



UNIVERSITY
OF MANITOBA

Registrar's Office

SAAQUIK – Quick Entry

Banner 9

General Information

The quick Entry Form (SAAQUIK) is used to enter brand new students, and register them in Banner with minimal effort. Along with the General Person Identification Form (SPAIDEN), SAAQUIK allows a new person to be added in Banner; automatically creating a general student record (required for registration).

Creating a General Student Record Using the Quick Entry Form

1. In SAAQUIK, Click the GENERATE ID (+) icon. GOAMATCH, the common matching form will open. Common matching is a process that checks for existing records when creating a new record.

Quick Entry SAAQUIK 9.3.7 (BANUAT1)

ID: ... **+**

Term: ...

Level: ...

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, ENTER.

2. Click the LOOKUP [. . .] button next to the MATCHING SOURCE field and select GENERAL CM RULES (General Common Matching Rules, then click OK.

Common Matching Entry GOAMTCH 9.3.7 (BANUAT1)

ID: GENERATED +

Matching Source: ...

View Comments:

Get Started: Complete the field ENTER.

Common Matching Source Code (GTVCMSC)

Criteria

Source Code	Description
ADMISSIONS	Rules for admissions office
GENERAL CM RULES	General Common Matching Rules
ONLINE ADMISSIONS	Rules for online admissions

< 1 of 1 > 10 Per Page Record 2 of 3

Cancel **OK**

3. Click GO.



Common Matching Entry GOAMTCH 9.3.7 (BANUAT1)

ID: GENERATED +

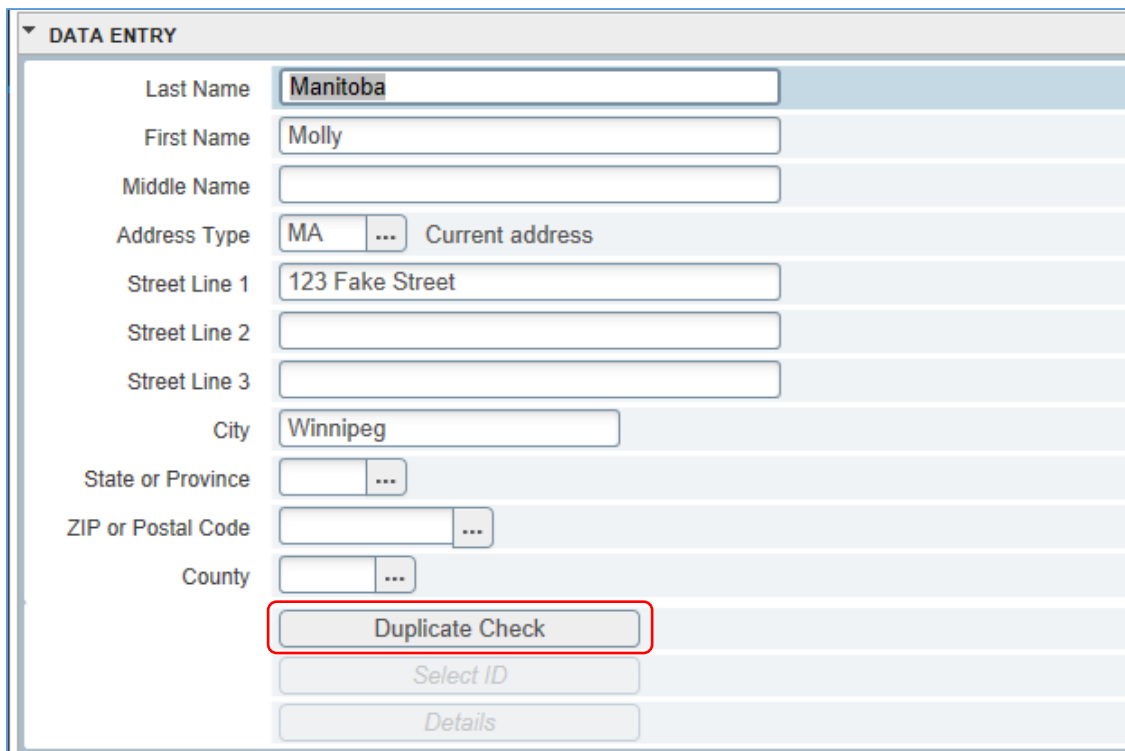
Matching Source: GENERAL CM RULES ...

General Common Matching Rules

View Comments: [icon]

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

4. In the DATA ENTRY section, enter all available biographical information in the applicable fields, then click DUPLICATE CHECK. Based on your entry, Aurora will search the database for any potential matches.



