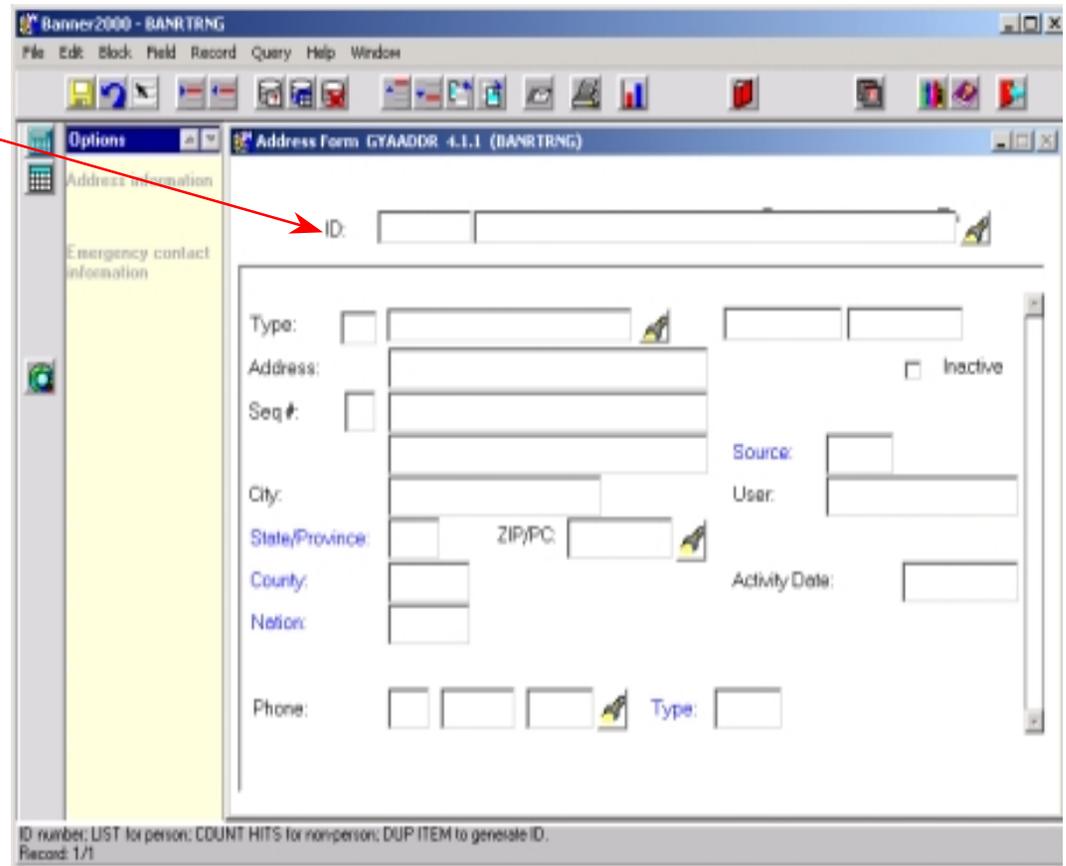


## Step by Step Guide to Adding and/or Updating Addresses, Phone Numbers and Emergency Contacts in GYAADDR

- 1) Navigate to the form **GYAADDR**.
- 2) You can proceed by either entering the ID number directly into the **ID** field or you can search by clicking the flashlight icon next to the **ID** field.
- 3) If you choose to query, tab to the **Last Name** field (**GYASINS**) and enter the person's last name surrounded by % (eg %Banner%).  
Press F8 or the **Execute Query** icon  to get a list of all people with the last name Banner. You can then double click the person you want, to bring them back into the calling form (**GYAADDR**).
- 4) Click the **Next Block** icon  to view the address information associated that ID.



