

# QuickFlows

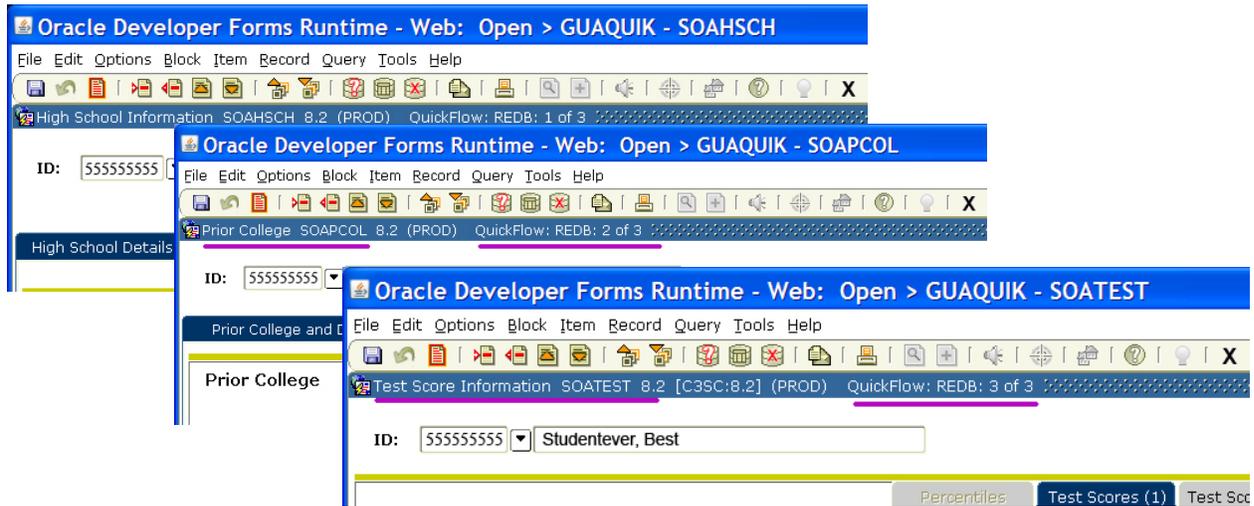
## Makes Working with Banner Forms Zoom-Zoom

A QuickFlow is a named set of forms that open in order when you launch the QuickFlow. As you close one form (clicking on **X**), the next one in order automatically opens. QuickFlows are designed to help you streamline **multi-form** processes. Because you build them, they are customized for you. QuickFlows allow you to set up a flow from one form to the next as a predefined process. You can use pre-defined QuickFlows or create your own.

EXAMPLE: Admissions could use the following three forms to enter Educational Background data:

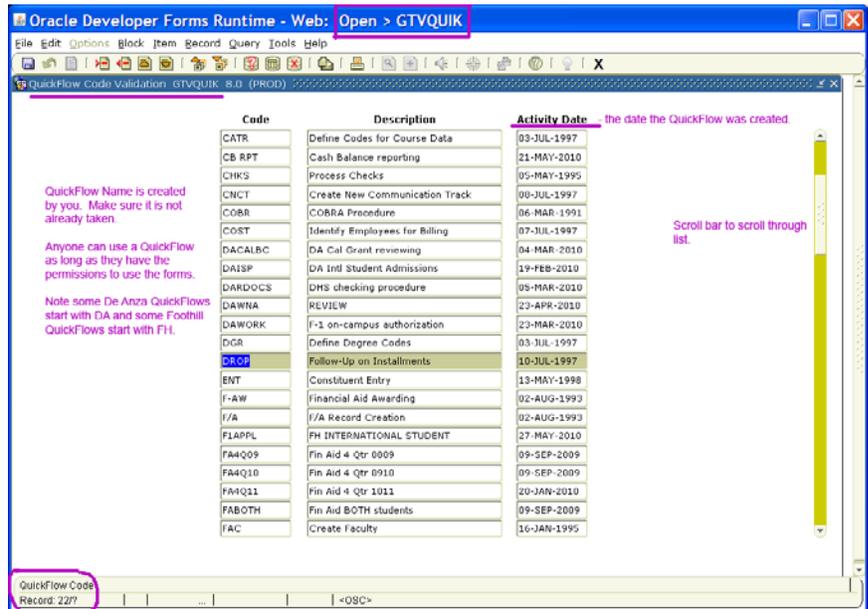
- SOAHSCH – High school information form
- SOAPCOL – Prior college form
- SOATEST – Test score information form

There is a QuickFlow titled **REDB** – Record Education Background which provides the flow between the forms above. When the first form is closed, the next opens.



