query-(Only SOISBGI	8.0 (TEST) 2000000000000000		********	0000000000 🖻 🗙
s	ource or E	Backgrou	und Inst	itution				
це	Collogo	Sourco	Nono	Code	Namo	City	State or	Admission Request Code
пэ	College	Source	None	Code	Name	City	Tovince	▼ \
	۲	۲	9		%Tennessee%			
0	0	0	0					
•	0	0	\circ					
0	0	0	0					
•	0	0	\circ					
•	0	0	0					
<u> </u>		<u> </u>						

- 1. Enter your search criteria
- 2. Execute your query (F8 or 🗐)

Edi	Options	Block Iter	n Recor	d Querv T	ools Help			
				n X a i 19	,			
Source	Backgroun	nd Institutio						
Jouro	crbackgroui	iu mattutio	in Query-	01119 00100	GI 0.0 (IEGI)			
So	urce or E	Backgrou	ind Inst	titution				
		_					State or	Admission
HS	College	Source	None	Code	Name	City	Province	Request Code
0	۲	•	0	000274	Southwst Tennessee Cmty Coll	Memphis	TN	
0	۲	0	0	001198	East Tennessee State Univ	Johnson Cty	TN	CLT1
0	۲	0	0	001466	Middle Tennessee State Univ	Murfreesboro	TN	CLT1
0	۲	0	0	001803	Tennessee State University	Nashville	TN	CLT1
0	۲	0	0	001804	Tennessee Tech University	Cookeville	TN	CLT1
0	۲	0	0	001805	Tennessee Wesleyan College	Athens	TN	CLT1
0	۲	0	0	001818	Tennessee Temple University	Chattanooga	TN	CLT1
0	۲	0	0	001831	Univ Tennessee Chattanooga	Chattanooga	TN	CLT1
0	۲	0	0	001843	Univ Tennessee Knoxville*	Knoxville	TN	CLT1
0	۲	0	0	001844	Univ Tennessee Martin	Martin	TN	CLT1
0	۲	0	0	003944	Middle Tennessee Sch Anesthsa	Madison	TN	CLT1
0	۲	0	0	T06725	Univ of Tennessee - Memphis	Memphis	TN	CLT1
~	0							

3. Your results will display

Extracting Results into Excel

	Oracle Fusion Middleware Forms Services: Open > SOISBGI [Q]											
	Edit	Options	Block Iten	n <u>R</u> ecord	I Query]	ools	Help					
	5	🖹 í 🍋	€ ≧	🖻 í 🎓	1 🚡 í 🗯	0	Online Help	•	₽₽(((())))			
,	Source	e/Backgrour	nd Institutio	n Query-C	only SOISB	GI 8.	Dynamic Help Query		***************************************		2000000000 🖻 × 📤	
Dynamic Help Edit							Dynamic Help Edit					
1	50	urce or E	Sackgrou	ind Insti	tution		Help (Item Properties)					
1	ня	College	Source	None	Code		Show Keys		City	State or Province	Admission Request Code	
		Jonogo	200100		0040		List		ony		•	
l.	9	۲			000274	So	Display Error		Memphis	TN	CLT1	
1	0	۲	0	0	001198	Eas	Display ID Image		Johnson Cty	TN	CLT1	
	0	۲	0	0	001466	Mic	Calendar		Murfreesboro	TN	CLT1	
/	0	۲	0	0	001803	Ter	Calculator		Nashville	TN	CLT1	
	\mathbf{b}	۲	0	0	001804	Ter	Extract Data with Key		Cookeville	TN	CLT1	
	jo	۲	0	0	001805	Ter	Extract Data No Key		Athens	TN	CLT1	
/	0	۲	0	0	001818	Ter	Tabalad Oracad		Chattanooga	TN	CLT1	
1	0	۲	0	0	001831	Un	Lecnnical Support		Chattanooga	TN	CLT1	
/	0	۲	0	0	001843	Un	About Banner		Knoxville	TN	CLT1	
/	0	۲	0	0	001844	Un	iv Tennessee Martin		Martin	TN	CLT1	
	0	۲	0	0	003944	Mic	ddle Tennessee Sch Anesthsa		Madison	TN	CLT1	
1	0	۲	0	0	T06725	Un	iv of Tennessee - Memphis		Memphis	TN	CLT1	
/	0											
4						-						