Banner2000 - BANRTRNG

File Edit Block Field Record Query Help Window

Options Address Form: GYAADDR 4.1.1 (BANRTRNG)

ID:

Type:

Address:   Inactive

Seq#:

City:

State/Province:  ZIP/PC:

County:

Nation:

Source:

User:

Activity Date:

Phone:     Type:

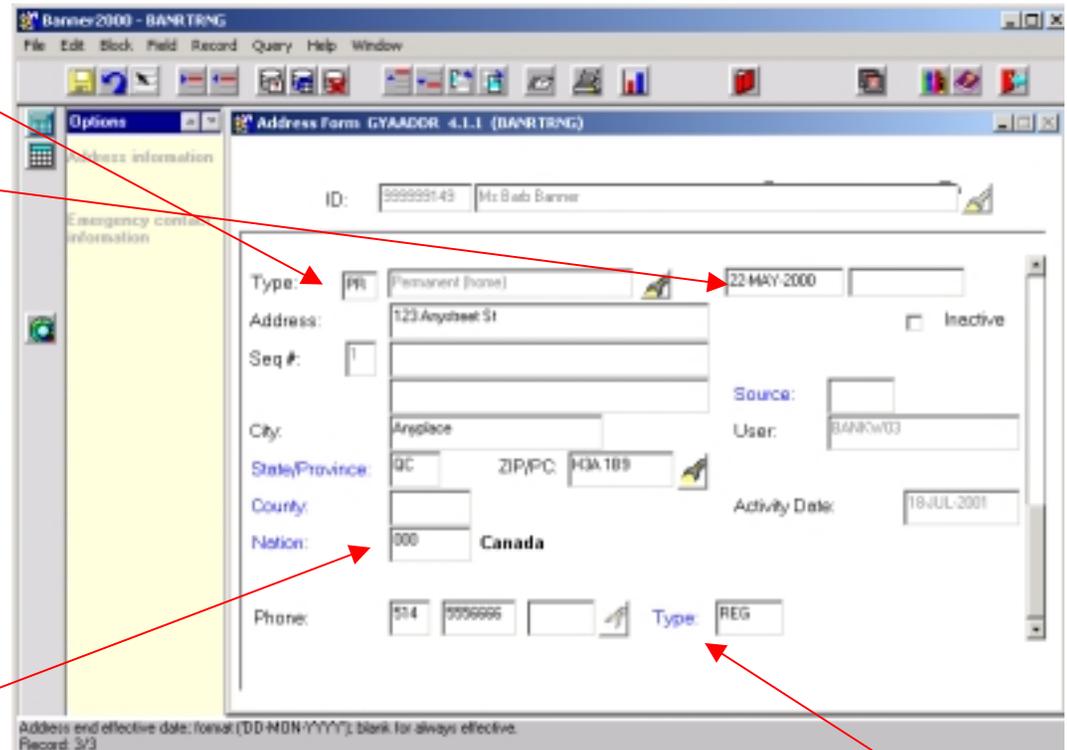
ID number; LIST for person; COUNT HITS for nonperson; DUP ITEM to generate ID.  
Record: 1/1

5) Use the scroll bar on the right to scroll down to find out if an address of the same type you wish to insert exists. You can see the **address type** here.

6) If there is, you must enter a date in the **End Date** field before you can create a new address. Be sure to use the format shown in the **Beginning Date** field.

7) To enter a new address, scroll to the end of the list of addresses and click **Record** → **Insert** or use the **Insert Record** icon .

8) You can now enter in the address type by either typing in the 2-character address type code, if you know it, or by clicking on the flashlight next to the **Type** field. If you use the flashlight, you must make sure your cursor is in the **Type** field before clicking on the flashlight.



9) Enter the street address, city, province and postal code into the appropriate fields on the form. Remember to use the formatting outlined in your General Person Standards hand out.

10) In the **Nation** field you can either enter the country name and Banner will convert it to the correct country code when you tab out of the field or, if you know it, you can enter the 3-digit country code directly. If Banner is unable to find the country code you are looking for it will say so in the auto hint line. If this is the case, you can search for the code yourself by double clicking inside the **Nation** field.

11) Enter the phone number into the **Phone** field. Please note that the first box is the area code, the second box is for the full 7-digit phone number with no spaces or hyphens and the third box is for an extension, if there is one. Make sure the phone **Type** field is correct. The default phone type is REG (Regular Non-McGill phone number).