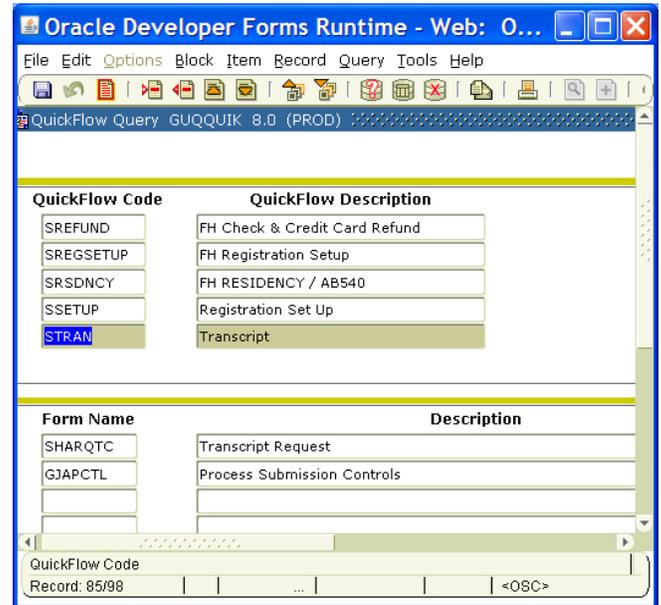
## How to Find a QuickFlow

To view a list of existing QuickFlows, use the form **GTVQUIK** – QuickFlow Code Validation.



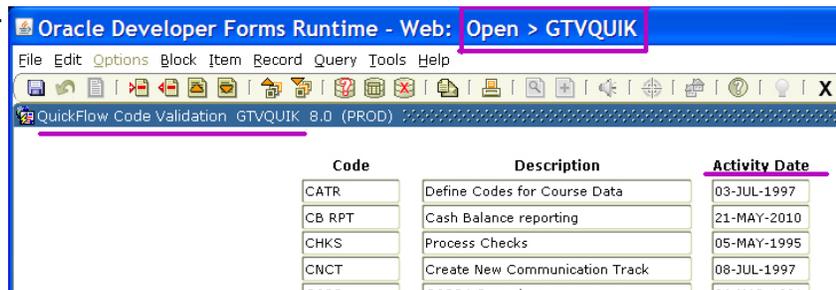
To view a list of existing QuickFlows along with which forms they trigger, use the form **GUQQUIK** – QuickFlow Query.

- The upper block will allow you to scroll through the “QuickFlow Codes”.
- The lower block will display their forms and order of the forms. Use Next Block to switch between blocks.

