How to quick-recruit a prospective student

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Before your start

Recruiters use the SRAQUIK form to record information on new recruits. The process is referred to a "quick-recruit" process because it allows recruiters to enter information common to all recruits and then have it applied as default field entries on the recruit record.

SRAQUIK is the main form that recruiters use during the "quick-recruit" process, but it is not the only one. Typically the process starts with the creation a new McGill ID for the recruit on GYAIDEN. This is because most recruits have never been entered as persons on the system. Only once a recruiter gives a recruit his person status, can the quick-recruit process take place on SRAQUIK.

Another form, GOAEMAL, allows recruiters to complete basic email information for the recruit.

The Quick Recruiting Process
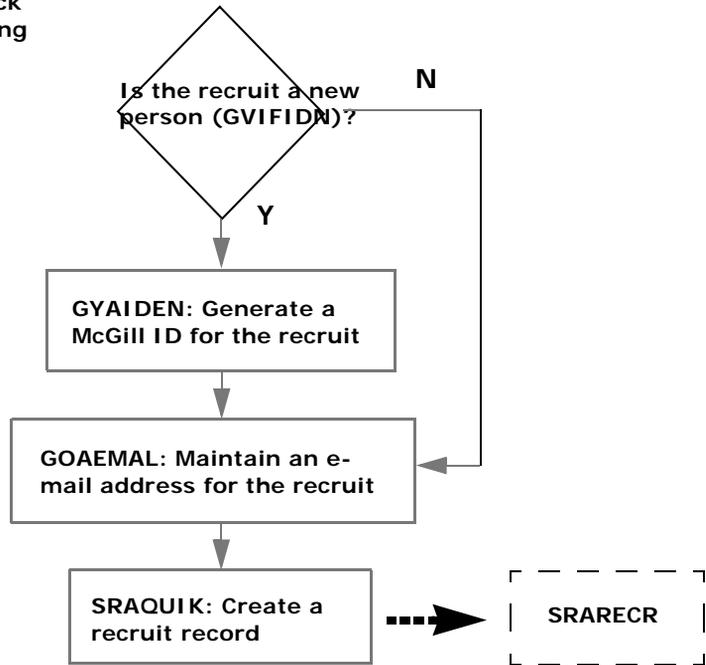
Is the recruit a new person?

Before you proceed, you must perform a query to ensure that you do not duplicate an existing record for a person:

- Enter GYAIDEN in the **Go To...** field on the **Main Menu** or choose the **Student FastTrack Menu > Registration FastTrack Menu > Person Creation [GYAIDEN]**.
- Click the search icon ▼ beside **ID** to search for the record, using the Person Search form (GVIFIDN).

  If you find a corresponding person, double-click to view the matching person record and verify. Note the ID of the person you found.

  If no corresponding person is retrieved from your search, you can generate a new ID.

Creating a person

See "How to view, modify or create a person(GYAIDEN)" from the Banner Documentation Index at http://www.is.mcgill.ca/whelp/howto/getpdf.htm

Ensure that you have the following information:

– The person's last and first names

– The person's birth date

– The person's gender

– Mailing address information

Maintain an e-mail address for a recruit

If you had to generate a new ID in order to get your recruit onto the system, you will need to access the form GOAEMAL to add an e-mail address.

Equally, recruiters who found an existing person record for their recruit should check to see that an e-mail address is currently entered.

Tip From the GYAIDEN form, you can quickly access the GOAEMAL form pressing F5 on your keyboard and entering GOAEMAL when requested to enter a valid form name.

See "How to record e-mail addresses (GOAEMAL)" from the Banner Documentation Index at http://www.is.mcgill.ca/whelp/howto/GOAEMAL_v7.pdf.

How to create a recruit record (SRAQUIK)

At this stage, recruiters can begin creating a specific recruit record for the newly created person. This recruit record will draw from information held in the person record while allowing more information particular to the person's recruitment to be entered.

In the cases where recruiters bypass GYAIDEN because the recruit already exists as a person with a McGill ID, the same situation applies.

Tip Generate as many of the McGill IDs you require for your recruits before using SRAQUIK. This will allow you to take advantage of the form's quick-recruiting feature, in which common data automatically defaults into fields.

1   Enter **SRAQUIK** in the **Go To**… field.

2   If you want to enter common recruitment information in batches, click **Default Options** in **Options**.

    If not, proceed to "Performing a Quick Recruit" (step 5).

Setting your default values

3   Set your default field values. For example, you would:

a   Enter the **Recruit Term** (e.g.200709).

b   Enter the **High School** (e.g. H29650). To query for the recruit's high school, click ▼ (See How-to documentation on the SOISBGI form for more details on high-school querying at http:// www.is.mcgill.ca/whelp/howto/SOISBGI.pdf).

c   Enter the **Contact Type** (e.g. SAW).

d   Enter your 3-digit **Recruiter** number (e.g. 000).

e   Enter the **Recruit Type** (e.g. SA).

f   Select the **Program** (e.g. BSC) under Curriculum Items.