DATA ENTRY

Last Name: Manitoba

First Name: Molly

Middle Name: [empty]

Address Type: MA ... Current address

Street Line 1: 123 Fake Street

Street Line 2: [empty]

Street Line 3: [empty]

City: Winnipeg

State or Province: [empty] ...

ZIP or Postal Code: [empty] ...

County: [empty] ...

Duplicate Check

Select ID

Details

5. If there are any potential matches, a list will populate. Scroll through the list using the scroll bar on the right and the arrows at the bottom of the page to see if any entries match the student you are trying to create.

Match Potential Matches 720				
POTENTIAL MATCHES				
ID	Name	SSN/SIN/TIN	Birth Date	Gender
007505919	Manitoba Teachers Society			
007505925	Manitoba Asc'd			
007505936	Manitoba Association Of Registered Nurses			
007505947	Manitoba Learning Resource Centre			
007505967	Manitoba Historical Society			
007505993	Manitoba Association Of Social Workers			
007506028	Manitoba Business Magazine Publishing Group			
007506069	Manitoba Soccer Association			
007506079	Manitoba Museum			
007506120	Manitoba Dental Association			
007506124	Manitoban			
007506205	Manitoba Professional Planners Institute			
007506226	Manitoba Diving			
007506233	Manitoba Liquor Control Commission			
007506240	Manitoba Co-Operative Honey Producers Limited			
007506241	Manitoba Hydro			
007506310	Manitoba Trade Directory			
007506482	Manitoba Band Association			
007506666	Manitoba Institute Of Agrologists			
007506743	Manitoba Theatre Centre			

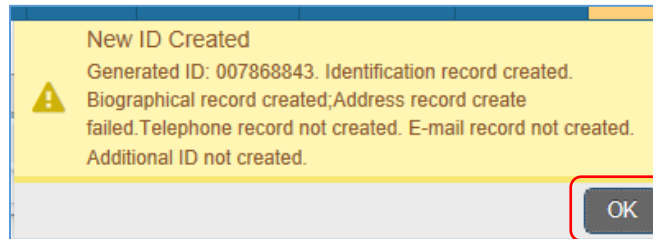
Per Page

Match Additional ID
 Matching Rule Sets: 1=Primary Name Match,SSN/SIN/TIN Missing,Birth Day NULL Match,Birth Month NULL Match,Birth Year NULL Match,Birth Date Missing,Birth l
 All Addresses:
 All Telephones:
 All E-mails:

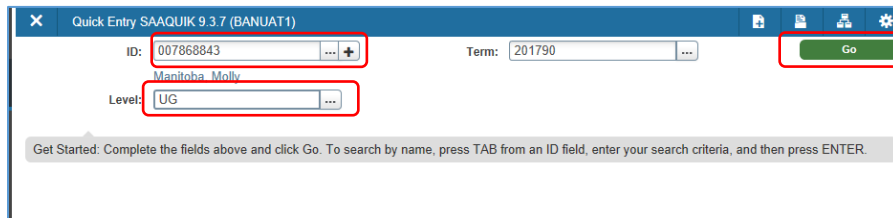
6.
 - a. If a perfect match exists, close the page and proceed to Step 7 using the existing student number.
 - b. If there are no perfect matches, click CREATE NEW.

Last Name: <input type="text" value="Manitoba"/>	Nation: <input type="text" value="..."/>
First Name: <input type="text" value="Molly"/>	Non-Person Name: <input type="text"/>
Middle Name: <input type="text"/>	SSN/SIN/TIN: <input type="text"/>
Address Type: MA ... Current address	Birth Date: Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>
Street Line 1: <input type="text"/>	Gender: Female
Street Line 2: <input type="text"/>	Telephone Type: MA ... current
Street Line 3: <input type="text"/>	Telephone: <input type="text"/>
City: <input type="text"/>	E-mail Type: UMS ... UM Student Email
State or Province: <input type="text" value="..."/>	E-mail: <input type="text"/>
ZIP or Postal Code: <input type="text" value="..."/>	Additional ID Type: <input type="text" value="..."/>
County: <input type="text" value="..."/>	Additional ID: <input type="text"/>
<input type="button" value="Duplicate Check"/>	<input type="button" value="Update ID"/>
<input type="button" value="Select ID"/>	<input type="button" value="View Comments"/>
<input type="button" value="Details"/>	<input type="button" value="Create New"/>

