# COMMITTEE ENTRY AND QUERY LAB

**Introduction**

This lab is to review and practice the material covered in the document "Committees and Committee Service Query and Navigation" with a Banner Power User. At the end of this lab, you will know how to:

1. Enter and update committee information on SHACOMI.

2. Read and interpret information on SHACOMI.

3. Query committee information for a student or faculty member.

4. Determine the best query form to use for the information you need.

**Expectations**

1. Please silence your phones and take breaks as needed. There are no scheduled breaks.

2. You have reviewed the training document mentioned above and practiced prior to this lab.

3. The lab will only cover the material as described above. As you explore Banner, you may have questions not related to the topic we're covering today. Please use the "Parking Lot" area to make note of your questions so that you can remember to ask them at the future training session on the respective topic(s) or review the recommended tutorials that address your question.

# PARKING LOT

**Group Exercises: Committee Entry and Query**

**Exercise #1** - Entering a Committee on SHACOMI
1. Go To SHACOMI and choose a Committee/Service Type. Then search for an Associated ID to work with. ID#_____
   a. True/False: Never choose a Committee/Service Type with **GD USE ONLY** in the name.
2. Next Block to Committee/Service Information and complete the necessary fields. Save.
3. Next Block to Committee/Service Members and enter information into necessary fields. Save.
4. Next Block to view SHACOMI comments form. Enter a comment and save. Next Block again to return to main SHACOMI.

**Exercise #2** – Query Form vs. Entry Form
1. There are _____ Banner query forms related to committees.
2. True/False: SHACOMI is primarily an entry form, not a query form.

**Exercise #3** – Finding and Using Query Forms
1. Find the committee query forms – Query SHIC% using the Go To field. This will bring up your list of query forms.
2. Go To SHICMBQ and enter 777456789 into the ID field. Execute query.
   a. What is the Member Role for Dr. Dumbledore on the first Oral Qual Exam? _____
   b. How many committees has Dr. Dumbledore been on? _____
   c. What is the status of the 10th Committee? _____
   d. True/False: You can export the data on this form to Excel.
3. Go To SHICOMQ and enter 777345678 into the ID field. Execute query.
   a. How many committees are associated with this ID? _____
   b. What types of committees are associated with this ID? _____
4. Go To SHICMID and enter 777567890 into the Associated ID field. Next Block.
   a. Who is the chairperson on Ron's dissertation committee? _____

**Lab Exercises: On Your Own**

**Exercise #4** – Choosing a Query Form
1. Use one of the three query forms to find all committees for one Associated ID (860775934).
2. Use a different query form to find all committees that faculty member Albus Dumbledore (777456789) has been on.
3. Use the third query screen to view the full membership of the Oral Qual committee for 777345678

**Exercise #5** – Query on Multiple Fields

1. Query SHICMBQ - use three fields to find all active Committee Chairpersons from BCOE.
2. Query SHICOMQ - use two fields to query all ORAL Committee or Service Types in BCOE College.
   a. Now use three fields to query all Completed PHDDIS committees from CHASS.
   b. Now query all ORAL committee types and Execute Query. Use arrows to choose one. Next block and query one of the fields in the members section.
3. Query SHICMID – Use two fields to query active ORAL committee members for Harry Potter (777345678).

## Banner Forms Related to Committee Entry and Query

| Form | Form Name | Description |
|------|-----------|-------------|
| SHACOMI | Committee/Service | This form is used to create and maintain committee/service information by type or by type and ID. Therefore, a committee or service may be stand alone or affiliated with a person. It is also used to create and maintain committee/service membership activity and committee/service comments. |
| SHICMBQ | Committee/Service Member Inquiry Form | This form allows the user to query on committee/service members and see all the committees for which they are a participant, or all members of a particular role, (i.e., all chairmen of committees), or all committee members from a department, or all members of a particular committee by committee name. |
| SHICOMQ | Committee/Service Inquiry Form | This query form allows the user to see all the committees/services and their associated members. Data may be sub-queried, based on committee/service type, college, department, or status. Committee records returned in the query may be scrolled through and their members viewed. This is a standalone query form which may also be accessed from the *GSTUDENTB menu. |
| SHICMID | Committee/Service By Person Inquiry Form | This form allows the user to see all the committee/service information for the particular student indicated in the Key Block, including committees on which the student is a member and committees that are associated with the student. This is a standalone query form which may also be accessed from the *GSTUDENTB menu. |