

## I don't have the ID#. How do I find information on the student?

If you do not know a student's identification number, you can do a name search for a student. From SPAIDEN (or any form where you see the ID: field in the key block), click on down arrow ▼ next to the ID: field. An Option List dialogue box appears.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The main form is titled "General Person Identification SPAIDEN 7.0 0.1 (AIR\_DB)". It has a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Window, Help) and a toolbar. The form has several tabs: "Current Identification", "Alternate Identification", "Address", "Telephone", "Biographical", "E-mail", and "Emergency Contact". The "Current Identification" tab is active. It contains an "ID:" field with a dropdown arrow, a "Name Type:" field, and a "Generate ID:" button. Below these are sections for "Person" and "Non-Person" information. The "Person" section has fields for Last Name, First Name, Middle Name, Prefix, Suffix, Preferred First Name, and Full Legal Name. The "Non-Person" section has a "Name:" field. An "Option List" dialog box is open over the "ID:" field, showing three options: "Person Search", "Non-Person Search", and "Alternate ID Search". An arrow points to "Person Search". The dialog box also has a "Cancel" button. To the right of the dialog box is the "ID and Name Source" section, which has fields for "Last Update", "User", "Activity Date", and "Origin". Below that is the "Original Creation" section, which has fields for "User" and "Create Date". At the bottom of the form, there is a "Record: 1/1" indicator and a "<OSC>" button. The status bar at the very bottom shows "Page 1 Sec 1 1/4 | At 1.6' Ln 7 Col 1 | [REG] [TRK] [EXT] [OVR] [X]".

Click on Person Search to load SOAIDEN (see below). Enter as much of the student's first and last names as is available. Some specific guidelines for doing a name search are on the next page. (Hint: You can get to SOAIDEN quicker by pressing the **List** function, **F9**.)

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the SOAIDEN form. The title bar says "Person Search SOAIDEN 7.0 (AIR\_DB)". The form has a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Window, Help) and a toolbar. The main area is a table with the following columns: "ID", "Last Name", "First Name", "Middle Name", "Birth Date", "Change Indicator", and "Type". The first row of the table has the following values: "PARKER", "\_ATH%", and empty fields for the other columns. Below the table is a "Case Sensitive Query?" section with radio buttons for "No" and "Yes". At the bottom of the form, there is a text box with the instruction "Enter a query, press F8 to execute, Ctrl+Q to cancel." and a "Record: 1/1" indicator. The status bar at the very bottom shows "Page 1 Sec 1 1/4 | At 6.5' Ln 15 Col 1 | [REG] [TRK] [EXT] [OVR] [X]".

Be sure to use all CAPITAL letters because all data in Banner is upper case.

There are two wildcards available in Banner that allow you to enter variables into your search criteria.

**Single Character** – the underscore \_ key can be used as the wildcard for one character. For example, if you do not know the first letter of a person's name (Kathy or Cathy), use the underscore \_ key to build your criteria – \_ATHY. Entering the criteria this way would retrieve any student whose name begins with a single letter and ends with ATHY – Kathy, Cathy.

**Multiple Characters** – the percent sign % can be used when you are not only uncertain of the letters but also how many letters there might be. For example, someone who goes by the name Kathie might be using a shortened version of her official name. The actual name in the system could be Kathy, Kathie, Cathy, Kathleen, Kathryn. To find all possibilities, enter your criteria as \_ATH% (not sure what the first letter is and not sure what's at the end.)

A general rule of thumb is to use three characters and the wildcard symbols. This is generally applicable when dealing with unusual spellings. If you are reasonably certain of the spelling of a student's name, you can use more letters when building your query criteria (i.e., Brown is a fairly common name, but you might want to use the underscore \_ at the end, just in case the name is spelled Browne). The more specific you can be, the less you will need to scroll through choices.

In the example entered on the previous page, we are looking for Kathie Parker, so we enter the last name of PARKER (no wildcards because we are sure of the spelling) and the first name \_ATH% since we're not sure what the first character of her name is and we are not sure how her name is in the system (Kathy, Cathy, Katherine, Kathleen).

This will produce all possibilities based on the criteria entered.

Once you have entered all the query criteria (as much of the last name and the first name as known, using wildcards for uncertainties), execute the query in one of the following ways:

- a) Click on the **Execute Query icon** in the toolbar at the top of the screen
- b) Select **Execute** from the Query pull-down menu
- c) Press **F8** (read your *Auto Hint and Status Line*)

If the student you are looking for appears to be entered more than one time on the SOAIDEN form, highlight any of the occurrences of the student's identification number. Banner automatically selects the most current data for a student.