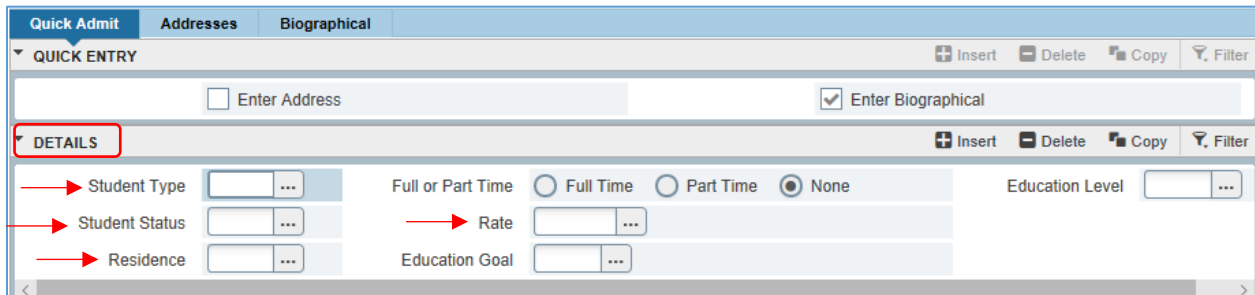
The NEW ID CREATED notification will appear, click OK.



7. The SAAQUIK form will open with the new student number populated. Enter the **term** the student is being admitted in the TERM field, **UG** or **GR** in the LEVEL field, then Click GO.



8. Use the **Next Section** arrow (bottom left corner) to navigate to the DETAILS section.
9. In the DETAILS section, fill in the following fields appropriately:
 - a. STUDENT TYPE
 - b. STUDENT STATUS
 - c. RESIDENCE
 - d. RATE



Instead, you can click the LOOKUP [. . .] button beside any of the applicable fields to choose the appropriate code.

10. Use the **Next Section** arrow (bottom left corner) to navigate to the CURRICULUM section. The TERM, TERM DESCRIPTION, CATALOG TERM, and CATALOG TERM DESCRIPTION fields will automatically populate.

Term	Term Description	Catalog Term	Catalog Term Description
201790	Fall 2017	201790	Fall 2017

11. Enter the **program** in the PROGRAM field. Alternatively, click the LOOKUP button [. . .], then select ALL PROGRAM CODES. Select the appropriate program and click OK.

The screenshot shows the CURRICULUM form with the following data:

Term	Term Description	Catalog Term	Catalog Term Description	Priority	Program
201790	Fall 2017	201790	Fall 2017		01-G

The 'Option List' dialog shows the following options:

- All Program Codes (selected)
- Base Curriculum Rules by Program
- Change Curriculum
- Curriculum Rules

The 'All Program Codes (SMAPRLE)' dialog shows a list of programs with the following columns: Program, Desc, Level, Camp, Coll, Degree. The selected program is 01-G, Arts-Ba General, UG, 01, 010.

The appropriate level will automatically populate.

- Enter the **campus** in the CAMPUS field. Alternatively, click the LOOKUP button [. . .], then select ALL CAMPUS CODES. Select the appropriate campus and click OK.

Priority	Program	Level	Level Description	Campus	Campus Description	College
1	01-G	UG	Undergraduate	M	Main (Fort Garry & ...	01

Option List

- All Campus Codes
- Base Curriculum Rules by Campus
- Change Curriculum

Campus Validation (STVCAMP)

Code	Description	Activity Date
CMU	Canadian Mennonite University	06/28/2005
CNC	Canadian Nazarene	06/28/2005
COR	Correspondence	07/11/2005
DE	Distance and Online Education	02/01/2007
HSC	Health Sciences Centre	06/28/2005
ICM	International College of MB	08/20/2008
IUS	Inter-Universities Services	10/28/2005
M	Main (Fort Garry & Bannatyne)	06/09/2014
OC	Off Campus	05/06/2005
RRC	Red River College	06/28/2005

- Use the **Next Section** arrow (bottom left corner) to navigate to the FIELD OF STUDY section.
- In the TYPE field, enter **Major**.
- Enter the appropriate **Major** in the FIELD OF STUDY field. Alternatively, click the LOOKUP [. . .] button, then select ATTACHED MAJORS/DEPARTMENT. Select the appropriate Major, then click OK.

Type	Priority	Field of Study	Field of Study Description	Status
MAJOR	1	0000	Undeclared	INPROGRESS

Option List

- All Major Codes
- Attached Majors/Departments

Attached Majors/Departments

Code	Dept	Desc	Rule	Set
003C		Classical Studies	6405	Y
003G		Greek	6406	Y
003L		Latin	6407	Y
004		English	6408	Y
011		History	6409	Y
015		Philosophy	6410	Y
017		Psychology	6411	Y
018		Economics	6412	Y
019		Political Studies	6413	Y
020		Religion	6414	Y

16. SAVE (bottom right corner).

The student now has an active General Student record (SGASTDN record).