

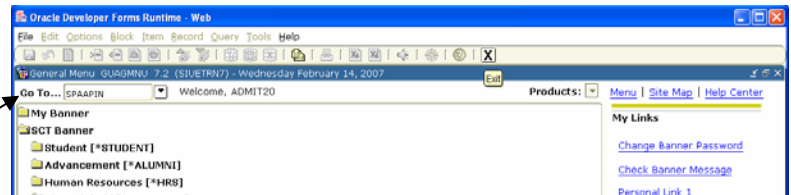
Name Search

Banner Main Menu

Open Form

- Key in the desired form name in the **Object Search Field (Go To...)** on the **Banner Main Menu**.
 - Press Enter.

Object Search Field

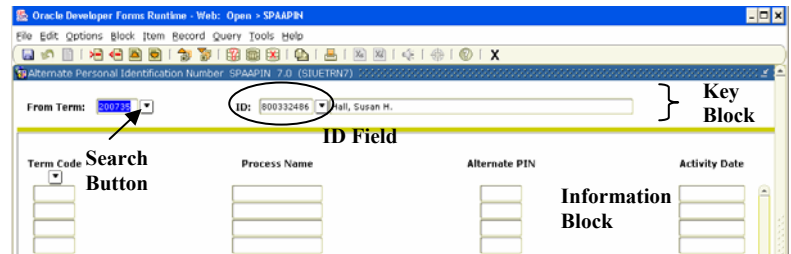


Open Query Form

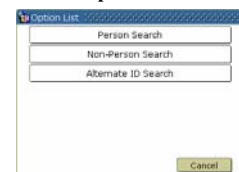
Note: If the University ID is known, key it in the ID field and press Enter.

- In the **Key Block** of your form, click (Search).
- Click on of the following from the Option List (if it appears).
 - **Person Search (SOAIDEN)**
 - **Alternate ID Search (GUIALTI)** – not available from some forms

Alternate Personal Identification Number SPAAPIN



Option List



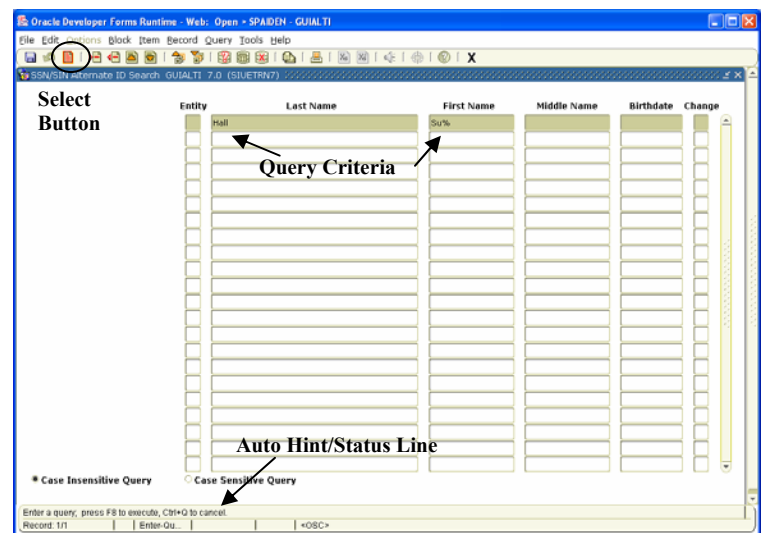
Query for a Person

- Key in known criteria (Last Name, First Name) in the appropriate field.
- Use the % wildcard in any position (Ha%). (Always use the % when including a middle name or initial.)
- Click (Execute Query) to retrieve match(s).

Query caused no records to be retrieved

- The **Auto Hint/Status Line** says: “Query caused no records to be retrieved. Re-enter.”
- Click (Cancel Query).
- Click (Enter Query) to remove criteria from field.
- Enter new criteria and click (Execute Query).

Alternate ID Search GUIALTI



Select a Record

- If necessary use the ↓ (Down Arrow) or ↑ (Up Arrow) key to position the cursor in the appropriate line.

Note: Records converted from the legacy system will have two or more rows displayed on either GUIALTI or SOAIDEN. The cursor can be in any one of those rows.

- Click (Select).
 - The Key Block on the calling form will populate and the Query form will close.

Move to Information Block

- To view record data, click (Next Block) to move from the **Key Block** to the **Information Block** of the form.
- To return to the **Key Block** to select search for another record, click (Rollback).

Exit Query form without Retrieving a Record

- Click (Exit) **twice** to close form and return to the calling form.

Exit Form

- Click (Exit) to close form and return to **Banner Main Menu**.

Person Search SOAIDEN

