Assigning source codes to users

The Common Matching User Setup Form (GORCMUS) allows you to assign a default online matching source code to a specific Banner user (Oracle User ID) for online Common Matching processing. Additionally, you can use this form to specify whether users are allowed to choose from other matching source codes or if they are restricted to using the default.

Banner form

User ID	Online Matching Source	Description	Allow Other Matching Sources	Exclude User	Activity Date
HRISUSR	ONLINE HR ENTRY	HR On Line Data Entry	✔	☐	03-AUG-2006
SAISUSR	ONLINE_ADMISSIONS	Admissions Online Data Entry	✔	☐	03-AUG-2006
			✔	☐	03-AUG-2006
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Procedure

Follow these steps to assign a default online matching source code to a specific Banner user.

Step	Action
1	Access the Common Matching User Setup Form (GORCMUS).
2	Enter the username in the **User ID** field or select one from the LOV.
3	Enter the source code in the **Online Matching Source** field or select one from the LOV. Result: The information in the **Description** field will default.
4	Click the **Allow Other Matching Sources** checkbox if you want to allow the user to select a source code other than the default.
5	Do you want the Common Matching Entry Form (GOAMTCH) to be called automatically for the user when he or she attempts to enter a new person/non-person record? • If yes, leave the **Exclude User** checkbox unchecked. • If no, click the **Exclude User** checkbox to exempt the user. Note: Excluded users can still choose to access the Common Matching Entry Form (GOAMTCH) when creating a new person or non-person record.
6	Click the **Save** icon.
7	Click the **Exit** icon.

Setting up institutional controls

The Installation Controls Form (GUAINST) is used to set up institutional controls. This form enables you to "turn on" online Common Matching for the entire institution.

Note: The Common Matching process is always used by batch processes regardless of the setting on GUAINST.

Banner form

Procedure

Follow these steps to enable online Common Matching for the institution.

Step	Action
1	Access the Installation Controls Form (GUAINST).
2	Click the **Online Matching Process Enabled** checkbox to enable online Common Matching.
3	Click the **Save** icon.
4	Click the **Exit** icon.