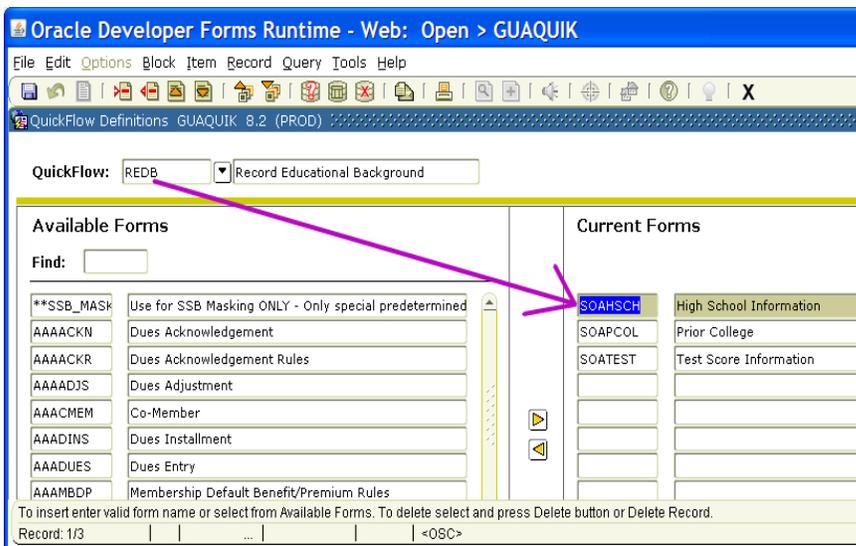


### How to Create a QuickFlow

1. Use the form **GTVQUIK** – QuickFlow Code Validation to determine that that you have selected a unique name (code) and where it will be on the list.
  - Position your cursor in the code field at the location on the list it will be added.
  - You will be adding a record to this table. Click on Insert Record icon (or use pull down Record menu and click on Insert.)
  - Enter a 3 to 9 character code, tab to description and enter process description
  - Click on Save.
  - Exit the form.



2. Use the form **GUAQUIK** – QuickFlow Definitions to list the forms and the order you want them to display.

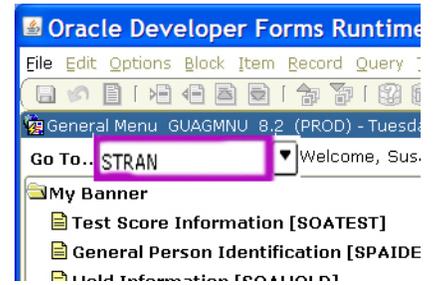
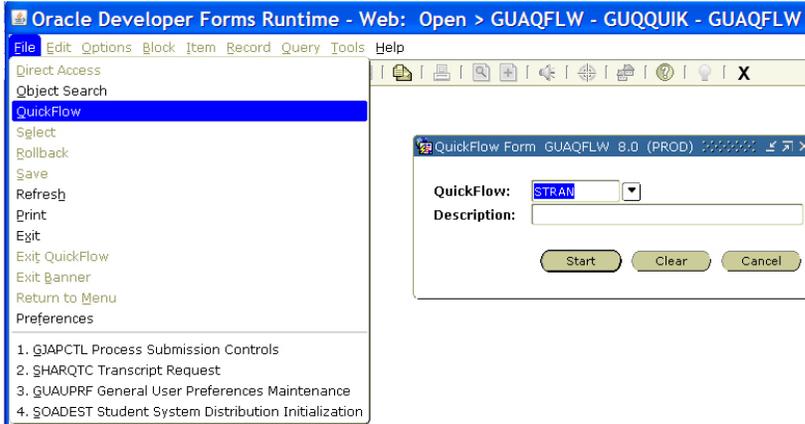


- In the Key Block, enter the QuickFlow code you just added or select it from the list by clicking on the down arrow (search icon).
- Go to Next Block and a scrollable list of all forms will appear on the left and a blank list of forms on the right.
- Type in the form on the right, type in first form name. Hit tab or enter and the form description appears in the next column.
- Continue enter form names until all the forms for this process are entered.
- Click Save.

## How to Start a QuickFlow

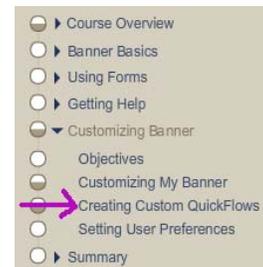
QuickFlows can be selected and started by one of the following methods.

1. Use the Go to Window, type in code and hit enter key
2. Select the pull-down menu: File/QuickFlow. A pop-up window allows you to enter code or click on arrow down, to view list of codes on the GUQQUIK form.
3. Add the QuickFlow to commonly used items in My Banner folder on the Main Menu. Double click on the item to open first form.



## See QuickFlow Creation in Action

The Banner Fundamentals Computer Based Training (CBT) module includes a demonstration. It is found under Customizing Banner/Creating Custom QuickFlows



## Adding a QuickFlow to My Banner Folder

All users can use the **GUAPMNU** to add.

On PCs, display the QuickFlow code in the Key Block of either **GTVQUIK** or **GUAQUIK**, right click and click on "Add to My Banner".