- 1. Select Help->Extract Data No Key
- 2. Follow the prompts (it may take a few minutes for your sheet to open)

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW Paste Coll Calibri III A* A* E E Wrap Text General Imput Conditional Format as Formating ~ Table ~ Normal Bad Good Paste Format Painter III A* A* E E E E E Marge & Center \$ ~ 96 ~ 9 ~ 68 ~ 90 Conditional Format as Formating ~ Table ~ Deck Cell Explanatory Input Coll Font G Alignment Number Styles Styles C24 I A B C D E F G 1 Source or Background Institution Type; Press HELP for Detail Information. Code Name City State or Province Admission Request Code 2 C 274 Southwst Tennessee Cmty Coll Memphis TN CLT1 Imput 3 C 1188 East Tennessee State Univ Johnson Cty TN CLT1 Imput 4 C 11880 Tennessee State University
And Security Calibri III And And E E = III And And E E = IIII And And E E = IIIII And And E E = IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII
Paste Format Painter B I U ·
Clipboard Font Font Alignment Fond Number Fond Styles C24 I Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles Image: Styles <
C24 Image: C24 <thimage: c24<="" th=""> Image: C24</thimage:>
A B C D E F G 1 Source or Background Institution Type; Press HELP for Detail Information. Code Name City State or Province Admission Request Code Province 2 C 274 Southwst Tennessee Cmty Coll Memphis TN CLT1 C 3 C 1198 East Tennessee State Univ Johnson Cty TN CLT1 C 4 C 1466 Middle Tennessee State Univ Murfreesboro TN CLT1 C 5 C 1803 Tennessee State University Nashville TN CLT1 C
1 Source or Background Institution Type; Press HELP for Detail Information. Code Name City State or Province Admission Request Code 2 C 274 Southwst Tennessee Cmty Coll Memphis TN CLT1 3 C 1198 East Tennessee State Univ Johnson Cty TN CLT1 4 C 1466 Middle Tennessee State Univ Murfreesboro TN CLT1 5 C 1803 Tennessee State University Nashville TN CLT1
2 C 274 Southwst Tennessee Cmty Coll Memphis TN CLT1 3 C 1198 East Tennessee State Univ Johnson Cty TN CLT1 4 C 1466 Middle Tennessee State Univ Murfreesboro TN CLT1 5 C 1803 Tennessee State Univ Murfreesboro TN CLT1
3 C 1198 East Tennessee State Univ Johnson Cty TN CLT1 4 C 1466 Middle Tennessee State Univ Murfreesboro TN CLT1 5 C 1803 Tennessee State Univity Nashville TN CLT1
4 C Muffreesboro TN CLT1 5 C 1803 Tennessee State University Nashville TN CLT1
5 C 1803 Tennessee State University Nashville TN CLT1
6 C 1804 Tennessee Tech University Cookeville TN CLT1
7 C 1805 Tennessee Wesleyan College Athens TN CLT1
8 C 1818 Tennessee Temple University Chattanooga TN CLT1
9 C 1831 Univ Tennessee Chattanooga Chattanooga TN CLT1
10 C 1843 Univ Tennessee Knoxville* Knoxville TN CLT1
11 C 1844 Univ Tennessee Martin Martin TN CLT1
12 C 3944 Middle Tennessee Sch Anesthsa Madison TN CLT1
13 C T06725 Univ of Tennessee - Memphis TN CLT1
14
15
16
12

3. Your spreadsheet will open

QuickFlows

If there is a process that you do in Banner on a regular basis, you can set up a QuickFlow. A QuickFlow is a function in Banner that will take you to a series of pre-defined forms in the order that you design. QuickFlows are simple to create and even easier to use.

