

What is a QuickFlow?

A QuickFlow in Banner allows you to access multiple forms in a specific sequence.

When is a QuickFlow useful?

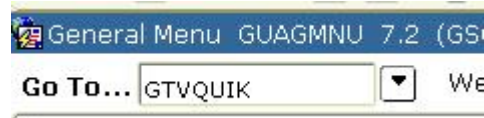
A QuickFlow is useful when your job function repeatedly requires you to process several forms in a specific order to complete a task. Once a QuickFlow is set up, you need only to access the QuickFlow, and then all forms in the QuickFlow will open in the order specified in setup.

How do I create a QuickFlow?

IMPORTANT NOTE: Determine the following before creating a QuickFlow - the purpose of the QuickFlow, forms needed in the QuickFlow and the order in which the forms should be accessed.

Define the QuickFlow:

- 1) Type in GTVQUIK in the "Go to" field on the Banner main menu.

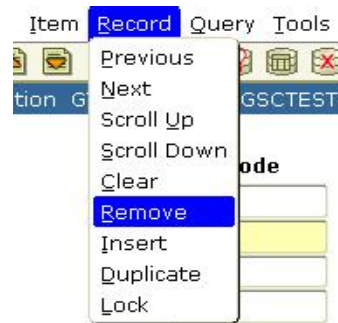


The GTVQUIK form will list all active QuickFlows.



Code	Description	Activity Date
0001	0001 Verification Process	16-FEB-2000
0102	0102 Verification Process	02-APR-2001
0203	0203 Verification Process	27-MAR-2002
0304	0304 Verification Process	03-MAR-2003
0405	0405 Verification Process	13-FEB-2004
0506	0506 Verification Process	14-FEB-2005
9293	9293 Agencies	21-OCT-1994
9798	9798 Verification Process	03-MAR-1997

- 2) Select "Record > Insert" from the menu bar (or click the Insert Record toolbar icon).





3) A blank line will appear below the line you selected.

QuickFlow Code Validation GTVQUIK 7.0 (GSCTEST)


Code	Description	Activity Date
0001	0001 Verification Process	16-FEB-2000
0102	0102 Verification Process	02-APR-2001
0203	0203 Verification Process	27-MAR-2002

4) In the "Code" field, type in a character code (up to ten in length) for your QuickFlow.

NOTE: In Banner 7, the code field was expanded from 4 to 10 positons.

5) In the "Description" field, type in the title or description for your QuickFlow.

6) Save by using one of the following methods:

- a. Click on the "Save" icon  on the toolbar.
- b. Select "File > Save" from the menu bar.


7) If this message below is displayed in the Autohint line at the bottom of the form, then your QuickFlow has been saved and proceed to Step #9.

FRM-40400: Transaction complete: 1 records applied and saved.
 Record: 114/114 | | | ... | | | <OSC>

8) If this message below is displayed in the Autohint line at the bottom of the form, then your QuickFlow name has already been defined in GTVQUIK. Rename your QuickFlow by following Steps #2-7.

FRM-40508: ORACLE error: unable to INSERT record.
 Record: 115/115 | | | ... | | | <OSC>


9) Exit GTVQUIK by using one of the following methods:

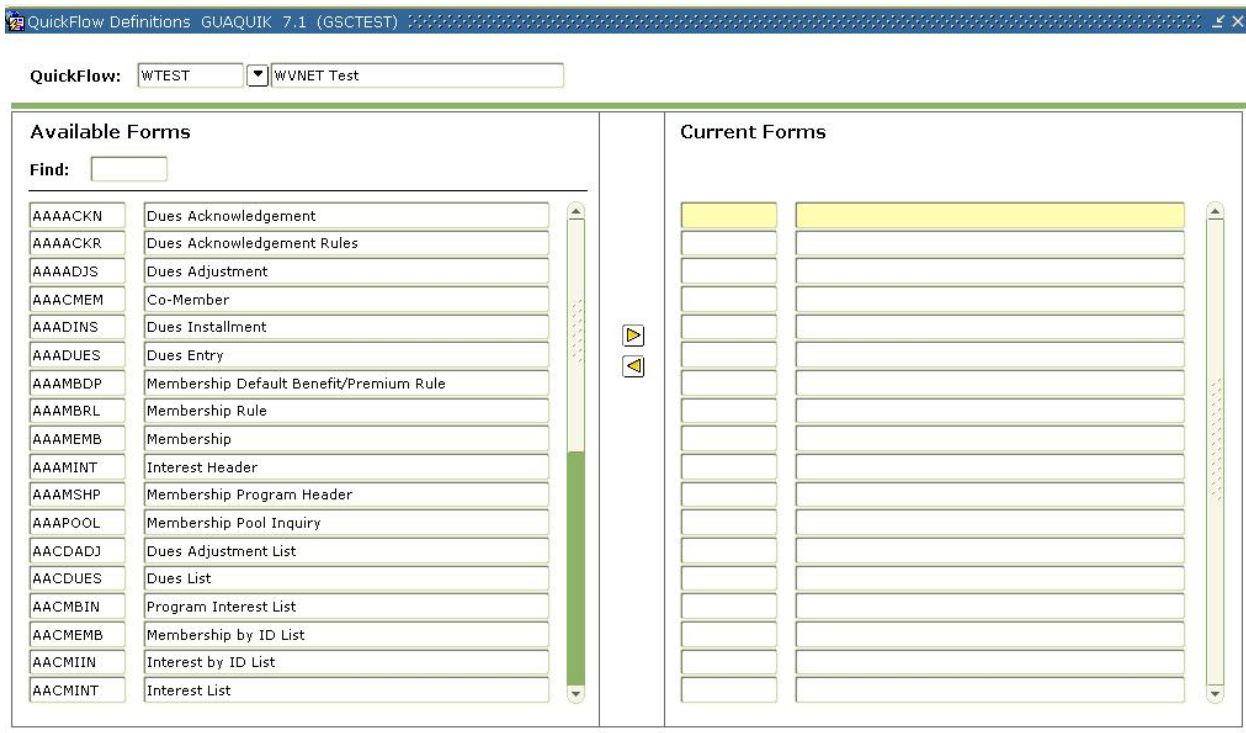
- a. Click on the "Exit" icon  on the toolbar. (This will take you to the previous screen.)
- b. Select "File > Exit" from the menu bar. (This will take you to the previous screen.)
- c. Select "File > Exit SCT Banner" from the menu bar. (Banner will close.)
- d. Select "File > Return to Menu" from the menu bar. (This will take you to the menu screen.)


