Quickflows allow users to access multiple Banner pages in a specific sequence. If your job entails a process by which you need to access a series of pages (in order) in which to complete that process, quickflows will assist in completing that task in a timely manner.

Three Banner pages are necessary in creating and starting your quickflow:

- GTVQUIK – create your quickflow code (4 character max), name, and description
- GUAQUIK – add the Banner pages (in specific order) that will make up your quickflow
- GUAQFLW – enter quickflow code created on GTVQUIK to start your quickflow
1. From the Application Navigator page, use the search box in the middle of the screen to enter GTVQUIK and Enter.

2. With your cursor in any field under the Code column, click the “Insert” button in upper right corner to insert a null row.

3. Enter the code for your quickflow (4 character maximum) and Tab to Description to enter the description of your quickflow. (Example below: VSTU – Verify Student Information)

4. Press SAVE in the lower right corner.

5. Exit the page by clicking “X” in the upper-left corner.
GUAQUIK – Adding Pages to the Quickflow

1. From the Application Navigator page, use the search box in the middle of the screen to enter GUAQUIK and click **Enter**.

2. Enter the quickflow code created on GTVQUIK.

3. Click on “GO” in upper right corner.

4. Enter the first page to be added to your quickflow in the “Find” field and click **Enter**.

5. When page is found (ex SPAIDEN) click “Insert Selection” to have page moved to right pane which displays (and in the necessary order) the pages making up your quickflow. Continue this process for each page you want in your quickflow.

To use a shortcut to enter your quickflow pages, continue to the next page...

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Under “Current Forms” on the right pane, place your cursor in a null row (or a null row can be displayed via clicking the ‘arrow down’ key) and enter the page name(s) directly. Continue with this shortcut to bypass page searches on the left pane and to complete the build of your quickflow.

6. Press SAVE in lower right corner and exit the page by clicking “X” in the upper left corner.
7. You are ready to use your quickflow.
1. From the Application Navigator page, use the search box in the middle of the screen to enter either your quickflow code (ex: VSTU from GTVQUIK) or GUAQFLW and Enter.

2. If using GUAQFLW, enter the quickflow code and select Start.

3. The key block of the first page of your quickflow will display (ex. SPAIDEN). You will see the name of your quickflow and number of page within your quickflow in the top border (ex: QuickFlow: VSTU 1 of 3); enter any necessary information in the key block.

4. Click “GO” to the main body of the page.
4. When you have completed your work on this page (whether you needed to perform a transaction, and thus perform a SAVE as well or if you needed to merely review information and do not need to SAVE,) and are ready to move to the next page in your quickflow, exit the page by clicking “X” in the upper left corner.

5. With each exit performed, the next quickflow page will display. The last exit will display your quickflow box giving you the option to start again or end/cancel.

6. If you need to exit your quickflow prior to reaching the last page, click on “Tools” in the upper right corner of the page and from the drop down options, select “Exit Quickflow”.

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