You can access the QuickFlow menu through the hierarchical tree structure menu (General-->System Functions/Administration-->QuickFlow Process) or by entering the form names into the **Go To field**

Oracle Fusion Middleware Forms	Services – 🗖	2
le Edit Options Block Item Record Query Tools Help		_
글 🖉 📔 [권 🕒 🗟 🗟 [合 💱 [왕 📾 🛞 [💁 [문 [🖳 🔁] 문 [년 [K 🖗 🕲 🤤 X	
General Menu GUAGMNU 8.6.4 (TEST) - Thursday, October 15, 2015 - Last login Thursday, October 08, 2	2015 04:29:40 PM	16
o To GTVQUIK Velcome, TRAIN01.	Products: 💌 Menu Site Map Help Centi	er
My Banner	A My Links	-
Banner	,	
Student ["STUDENT]	Change Banner Password	
Advancement [*ALUMNI]	Check Banner Messages	
🚔 Finance System Menu [*FINANCE]	Ctudent Form	1
Human Resources [*HRS]	Student Form	
Einancial Aid [*RESOURCE]	Google	Į
General [*GENERAL]	Personal Link 3	1
Job Submission [*GÉNJOB]		
System Functions/Administration [*GENSYS]	Personal Link 4	
Menu/Preference Maintenance ("GENMENU)"	Personal Link 5	
Object Maintenance [*GENOB.IS]	Personal Link 6	
QuickFlow Process [*GENQUIK]		
QuickFlow Code Validation [GTVQUIK]		
QuickFlow Definitions [GUAQUIK]	My Institution	
QuickFlow [GUAQFLW]		
Miscellaneous General Forms ["GENMISC]		
Common Matching ["GENMATCH]		
Event Management [*GENEVEN1]	ellucian.	
lanner Broadcast Messages		
9-MAY-2014 HINT: Double click a broadcast message to see the full text.		
	J	
Inter the object name; Press LIST for listing.		
land <0SC>		

GTVQUIK - Add Your QuickFlow to the Validation Table

Your first step is to name and add your QuickFlow to the validation table.

	Oracl	e Fusion Middleware Forms Services:	Open > GTVQUIK	- 🗆 🗙				
File Edit Options Block Item Record O	Query Tools Help	p						
	a ∽ 🖹 <mark>121 🗠 🖻 🗟 1 🎓 🦻 1 🕄 📾 😣 1 💁 1 🖳 🖻 1 🗣 1 🗣 1 🗇 1 🖗 1 🖗 1 🖉 1 🗙 🔪</mark>							
QuickFlow Code Validation GTVQUIK 8.0	(TEST) States	******************************		000000000000000000000000000000000000000				
				(
	Code	Description	Activity Date					
	ADDUNSUB	Additional Unsub	30-AUG-2012	A 1				
	-							
Blank Row	ADMG	Graduate Admission Process	22-SEP-2007					
	ADMR	Undergraduate Readmit Process	16-SEP-2010					
	ADMU	Undergraduate Adm Process	22-SEP-2007					
	AHR	Define Grade Processing Rules	03-JUL-1997					
	APP	HR Application Procedure	06-JUL-2005					
	воот	Bootcamp		7				
	and the second s	Dural and house and a second s						

- 1. Open GTVQUIK QuickFlow Code Validation
- 2. Click the Insert Record icon
 - a. A blank row will be inserted