12) Look over the information to be sure that you have entered it correctly and click the **Save** icon .

13) To update the Emergency Contact you must

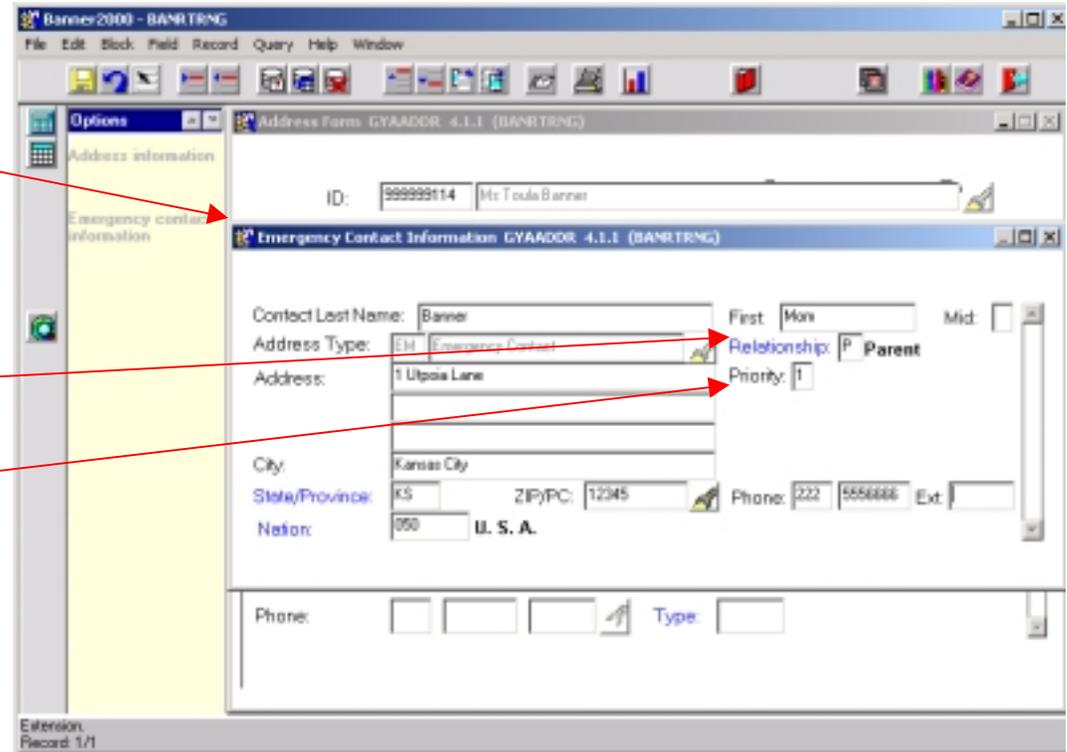
click the **Next Block** icon  which will take you to the **Emergency Contact Window**.

14) Enter the emergency contact's name. The address type is set to **EM** by default and should not be changed. Enter in the address, phone number, nation and postal code.

15) The **Relationship** field can be double clicked to get a list of the possible relationship codes.

16) In the **Priority** field, if there were no other prior emergency contacts, you should enter a 1. Otherwise you would enter the appropriate number based on how many records exist.

17) Review your data and click the **Save** icon .



Banner 2000 - BANTRNG  
File Edit Block Field Record Query Help Window

Address Form: GYADDR 4.1.1 (BANTRNG)

ID: 999999114 Mr. Toula Banner

Emergency Contact Information GYADDR 4.1.1 (BANTRNG)

Contact Last Name: Banner First: Mon Mid:

Address Type: EM Emergency Contact Relationship: P Parent

Address: 1 Utopia Lane Priority: 1

City: Kansas City

State/Province: KS ZIP/PC: 12345 Phone: 222 5556666 Ext:

Nation: 000 U.S.A.

Phone: Type:

Extension:  
Record: 1/1

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For more information on this form see the **GYADDR How to**