

HOW TO ADD OR UPDATE TELEPHONE NUMBERS IN BANNER SIS Telephone Form (PPATELE)

General:

The *Telephone Form* is used to create an unlimited number of telephone numbers for a person. These telephone numbers may be associated with an address type and sequence number.

Reference Documents

- McGill's Data Entry Standards for Banner (www.is.mcgill.ca/banner/Documentation/data_entry_standards.pdf)

Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

Accessing the "Telephone Form" (PPATELE)

Type the name of the form **PPATELE** in the Direct Access field and press the Enter key.

The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

The screenshot shows the 'Telephone Form PPATELE 5.3 (BANTRAIN)' window. The form contains several input fields and checkboxes. Numbered callouts are placed over the following fields:

- 1. ID field
- 2. Flashlight icon to the right of the ID field
- 3. Phone Type field
- 4. Area Code field
- 5. Phone Number field
- 6. Phone Ext field
- 7. Address Type field
- 8. Prime checkbox
- 9. Unlist checkbox
- 10. Inact checkbox
- 11. International Code field
- 12. Comment field
- 13. Date field

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	ID	Enter or Search for ID by clicking on flashlight button located to the right of ID field.	All information pertaining to this ID will be automatically filled in by Banner.	See document for GYASINS. Select the appropriate person from the search function which will bring the ID number back into SPATELE. The person name will display in the box beside ID.	Form referenced: McGill University Person Search Form (GYASINS)

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
✓		Next Block	Proceed to the Next Block by clicking on the icon or by pressing Ctrl + Page Down on your keyboard.			
✓	2.	Phone Type	Enter or { Search} for the telephone type.		Type of phone number that is associated with this address. e.g. REG - Regular Non McGill Number.	Validation Table referenced: Telephone Type Validation Table (STVTELE)
	3.	Area Code	Enter the person's area code.		Telephone area code.	
✓	4.	Phone Number	Enter the person's telephone number.		7-digit phone number or McGill extension numbers (make sure telephone type is 'Local').	
	5.	Phone Ext	Enter the person's extension number if applicable.		Non-international and non-McGill extension numbers. Because the extension area is only 4-digits and some McGill extensions are 5 digits, all McGill extensions are supposed to be listed under phone number with telephone type of 'McGill'.	
	6.	Address Type	Enter or { Search} for the address type you would like to associate the phone number to.	Description will default in with code.	Required field. Address type. e.g. MA - Mailing address. Associates phone number with address type on file.	
	7.	Address Seq			Address Sequence number. Associates phone	

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					number with address sequence number on file. A phone number must be associated with an address in order to display on the web for the student's information.	
	8.	Prime			Check box indicating the primary phone number associated with the address. Only one phone number associated with an address type and sequence number may be flagged as primary before it is displayed with the address information.	
	9.	Unlist	DO NOT USE THIS FLAG.		Check box used to indicate that the number is unlisted. DO NOT USE THIS FLAG. There is no such thing as an unlisted # on McGill's records.	
	10.	Inact			Check box used to indicate that this phone number is inactive. If the inactive flag is updated here it is not reflected in the inactive flag on the SPAIDEN address information window. This is because the phone number may be inactive but the address may still be valid. However, if the	

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					inactive flag is updated on SPAIDEN and there is an associated phone number, the inactive flag for that phone number on SPATELE will be updated dynamically.	
	11.	International Code Country City			Enter international codes, country codes & city codes. See further documentation in Data Entry Standards document.	
	12.	Comment			Field for miscellaneous comments as well as any international numbers that don't fit in the Phone Number field.	
	13.	Date			Date the information was entered. Maintained by Banner.	
✓		Save	Click the Save icon or press F10.	<i>Auto-hint line:</i> Transaction complete: # records applied and saved.	The Save button commits all the data entered on the form to the database.	