\$	Oracl	e Fusion Middleware Forms Services:	Open > GTVQUIK	- 🗆 🗙
File Edit Options Block Item Record	Query Tools Help	D		
🔊 🖹 🔎 🖨 🖻 👘	🌆 🕄 🖗 😵] 🕒 I 📇 I 🖳 💽 I 🚰 🚈 I 🐗	🕀 🖗 🕲 🍚 🗙	
a QuickFlow Code Validation GTVQUIK 8.	0 (TEST) SHORE			0000000000000000000 🗹 🗙 🖊
	Code	Description	Activity Date	
	ADDUNSUB	Additional Unsub	30-AUG-2012	 ∖
		Craduate Admission Presses	22 SED 2007	
	SAMPLE	Sample QuickFlow	15-OCT-2015	
		Undergraduate Readmit Process	16 SED 2010	
	ADMU	Undergraduate Adm Process	22-SEP-2007	
	AHR	Define Grade Processing Rules	03-JUL-1997	
	APP	HR Application Procedure	06-JUL-2005	
	BOOT	Bootcamp	02-JUN-2012	
	BUDG	Budget Inquiry	14-MAY-1997	
	CAMP	Boot Camp		7
	and the second se	Dropping Characteristic		

- 3. Enter the **Code**
- 4. Enter the **Description**
- 5. Save
- 6. Close the form X

GUAQUIK – Define/Create Your QuickFlow

Your next step is to define your QuickFlow, meaning adding the forms to your QuickFlow (in the order you want the forms to open).

🙆 Oracle Fusion Middleware Forms Services: Open > GUAQUIK – 🗖 🗙								
Elle Edit Options Block Item Becord Query Tools Help								
<mark>□ ∽ □ · → ← ■ ■ • * </mark>								
🛿 QuickFlow Definitions GUAQUIK 8.2 (TEST) 3000000000000000000000000000000000000								
QuickFlow: SAMPLE Sample QuickFlow								
Available Fo	rms		Current For	ms				
Find:				(
**SSB_MASKIN	Use for SSB Masking ONLY - Only special predetermined fields		SPAIDEN	General Person Identification				
AAAACKN	Dues Acknowledgement		SOAPCOL	Prior College				
AAAACKR	Dues Acknowledgement Rules		SOATEST	Test Score Information				
AAAADJS	Dues Adjustment							
AAACMEM	Co-Member							
AAADINS	Dues Installment							
AAADUES	Dues Entry							
AAAMBDP	Membership Default Benefit/Premium Rules							
AAAMBRL	Membership Rules							
AAAMEMB	Membership							
AAAMINT								

- 1. Open GUAQUIK
- 2. Enter your QuickFlow name in the Key Block
 - a. If you do not know the name of your QuickFlow you can search for it by selecting the

Search button		
	QuickFlow Codes Existing QuickFlows	-
Select QuickFlow Codes		

- b. Sele 3. Next Block
- 4. Enter the forms that will be in your QuickFlow *in the order that you want the QuickFlow to run* in the **Current Forms block** located on the right side of the form
- 5. Save 目

GUAQFLW – Launching Your QuickFlow

There are several ways to launch your QuickFlow.

1.	Click through the Hierarchical Tree Menu Structure Canvas and select QuickFlow (GUAQFLW)*	QuickFlow Process ['GENQUIK]
		QuickFlow Definitions [GUAQUIK] CuickFlow [GUAQELW]

2. Enter the QuickFlow name in the Go To Field • Go To ... SAMPLE 3. Go to File→QuickFlow* Eile Edit Options Block Item Reco Direct Access Object Search (TE QuickFlow Select – Rollback Save Refresh Print Exit INA Exit QuickFlow Exit Banner E1 Return to Menu Preferences 4. Add the QuickFlow to My Banner General N INU 864 (TE Go To... • We Sample QuickFlow [SAMPLE] Banner Student [*STUDENT] Advancement [*ALUMNI] Human Resources [*HRS] ral [*GENE 5. Add the QuickFlow to Personal Links My Links Change Banner Password Check Banner Messages Student Form Google Sample QuickFlow Personal Link 4 Personal Link 5 Personal Link 6

*If you select this method, you will have the ability to search and automatically relaunch for your QuickFlow. See <u>Searching for an Existing QuickFlow</u> below for instructions.

