

4. Enter the vendor name (as much as you feel comfortable is correct) – use wild cards as needed (refer to “How do I perform a Query” and “I don’t have the ID#. How do I find information about a student” – part of Banner Basics – for more on using wild cards for querying.) Note the use of the wild card in the screenshot below.
 - a. Percent sign (%) – use when uncertain how many characters
 - b. Underscore (_) – use when you know your are looking for one character only

The screenshot shows the Oracle Developer Forms Runtime interface for the 'Entity Name/ID Search' form. The title bar indicates the form is 'FTIIDEN 8.0 (AIR_DB)'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various navigation and editing icons. Below the toolbar, there are several checkboxes for filtering the search results: 'Vendors' (checked), 'Grant Personnel', 'Financial Managers', 'Agencies', 'Terminated Vendors', 'Proposal Personnel', 'Terminated Financial Managers', and 'All'. The main area is a table with the following columns: 'ID Number', 'Last Name', 'First Name', 'Middle Name', 'Entity Ind', 'Change Ind', 'V', 'F', 'A', 'G', 'P', and 'Type'. The 'Last Name' column contains the text 'ROBERT HALF%' which is circled in red. A blue-bordered text box is overlaid on the table, containing the text: 'In this example, we are looking for Robert Half International. By using the wild card, we do not have to enter the name exactly.' At the bottom of the form, there is a legend: 'V - Vendors', 'F - Financial Managers', 'A - Agencies', 'G - Grant Personnel', 'P - Proposal Personnel'. The status bar at the very bottom shows 'Record: 1/1', 'Enter-Qu...', and '<OSC>'. A footer note reads: 'Enter a query; press F8 to execute, Ctrl+Q to cancel.'

