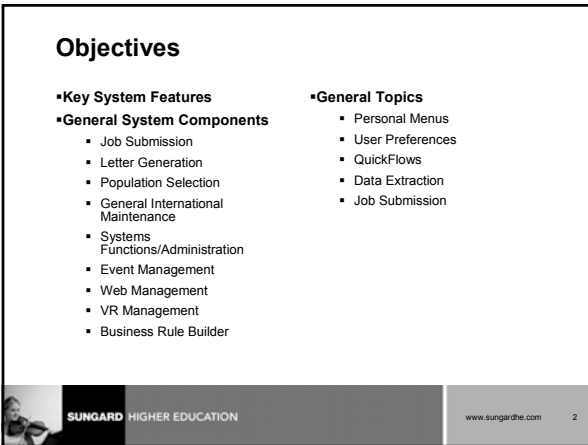


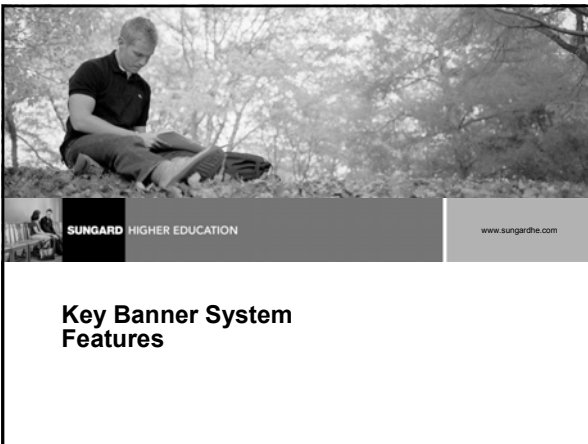
Banner General 7.3

General System Overview



Objectives

- Key System Features
- General System Components
 - Job Submission
 - Letter Generation
 - Population Selection
 - General International Maintenance
 - Systems Functions/Administration
 - Event Management
 - Web Management
 - VR Management
 - Business Rule Builder
- General Topics
 - Personal Menus
 - User Preferences
 - QuickFlows
 - Data Extraction
 - Job Submission



Key Banner System Features

Key System Features

- **Validation Tables**
 - User defined and maintained on-line for data consistency and data integrity
- **Menus**
 - Replicate work flow processes
 - Mouse or Keyboard Function Key Navigation
- **Help**
 - Dynamic Help: Form, Block or Field Level
 - Banner or User Defined
 - Field Sensitive: HINT Line/HELP Function
 - On-Line Help





General System Components

General System

- | | |
|-------------------------------------|------------------------------------|
| ▪ Job Submission | ▪ Systems Functions/Administration |
| ▪ Population Selection | ▪ Event Management |
| ▪ Letter Generation | ▪ Web Management |
| ▪ Graphing | ▪ VR Management |
| ▪ General International Maintenance | ▪ Business Rule Builder |



Job Submission

- Maintains all report/process characteristics
- Defines the parameters and their validation characteristics
- Defines parameter values for specific reports and processes
- Allows users to save parameters
- Displays system and user level defaults
- Displays process error messages



Population Selection

- Generates SQL statements from defined population selection variable and object statements
- Extracts PIDs based on user-defined rules
 - for use in selected reports
 - for use in the creation of letters
- **To be covered in detail in advanced training



Letter Generation

- Creates variables and objects
- Defines applications
- Creates paragraphs
- Creates letters by combining paragraphs
- Generates letters or produces a download file for merging with Microsoft Word or WordPerfect documents
- Summary report generated
- General Mail Table updated



System Functions/Administration

- Banking and Currency
- Electronic Data Interchange (EDI)
- Desktop Tools
- Electronic Documents
- Event Queue
- Menu/Preference Maintenance
 - Change Passwords
 - Personal Menus
- Object Maintenance
- Quick Flows
- Value-based Security
- Miscellaneous General Forms
 - Medical Information
 - Credit Card Maintenance
 - Geographic Regions
 - Crosswalk Table – GTVSDAX
 - ZIP Code Table
 - Installation Controls
 - Options Maintenance
 - SSN/SIN Alternate ID Search/History
- Messaging