\$	Oracle Fusion N	liddleware Forms Services: Ope	n > SPAI	DEN [Q]	- 🗆 ×	
Eile Edit Options Block Item	Record Query Tools Help					
(■ ∞]] ∞ - @ ≥ ☆ ≫ ⊗ @ ⊗ ≥ ≜ 9 ⊡ ☆ ☆ ☆ ⊘ × ★ ★ ↓						
🙀 General Person Identification SPAIDEN 8.5.3.1 (TEST) QuickFlow: SAMPLE: 1 of 3 😳 😳 😳 😳 🖉						
ID: T00464099 Murphy, Genevieve Current Identification Alternate Identification Address Telephone Biographical E forms Additional Identification ID: T00464099 Name Type:						
Person		Override Name Parse		ID and Name	Source	
Last Name: First Name: Middle Name: Prefix: Suffix:	Murphy Genevieve		•	Last Update User: Activity Date: Origin:	SAISUSR 26-SEP-2015 GOAMTCH	

- 1. The first form in your QuickFlow will open
 - a. Notice the name and form number out of total number of forms in QuickFlow in the Title Bar
- 2. Perform the task
 - a. Be sure to save you work if you make any changes
- 3. Close X the form
- 4. The next form in your QuickFlow will open
- 5. Continue through the QuickFlow until you have gone through all the forms

GUAQFLW – QuickFlow Form (Searching for an Existing QuickFlow)

The QuickFlow functionality allows you to search for a QuickFlow by going to File \rightarrow QuickFlow or using the form GUAQFLW – QuickFlow. The benefit to opening a QuickFlow with these two options is that when you finish with your QuickFlow, you have to option to automatically relaunch it.

1	🙀 QuickFlow Forr	m GUAQFLW 8.0 (TEST) 응용용용용용을 보 제 X
	QuickFlow: Description:	
		Start Clear Cancel

- 1. Open GUAQFLW QuickFlow
- 2. Click the Search Icon

Eile Edit Options Block	Oracle Fusion Midd k Item Becord Query Iools Help	ileware Forms Services: Open > GUA [프 [④] 한 문 문 [ඈ [�	NQFLW - GUQQUIK [ಱ] [℗ [♀ [X	
QuickFlow Code REDB REGP REGR SAMPLE SCH	QuickFlow Description Record Educational Background Accept Registration Payments Define Enrollment Process Rule Sample QuickFlow Schools		Scroll throug the list	h E
Form Name SPADEN SOAPCOL SOATEST	Descri General Person Identification Prior College Test Score Information	ption		

- 3. GUQQUIK QuickFlow Query Form will open
- 4. Scroll through the QuickFlow codes located on the top of the form
- 5. Double click on the QuickFlow you want to launch

🙀 QuickFlow Form	GUAQFLW 8.0 (TEST)	<u>ک الح ک</u>
QuickFlow:	SAMPLE	
Description.	Start Clear	Cancel
		\leq

- 6. The code will populate in the QuickFlow field
- 7. Click Start
- 8. Your QuickFlow will launch
 - a. When you close out of the last form of your QuickFlow, GUAQFLW will open
 - i. Click Start to launch the QuickFlow again
 - ii. Click Cancel to exit the QuickFlow

Exit QuickFlow

If you need to exit your QuickFlow before you have gone through all the forms you can do that by going to **File >Exit QuickFlow**. The QuickFlow will not remember the record or the form that you were in when you relaunch the process.

<u>گ</u>	Oracle Fusion Middleware Forms Services: Open > SOAPCOL [Q] - 🗖 🗙
File Edit Options Block Item Record	Query Tools Help
Direct Access	🐉 I 🌐 🛞 I 💁 I 📇 I 🕲 🗃 I 🖓 I 🌾 I 🗇 I 🥲 I 🖓 I 🖓 I 🖉 I 🖓 I
Object Search	
QuickFlow	
Select	
Rollback	e
Save	
Refresh	Minors, Concentrations Prior College Address
Print	
Exit	
Exit QuickFlow	
Exit Banner	Enrollment Planning Service Code:
Return to Menu	
Preferences	
1 SPAIDEN Constal Person Identification	Official Transcript
1. Si ADEN General i erson identification	

Tennessee State University is an AA/EEO employer.