In the Chg column:

N	Indicates a name change
I	Indicates an inactive student ID #
Blank	Indicates the most recent name and ID

If multiple choices come up for the criteria entered, you may be able to select the correct student based on the identification number and the birthdate. However, if this does not provide enough clarification, highlight the most likely candidate and from the Options pull-down menu, select **Search and Display More Detail**. Note that, as a security issue, ID numbers are not displayed in this example.

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Type
B L O C K E D  I D #	PARKER	CATHERINE	A	17-JUL-1961		
	PARKER	CATHERINE	A	25-FEB-1972	F	
	PARKER	CATHERINE	A	17-JUL-1961	F	
	PARKER	CATHERINE	A	25-FEB-1972	F	
	PARKER	CATHERINE	BAILEY	18-APR-1970	F	
	PARKER	CATHERINE	BAILEY	18-APR-1970	F	
	PARKER	CATHERINE	F	20-MAR-1966	F	
	PARKER	CATHERINE	F	20-MAR-1966	F	
	PARKER	CATHERINE	L	05-JAN-1986	F	
	PARKER	CATHERINE	L	05-JAN-1986	F	
	PARKER	CATHERINE	L	05-JAN-1986	F	
	PARKER	CATHERINE		10-JUL-1979	F	
	PARKER	CATHERINE		11-NOV-1111	F	
	PARKER	CATHERINE		10-JUL-1979	F	
	PARKER	CATHERINE		11-NOV-1111	F	

Case Sensitive Query?  
 No  Yes

Identification Number, press COUNT QUERY HITS to access additional information.  
 Record: 1/7

The **Person Search Detail Form (SOAIDNS)** opens in the query mode. You will note that the form opens in the query mode (look at the Auto Hint and Status Line). No information appears until you generate the query. If you need to change your search query, do so (in the example below, you need to change the criteria back to the original criteria to find all possible matches). **Press F8** to populate.

Person Search Detail SOAIDNS 7.0 (AIR\_DB)

ID	Last Name	First Name	Middle Name	Birth Date	Sex	CH
	PARKER	CATHERINE				

Soundex Search  
 Sounds like.....Last Name:  First Name:

Registration Terms

General Student  
 Student Term Status Level Type Degree College Major Admission Type Resident Admit Term Activity Date

Address Details  
 Type Street City State or Province ZIP or Postal Code Phone Number

Enter a query, press F8 to execute, Ctrl+Q to cancel.  
 Record: 1/1

If you want to review *all* the choices that came up originally, change the first name criteria back to `_ATH%`

You will see the names of the students with names meeting the criteria in the top of the form. SOAIDNS will allow you to review the information on all students whose name fits the criteria entered (last name of PARKER, and first name \_ATH%)

In the middle of the form, you will see general student information in a summary format for the student highlighted at the top of the form. If the scroll bar is active in this portion of the form, click on the scroll bar to look at other terms of general student information.

In the bottom portion of the form you will see the address type, street address (*one line only*), city, state, zip, and telephone number for the student highlighted at the top of the form. If there are additional lines of the address (i.e., apartment numbers, etc.), you cannot see that information in SOAIDNS. If the scroll bar is active in this portion of the form, click on the scroll bar to view additional addresses for the highlighted student.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The browser title is "Oracle Developer Forms Runtime - Web". The address bar shows "Person Search Detail SOAIDNS 7.0 (AIR\_0B)". The main content area is divided into several sections:

- Search Results Table:** A table with columns: Last Name, First Name, Middle Name, Birth Date, Sex, Change Indicator. It lists three entries for PARKER, CATHERINE.
- Soundex Search:** Fields for "Sounds like.....Last Name:" and "First Name:". A "Registration Terms" field is also present.
- General Student Summary Table:** A table with columns: Term, Status, Level, Type, Degree, College, Major, Admission Type, Resident, Admit Term, Activity Date. The first row shows: 198525, IS, NC, X, KNC, NC, X000, [ ], X, 198525, 21-FEB-1999.
- Address Details Table:** A table with columns: Type, Street, City, State or Province, ZIP or Postal Code, Phone Number. The first row shows: PR, 113 GAWAIN DRIVE, NEWPORT NEWS, VA, 23602, 757 5950704.
- Identification Number:** A field labeled "Identification Number" with the value "Record: 12" and a "<OSC>" button.

Arrows in the image point to the search results table and the identification number field.

## Okay, I'm sure I found the right student – NOW WHAT?

Once you find the correct entry, note the record number in the auto hint and status line and EXIT back to SOAIDEN. Highlight the identification number by using the up or down arrow keys and click the Select icon (third from the left) in the toolbar, or you can double-click on the name. This will automatically enter the student's identification number and name in the key information area of the form where you started the query.

**NOTE:** It is possible to click on the down arrow ▼ next to the ID: field (or press **F9**) in ANY form it appears and perform a name search in SOAIDEN.

If you already know the student's UIN, it is not necessary to perform a name search. You can enter the ID# in the ID: field.