



# Customizing QuickFlows for Admissions

## Job Aid

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### Procedure

Follow these steps to customize QuickFlows for Admissions.

Step	Action
1	Access the QuickFlow Code Validation Form (GTVQUIK).
2	Click the <b>Insert Record</b> icon.
3	Enter <i>Applicant</i> in the <b>Code</b> field.
4	Enter <i>New Applicant</i> in the <b>Description</b> field.
5	Click the <b>Insert Record</b> icon.
6	Enter <i>Recruit</i> in the <b>Code</b> field.
7	Enter <i>New Recruit</i> in the <b>Description</b> field.
8	Click the <b>Save</b> icon.
9	Click the <b>Exit</b> icon.
10	Access the QuickFlow Definitions Form (GUAQUIK).
11	Enter <i>Applicant</i> in the <b>QuickFlow</b> field.
12	Press tab.
13	Enter <i>SPAIDEN</i> in the <b>Current Forms</b> field.
14	Press down.
15	Enter <i>SAAADMS</i> in the <b>Current Forms</b> field.
16	Click the <b>Save</b> icon.
17	Click the <b>Rollback</b> icon.
18	Enter <i>Recruit</i> in the <b>QuickFlow</b> field.
19	Press tab.
20	Enter <i>SPAIDEN</i> in the <b>Current Forms</b> field.
21	Press down.
22	Enter <i>SRARECR</i> in the <b>Current Forms</b> field.
23	Click the <b>Save</b> icon.
24	Click the <b>Exit</b> icon.