Define the forms to be included in the QuickFlow:

Use the QuickFlow Definition Form (GUAQUIK) to specify a sequence of forms.

- 1) Type in GUAQUIK in the "Go to" field on the Banner main menu.
- 2) Type the code you defined for your QuickFlow.
- 3) Perform a Next Block by using one of the following methods:

- a. Click on the "Next Block" icon  on the toolbar.
- b. Select "Block > Next" on the menu bar.





- 4) Enter the names of the forms for the QuickFlow in the order in which you want them to be accessed. You may do this by typing the form name in the Current Forms pane or selecting from the available forms on the left and moving the form by using the move icon .

Using the Current Forms pane to enter forms:

- a. In the Current Forms pane, enter the seven character form name in a blank line.



- b. Press ↓ (the **down arrow** key) on the keyboard to advance to the next line and enter the next form name.
 - c. Continue Steps a through b until all of the forms are entered.
- 5) Save by using one of the following methods:
- a. Click on the "Save" icon  on the toolbar.
 - b. Select "File > Save" from the menu bar.
- 6) Exit GUAQUIK by using one of the following methods:
- a. Click on the "Exit" icon  on the toolbar. (This will take you to the previous screen.)
 - b. Select "File > Exit" from the menu bar. (This will take you to the previous screen.)
 - c. Select "File > Exit SCT Banner" from the menu bar. (Banner will close.)
 - d. Select "File, Return to Menu" from the menu bar. (This will take you to the menu screen.)
- 7) If this message below is displayed in the autohint line at the bottom of the form, then your QuickFlow has been saved.

FRM-40400: Transaction complete: 1 records applied and saved.
 Record: 114/114 | | ... | | <OSC>

Using a QuickFlow:

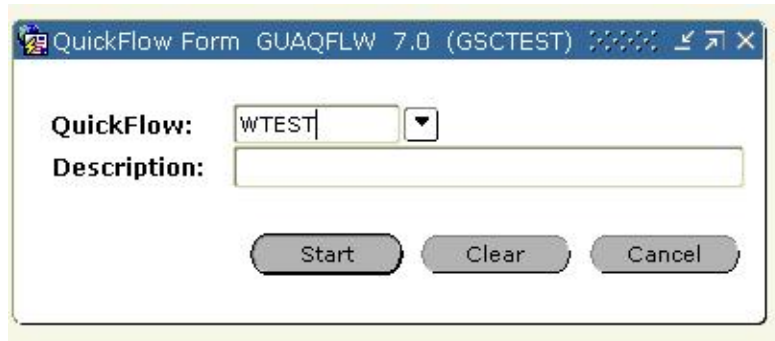
- 1) To access the QuickFlow you just created or an existing QuickFlow, use either option:
 - a. Enter the name of the QuickFlow in the "Go To" field on the main menu and press Enter.....the first form in your QuickFlow will appear.





OR

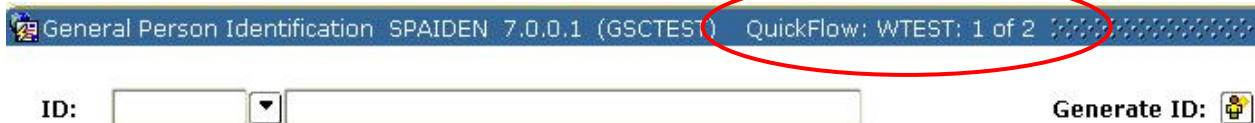
- b. Access the GUAQFLW form. Enter the code the code for your QuickFlow. To search for existing QuickFlows, press the Search button.



To start your Quickflow - Click the Start button.

- 2) The first form you listed in the QuickFlow definition will appear.

NOTE: In Banner 7, the QuickFlow code automatically displays on the Title Bar, together with the number of the form and the total number of forms in the QuickFlow.



- a. Enter the appropriate data.
- b. Click the Save toolbar button.
- c. Click the Exit toolbar button.

- 3) The next form you listed in the QuickFlow definition will appear.
- 4) Continue as in Step 2 until all forms have been completed. When you exist the last form, you see the GUAQFLW form again.

NOTE: QuickFlows work in a loop. If you want to exit the QuickFlow before all the forms are accessed, select the Exit QuickFlow option on the File pull-down menu.

A form in a QuickFlow cannot be bypassed. If you do not have any data to enter on a form, select the Exit function. If the message "DO YOU WANT TO QUIT?" appears, answer "yes". After you have passed through all the forms in a QuickFlow, you are returned to the QuickFlow Form (GUAQFLW). At this point, you can either select the Exit function if you are finished, or you can click the Start button to execute the QuickFlow again.