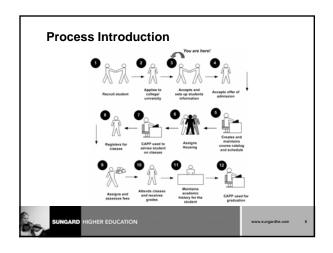
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Banner 7.3	
General Person	<del></del>
Inter-leading	
Introductions	
■ Name	
Organization	
■ Title/function	
<ul> <li>Job responsibilities</li> </ul>	
Banner experience	
Expectations	
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	·
Course Goals	
The goal of this course is to provide you with the	
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

## Introduction • Maintain biographic, demographic, medical, and contact information • Create and define General Person reports SUNGARD HIGHER EDUCATION



#### 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.

#### 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



#### 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

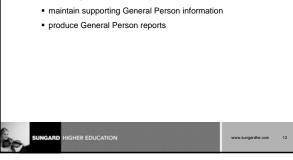
- STVEMPT Employment Validation
- STVCITZ Citizen Type Code Validation
- STVETHN Ethnic Code Validation
- STVMRTL Marital Status Code Validation
- STVRELG Religion Code Validation
- STVLGCY Legacy Code Validation
- STVETCT IPEDS Ethnic Code Validation

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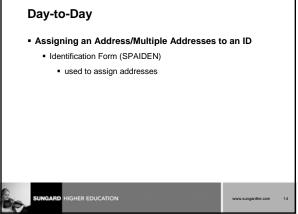
#### **Day-to-Day Objectives**

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

define a person and/or non-person to General Person



# 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 SUNGARD HIGHER EDUCATION WWW.SUNGARD. 23 Day-to-Day



# Day-to-Day • Making Changes to a Name • Identification Form (SPAIDEN) • used to change name information

### 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 SUNDARD HIGHER EDUCATION

### 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

# Day-to-Day Entering Comments Person Comment Form (SPACMNT ) used to enter comment information on the person SUNGARD HIGHER EDUCATION WWW.sungardhe.com 18

# Pay-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 SUNGARD HIGHER EDUCATION WWW.sungardne.com 19

### Entering Emergency Contact Information Emergency Contact Form (SPAEMRG) used to capture emergency contact information for persons

# 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 SUNGARD HIGHER EDUCATION WWW.sungardhe.com 21

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

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

### 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?

**Day-to-Day Review** 

# 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



