



**Banner 7.3**

General Person

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**Introductions**

- Name
- Organization
- Title/function
- Job responsibilities
- Banner experience
- Expectations

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**Course Goals**

The goal of this course is to provide you with the knowledge and practice to capture and maintain biographic/demographic data for persons at your institution

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## Agenda

- Overview
- Set Up
- Day-to-Day
- Question and Answer



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## Introduction

- Maintain biographic, demographic, medical, and contact information
- Create and define General Person reports



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## Process Introduction



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## Set Up Objectives

- At the end of this section, you will be able to create the rules and set the parameters needed for creating and maintaining biographic and demographic student data.



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## Validation Forms Used in the General Person Module

- STVRECR Recruiter Code Validation
- STVRSLT Appointment Result Code Validation
- STVCMTT Comment Type Code Validation
- STVORIG Originator Code Validation
- STVCTYP Contact Type Code Validation
- STVRELT Relation Code Validation
- STVMEDI Medical Code Validation
- STVDISA Disability Type Code Validation



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## Validation Forms Used in the General Person Module, Continued

- STVMDEQ Medical Equipment Code Validation
- STVSPSR Disability Service Code Validation
- GTVNTYP Name Type Validation
- STVSTAT State/Province Code Validation
- STVATYP Address Type Code Validation
- GTVZIPC Zip Postal Code Validation
- STVCNTY County Code Validation
- STVNATN Nation Code Validation



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### Validation Forms Used in the General Person Module, Continued

- STVTELE Telephone Type Validation
- STVASRC Address Source Validation
- GTVEMAL E-Mail Address Type Validation
- GTVSCOD EDI/ISO Standard Code Validation
- STVLANG Language Code Validation
- STVPENT Port of Entry Validation
- STVVTYP Visa Type Code Validation
- STVSPON International Student Sponsor Code Validation



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### Validation Forms Used in the General Person Module, Continued

- STVEMPT Employment Validation
- STVCITZ Citizen Type Code Validation
- STVETHN Ethnic Code Validation
- STVMRTL Marital Status Code Validation
- STVRELG Religion Code Validation
- STVLGCY Legacy Code Validation
- STVETCT IPEDS Ethnic Code Validation



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### Day-to-Day Objectives

At the end of this section, you will be able to

- define a person and/or non-person to General Person
- maintain supporting General Person information
- produce General Person reports



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## Day-to-Day

- **Establishing a Person/Generating an ID**
  - General Person Identification Form (SPAIDEN)
    - to capture biographic/demographic information for all persons/non-persons associated with the institution



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## Day-to-Day

- **Assigning an Address/Multiple Addresses to an ID**
  - Identification Form (SPAIDEN)
    - used to assign addresses



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## Day-to-Day

- **Making Changes to a Name**
  - Identification Form (SPAIDEN)
    - used to change name information



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## Day-to-Day

### ▪ Entering Multiple Telephone Numbers

- General Person Telephone Form (SPATELE)
  - to allow the user to create an unlimited number of telephone numbers associated with a person



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## Day-to-Day

### ▪ Capturing Biographic Information

- General Person Form (SPAPERS)
  - used to enter and maintain biographic information about a person
  - data captured include gender, date of birth, marital status, legacy information, and whether or not the person is deceased



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## Day-to-Day

### ▪ Entering Comments

- Person Comment Form (SPACMNT)
  - used to enter comment information on the person



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## Day-to-Day

### ▪ Entering Medical Information

- Medical Information Form (GOAMEDI)
  - used to view and update medical information and medical comments for persons at your institution, including students, faculty, and staff



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## Day-to-Day

### ▪ Entering Emergency Contact Information

- Emergency Contact Form (SPAEMRG)
  - used to capture emergency contact information for persons



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## Day-to-Day

### ▪ Adding or Updating Appointments and Contacts

- Person Appointments/Contacts Form (SOAAPPT)
  - used to add or update appointments and contacts for a person



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## Day-to-Day

- **Assigning and Releasing Holds**
  - Hold Information Form (SOAHOLD)
    - used to assign holds to a person or entity



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## Day-to-Day

- **Person Directory Report (SPRPDIR)**
  - used to produce a list of persons, addresses, and primary phone numbers in the system by type of person



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## Day-to-Day Review

- How do you define a person and/or non-person to General Person?
- How do you maintain supporting General Person information?
- How do you produce General Person reports?
- What fields are required in the Information Block to generate an ID number for a person?



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## Course Summary/Review

As a result of this course we have provided you with the knowledge and practice to capture and maintain biographic/demographic data for persons at your institution



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## Questions and Answers

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Thank you for your participation

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