    Notice that the **Catalog Term** will automatically appear.

g   Finally, select the **Major** (e.g. 0000).

    Notice that the **Level**, **College** and **Degree** fields automatically populate with values that correspond to the program.

Recruit Term: 200709 ▼ Fall 2007   **Clear Defaults** 🐝

Address Type: ▼   **Contact Type:** SAW ▼ Science Award Winner
Source: ▼   **Recruiter:** 000 ▼ Recruiter 1
High School: H29650 ▼ St Patrick Secondary School   **Recruit Type:** SA ▼ Science Award
Prior College: ▼   **Transfer Degree:** ▼
Recruit Status: ▼   **Student Type:** ▼
                                               Admission Type: ▼

Curriculum Items

Catalog Term: 200709 ▼ Fall 2007   **Program:** BSC ▼
Level: UG ▼ Undergraduate
Campus: ▼   **Major:** 0000 ▼ Undeclared
College: SC ▼ Faculty of Science   **Department:** ▼
Degree: BSC ▼ Bachelor of Science

4   Click on the Rollback icon 🔙 .

Performing a Quick Recruit

5   Enter the 9-digit McGill ID which you took down earlier from your person search.

6   Click **Next Block**. The field values set in Default Options will default.

7   Click in the **High School** field if it is empty. Click ▼ to query for the recruit's high school. (See How-to documentation on the SOISBGI form for more details on high-school querying at http://www.is.mcgill.ca/whelp/howto/SOISBGI.pdf).

Quick Recruit SRAQUIK 7.3 [1.7] (TRAIN7)

ID: 260000777 ▼ Williams, Sophie   **Recruitment Term:** [   ] ▼

| Quick Recruit | Interests, Sources, Contacts | Default Options |

Recruit Data

Prefix: Ms   **Suffix:** [   ]

Term: 200709 ▼ Fall 2007
Sequence Number: 1
Student Type: [ ] ▼

High School: H29650 ▼ St Patrick Secondary School

Recruit Status: [ ] ▼
Recruiter: 000 ▼ Recruiter 1
Recruit Type: SA ▼ Science Award
Admissions Type: [ ] ▼

College: [   ] ▼
Degree: [   ] ▼

Applied: [ ]   **Accepted:** [ ]   **Registered:** [ ]

Curriculum   Record [1] of [1] ◁ ▷

Term: 200709 ▼ Fall 2007   **Program:** BSC ▼   **College:** SC ▼ Faculty of Science
Catalog Term: 200709 ▼ Fall 2007   **Level:** UG ▼ Undergraduate   **Degree:** BSC ▼ Bachelor of Science
Priority: 1   **Campus:** [   ] ▼

Field of Study

Priority: 1   **Attached to Major:** [   ] ▼
Type: MAJOR ▼   **Field of Study:** 0000 ▼ Undeclared   **Department:** [   ] ▼

8   If you set Default Options, go to step 11.

If you did not set Default Options, in the **Recruit Data** section, enter the **Term** (e.g. 200709)**.**

<Tab> three times, the **Sequence Number** will default. Enter **Recruiter**, and **Recruit Type**.

Recruit Data

Term:	200709 ▼ Fall 2007
Sequence Number:	1
Student Type:	▼
Recruit Status:	▼
Recruiter:	000 ▼ Recruiter 1
Recruit Type:	SA ▼ Science Award
Admissions Type:	▼
Applied:	Accepted: Registered:

9   <Tab> through to the **Curriculum** section. Enter the **Program** (e.g. BSC).

10   In the Field of Study section, click in the **Priority** field.

<Tab> through to **Department.** The department code will default.

Curriculum

Record 1 of 1

Term:	200709 ▼ Fall 2007	Program:	BSC ▼	College:	SC ▼ Faculty of Science
Catalog Term:	200709 ▼ Fall 2007	Level:	UG ▼ Undergraduate	Degree:	BSC ▼ Bachelor of Science
Priority:	1	Campus:	▼		

Field of Study

Priority:	1			Attached to Major:	▼
Type:	MAJOR ▼	Field of Study:	0000 ▼ Undeclared	Department:	0032 ▼ Science

11   Review the information on record and **Save**.

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12   If the recruit has outside interests, click on the Interests, Sources,
Contacts tab. Enter an **Interest**, providing that its code starts with M,
N, or R.

Quick Recruit SRAQUIK 7.3 [1.7] (TRAIN7)

ID: 260000777 ▼ Williams, Sophie   Recruitment Term: ▼

| Quick Recruit | Interests, Sources, Contacts | Default Options |

Interest ▼	Description	Activity Date
RA	Recruit - Alpine Skiing	23-MAR-2007
MA	Violin	23-MAR-2007

Source ▼	Description	Primary	Activity Date
		☐	23-MAR-2007
		☐	
		☐	
		☐	

Contact ▼	Description	Contact Date
SAW	Science Award Winner	23-MAR-2007 04:22:43

13   **Save**, and if you are doing a batch entry, **Rollback** to restart the quick
recruit procedure for the next prospective student.