



Banner General

Use

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Use a QuickFlow 4

Use a QuickFlow

Updated: August 27, 2020

You can access the QuickFlow (GUAQFLW) page to use QuickFlow.

Procedure

1. Access the **QuickFlow (GUAQFLW)** page.
2. Enter the QuickFlow code in the **QuickFlow** field.

You can select the Lookup button to access the **QuickFlow Query (GUQQUIK)** page to search for a QuickFlow code.

3. Select the **Start** button or select the **Go** button.

Result: The first page in the QuickFlow appears.

4. Select the button or select the **Go** button.

Result: The first page in the QuickFlow appears.

5. Enter data on the page.

6. Exit the page.

Result: The next page in the QuickFlow appears.

7. Repeat steps 4 and 5 for all the pages in the QuickFlow. After you pass through all the pages in the QuickFlow, the **QuickFlow (GUAQFLW)** page reappears.

A page in a QuickFlow cannot be bypassed. If you do not have any data to enter on a page, exit the page. If the message DO YOU WANT TO QUIT? appears, answer Y. (The message is page-dependent.)

If you want to exit the QuickFlow before all the pages are accessed, select the Exit QuickFlow option on the File pull-down menu.

8. If you are finished, select the **Cancel** button.

OR

To execute the QuickFlow again, select the **Start** button.