

ORIENTATION Set Up

Ø Add new orientation **SLAEVNT**

Type **ADD** in the Event field of the key block, or press the **ADD EVENT** button. Perform Next-Block. Type in the description: **SUMMER ORIENTATION FOR FALL 1999**. Be consistent with the descriptions, like we did not. That makes it easier to spot during attendee processing. Type **S** in the System field. Type **ORIE** in the Event Type field. Perform Next-Block to bring up the Meeting Times Block. Fill in the beginning date, ending date, beginning time, and ending time. Commit.

Ù Update Session dates. **GTVFUNC**

Correct the descriptions for each session. Usually this means change the dates. There are codes left over from past orientations that we no longer use. Use only: **SESS-NT**; **SESS-TRANS**; **SESS-WALK**; **SESSION-1**; **SESSION-2**; **SESSION-3**; **SESSION-4**; and **SESSION-5**. Follow this pattern if you must add sessions.

Ú Add information for each session. **GEAFUNC**

Type in the Event Code from **SLAEVNT** (**A0049** for example). Type in the session code. Select one of these: **SESSION-1**; **SESSION-2**; **SESSION-3**; **SESSION-4**; **SESSION-5**; **SESS-NT**; **SESS-TRANS**; and **SESS-WALK**.

Perform Next-Block. Type in the session code again and press **TAB** or **ENTER**. The next block should be for Meeting Times. Fill in the date(s) and time. Use **0000** for beginning time and **2359** for ending time.

Perform Next-Block till you reach the Revenue block. Enter **OR** in the Code field. Enter the orientation charge for the applicant in the Budget Amt field. Commit. Repeat for each Session. Let the programmers know if the charge for guests changes. Currently it is \$10 for 1 Day guests and \$20 for 2 DAY guests. Tell them the report number: **AM2645**.

Before the first session, and after the beginning of Summer send a request to banrpt-l:

Subject: [BANRPT-L] am2355

We need one line updated on the orientation profile sheet. On the line where it currently says "Welcome to Orientation 1999" we need to update the 1999 to 2000.

Thanks-

Michelle

ORIENTATION Attendees

÷ At any menu type GUAQFLW

÷ Type ORIE and press PAGE-DOWN

That brings up GEAATTD Attendance Form.

÷ Type in the Event A0049, for Fall 1999, and the Session: SESSION-1; SESSION-2; SESSION-3; SESSION-4; SESSION-5; SESS-TRANS; or SESS-NT. Perform Next-Block.

÷ Press Insert-Record to get a blank record, or DOWN-ARROW till you reach a blank record.

÷ Type in the applicant's ID. The applicant's name should appear. Check to see that it matches. If not, or no name appears, perform a search. See the Banner hand-out, How to Find a Person.

÷ Press TAB or ENTER till you reach No of Tkts (Number of Tickets). Enter the amount paid.

÷ Press F3 to commit your work.

÷ Press F4 to leave GEAATTD and go to SOATEST.

☒ If the applicant does not have guests:

÷ Press F4 to Leave

☒ If the applicant has guests:

÷ You may have to enter the ID again. Make sure it's the correct person and press PAGE-DOWN

÷ DOWN-ARROW to a blank record.

☒ Type in 1DAY if the applicant has 1-Day guests.

÷ TAB or ENTER to SCORE and enter the number of 1-Day guests.

TAB or ENTER to Taken.

÷ Type in today's Date. It must be in the format of DD-MON-YYYY. An example is 25-MAY-1999.

÷ Press F3 to commit your work.

☒ Type in 2DAY if the applicant has 2-Day guests.

÷ TAB or ENTER to SCORE and enter the number of 2-Day guests.

TAB or ENTER to Taken.

÷ Type in today's Date. It must be in the format of DD-MON-YYYY. An example is 25-MAY-1999.

÷ Press F3 to commit your work.

÷ Press F4 to leave SOATEST and go to SOAHOLD.

ORIENTATION Attendees

That brings up SOAHOLD.

- ÷ You may have to enter the ID again. Make sure it's the correct person and press PAGE-DOWN
- ÷ If needed, Press F6 to get a blank record, or DOWN-ARROW till you reach a blank record.
- ÷ Type in the hold code for the session. The codes are S1 - S7. Use S6 and S7 for transfer and non-traditional sessions. You pick, but make sure you are consistent and that you let others know which is which.
- ÷ If the person has an OF (general orientation) hold delete it. Press Shift-F6.
- ÷ Press F3 to commit your work.
- ÷ Press F4 to leave.

That brings up GUAQFLW.

- ⌘ If you have other attendees to enter press PAGE-DOWN.
- ⌘ If you are done press F4 to leave.

ORIENTATION Reports

Reports and processes run from either GJAPCTL or the web interface. Follow the prompts. Most of the reports will ask you for the event code, A0049 for example, and the function/session, SESSION-1 for example. Samples of the reports are attached.

Report Number	Description	Comment
am2350	Orientation Confirmed but Admission Incomplete	
am2355	Applicant Profile Sheet	
am2355f	Applicant Profile Sheet	
am2360	Eligible to Take English Essay	Web
am2430	Applicant Profile Sheet	First run a pop sel
am2445	Delete Holds by Event & Session	Run after Session
am2625	Minority Orientation Attendees	Web
am2630	Transfer Attendees	Web
am2635	Attendees by Gender	Web
am2640	List by Major	Web
am2645	Check In Roster	Web
am2650	All Attendees by Name	Only need Function Code Web
am2655	All Attendees by Session	Only need Function Code Web
am2660	Attended and Registered	Run after Session Web
am2665	Attended but did Not Register	Run after Session Web
am2670	Potential Honor Students	
am2675	Count by Major	Separate count for CPC, Honors, and LS Web
Am2680	Learning Support	Web
Am2685	LS Deficiencies	Web
Am2690	CPC Deficiencies	Web
Am2695	CPC Deficiencies Long Report	Web