

# Creating and Using QuickFlows in Banner 5

## What is a QuickFlow?

A QuickFlow in Banner 5 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.

## What are the forms used in setting up or using QuickFlows?

GTVQUIK—defines the QuickFlow code and description

GUAQUIK—defines the forms in the QuickFlow and the sequence in which the forms are processed

GUAQLW—allows you to enter the identifier defined in GUAQUIK to execute the QuickFlow

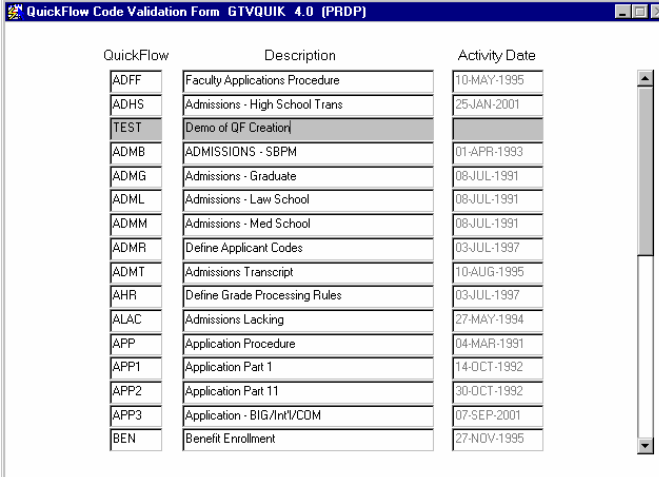
## How do I create a QuickFlow?

**IMPORTANT NOTE:** You must create your QuickFlow in the production database (PROD). If you create it in Prod Prime (PRDP), it will be overwritten at the end of the day.

1. Determine the following:
  - a. Purpose of QuickFlow
  - b. Forms needed in QuickFlow
  - c. Order in which the forms should be accessed
2. Access the form GTVQUIK. The form will list all active QuickFlows.

- a. Click the Insert Record toolbar button.
- b. In the QuickFlow column of the blank record, enter a code that will identify your QuickFlow.
- c. In the Description column, type a brief description of the QuickFlow.
- d. Click the Save toolbar button.

*Your QuickFlow code and description have now been defined.*



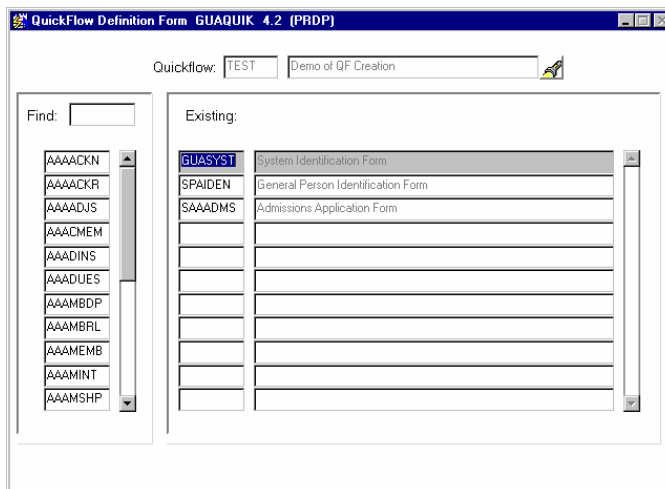
QuickFlow	Description	Activity Date
ADFF	Faculty Applications Procedure	10-MAY-1995
ADHS	Admissions - High School Trans	25-JAN-2001
TEST	Demo of QF Creation	
ADMB	ADMISSIONS - SBPM	01-APR-1993
ADMG	Admissions - Graduate	08-JUL-1991
ADML	Admissions - Law School	08-JUL-1991
ADMM	Admissions - Med School	08-JUL-1991
ADMR	Define Applicant Codes	03-JUL-1997
ADMT	Admissions Transcript	10-AUG-1995
AHR	Define Grade Processing Rules	03-JUL-1997
ALAC	Admissions Lacking	27-MAY-1994
APP	Application Procedure	04-MAR-1991
APP1	Application Part 1	14-OCT-1992
APP2	Application Part 11	30-OCT-1992
APP3	Application - BIG/Int/COM	07-SEP-2001
BEN	Benefit Enrollment	27-NOV-1995

3. Access the form GUAQUIK.
  - a. Enter the QuickFlow code you defined in Step 2b above.
  - b. If you wish to search for existing QuickFlows, click the Search button in the Key Block. Select Quick Flow Codes from the Options List. You will be taken to the QuickFlow validation table where you can double-click the desired QuickFlow code and description. This information will be returned to GUAQUIK.
  - c. Click the Next Block toolbar button.
  - d. In the left pane, you will see a list of all objects in the database.

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4. To add objects to your QuickFlow in GUAQUIK, use either step a or b:

- a. Find the code for the desired object in the left pane, drag it to the right pane, and then drop it. The object name and description appear in the right pane. If you do not want to scroll to find the object name, you can type the object name in the Find field in the left pane and press ENTER. Repeat to add additional forms.



**OR**

- b. In the right pane, enter the seven-character name of the objects you wish to add.

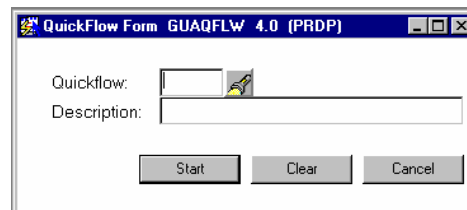
**IMPORTANT NOTE:** You must list the objects in the order in which you want them to appear in the QuickFlow. For example, if you want users of the QuickFlow to access GUASYST, SPAIDEN, and SAAADMS in that order, you must list GUASYST, then SPAIDEN, then SAAADMS in the right pane.

- c. Click the Save toolbar button.

Your QuickFlow is now set up and ready for use!

### How do I use a QuickFlow?

1. Access the form GUAQFLW.
  - a. Enter the code for your QuickFlow. To search for existing QuickFlows, press the Search button.
  - b. Click the Start button.
2. The first form you listed in the QuickFlow definition will appear.
  - 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 exit the last form, you will see the GUAQFLW form again.

**IMPORTANT NOTE:** A form that has been defined in the QuickFlow cannot be skipped. You must complete all forms. To exit the QuickFlow, choose Exit QuickFlow from the File menu.