Event Management

- Create and maintain events and associated functions
- Track budgeted/actual expenses
- Maintain a list of tasks associated with the event
- Identify participants - i.e., speakers or caterers
- Identify and maintain attendee list
- Assign available building/rooms



General Web Management

- Associate address type codes with user roles and access privileges
- Display addresses added or changed within Banner or via the Web
- Define PINs and other user parameters for third-party access products
- Define controls for Banner interfaces with third-party products
- Identify the kinds of information that are included in your student, employee, and alumni directories
- Define the profile information that appears on the Web directory for an ID
- Record one or more e-mail addresses for any Banner ID
- Set up and track surveys



General VR Management

- **Provides access to:**
 - Direct student access to online registration, billing, admissions, financial aid, and/or grade information from a touch-tone telephone through a series of simple entries — student ID, Personal Identification Number (PIN), menu selections, and course request numbers.
 - Modifiable voice response system messages.
 - Easy-to-use Oracle tables for modification of system responses.
- **Specialized training, not addressed in this overview.**



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Business Rule Builder

- **To help you manage your Banner data for SEVIS processing, General includes forms you can use to build business rules**
- **The rules you create can be used to populate columns in Banner tables with values from other columns**
- **Your rules can also create student and exchange visitor records automatically**
 - These forms are in a separate module because you could use them for other purposes, rather than just for SEVIS reporting



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General Topics

Personal Menu

- My Banner is a “personal menu” that appears at the top of the Banner main menu and in the product links bar
- My Banner allows quick access to forms, jobs, menus, and QuickFlows that are most important in your daily work
- Created and maintained on the Personal Menu Maintenance Form (GUAPMNU)



User Preferences

- Set and maintained on the General User Preferences Maintenance Form (GUAUPRF)
 - Display Options
 - Directory Options
 - My Links
 - Menu Settings
 - LDAP (Administrators only)



QuickFlows

- Set up and maintain defined sequences of forms for common tasks
 - Codes defined on the QuickFlow Code Validation Form (GTVQUIK)
 - QuickFlows maintained on the QuickFlow Definition Form (GUAQUIK)
- When run, exiting one form executes the next form in the sequence



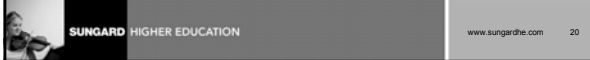
Data Extraction

- Extract data from a Banner form to a spreadsheet
- Enabled on the Object Maintenance Form (GUAOBS)
- Can be enabled for key and data blocks, or data blocks only
- Default directory is C:\temp
 - Can be changed on the General User Preferences Maintenance Form (GUAUPRF)



Job Submission

- Set up rule and validation forms
- Locate a job
- Run / submit job
- View, print, or save job to a local directory



Job Submission, continued

- Major setup forms:
 - Printer Validation Form (GTVPRNT)
 - System Indicator Validation (GTVSYSI)
 - Parameter Value Validation Form (GJAPVAL)
 - Process Maintenance Form (GJAJOB)
 - Parameter Definition Form (GJAPDEF)
 - General User Preference Maintenance Form (GUAUPRF)



Job Submission, continued

▪ Major day-to-day forms:

- Process Submission Control Form (GJAPCTL)
- Process Maintenance Form (GJAJOB)
- Saved Output Review Process (GJIREVO)
- Printer Validation Form (GTVPRNT)
- Job Submission Profile Maintenance Form (GJAJPRF)
- Default Parameter Value Validation Form (GJAPDFT)
- Parameter Definition Form (GJAPDEF)
- Default Parameter Value Validation Form (GJAPDFT)



Accomplishments

▪Key System Features

▪General System Components

- Job Submission
- Letter Generation
- Population Selection
- General International Maintenance
- Systems Functions/Administration
- Event Management
- Web Management
- VR Management
- Business Rule Builder

▪General Topics

- Personal Menus
- User Preferences
- QuickFlows
- Data Extraction
- Job Submission



Questions



