Creating a

Banner

QuickFlow

Information**T**echnology @ **CCSU**
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A QuickFlow is a process that lets you access a set of forms in a specific sequence. Creating a Banner QuickFlow is a two-phase process using these forms:

1. GTVQUIK – QuickFlow validation form, used to create a name and description for the QuickFlow. Also lists all existing Quick Flows.
2. GUAQUIK – QuickFlow definition form, used to add the sequence of forms to a named QuickFlow.

GTVQUIK QuickFlow Validation Form

1. Access GTVQUIK. A list of existing QuickFlows will be displayed.
2. Click on the Insert button to insert a blank row.
3. Enter a short alphanumeric code and a description for the QuickFlow.
4. Click on Save (lower right corner or press F10).

GUAQUIK QuickFlow Definitions Form

1. Enter the alphanumeric code of the QuickFlow, then click on Go.

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2. In the first blank row under Current Forms, type the form name of the first form in the required sequence and press Enter. The form description will fill in automatically.

3. Click on Insert to add another row. Type the next form name in the required sequence and press Enter. Continue this process until all required forms are listed in order.

4. Click on Save (bottom right or press F8). Exit the form.
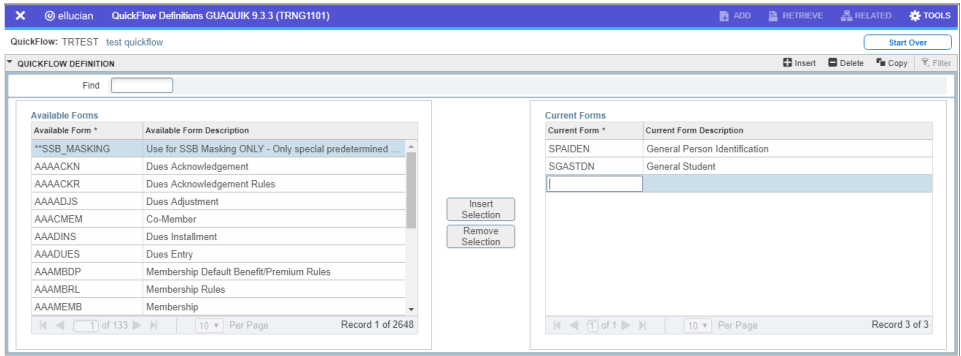
Using a Banner QuickFlow

1. Click in the Search field either from the Dashboard or the left Menu.
2. Start typing the alphanumeric code of the QuickFlow and then click on it when it appears.
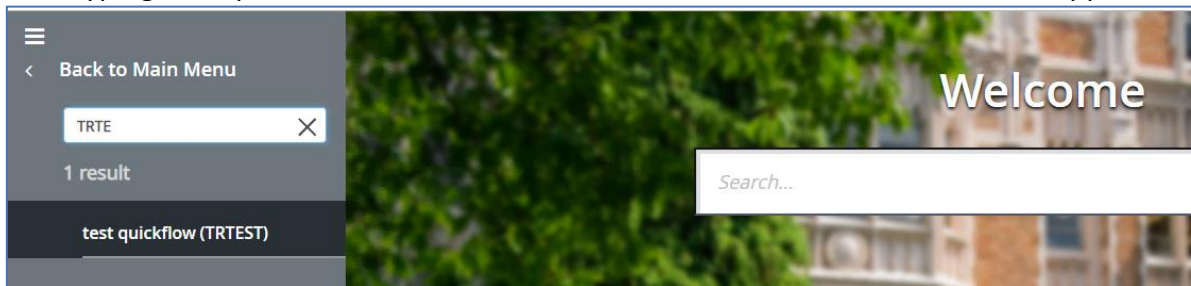
3. The first form in the QuickFlow will open. Navigate/update the form as needed. Click the X to close the first form and the second form in the QuickFlow will open automatically. The name of the QuickFlow and the form number are displayed in the header to keep track of where you are in the QuickFlow.

4. Continue this process until you have reached the last form in the QuickFlow. If you need to exit the QuickFlow before reaching the last form, click on the Tools menu then Exit QuickFlow.