

Person Search Options in Banner 9

Note: The search features can be used on any form that has an ID/name field in the Key Block. Several search options exist. *These methods are not case sensitive. You do not need to capitalize the first letter of a name.*)

1. ID Field Search: In the key block, enter the 9 digit ID number in the ID field and hit **Enter or Go**. The ID number may be the student's PFW ID, the Purdue ID, or the social security number (SSN). Do a quick check of the name field to confirm you have intended person.



Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

2. Name Field Search: In the ID key block, tab one position to the right of the ID field and the name field will appear. Type the student's name (or a portion of the name with the % wildcard) in the Name field. For example, type in "br%, a%" and hit **Enter**. This will return persons whose current or former last name begins with "Br" and first name begins with "A". Click the orange square in the upper right hand corner to acknowledge that you've seen the blue, information message. Click on **"Press To See Results"** to see a listing of names. Highlight the desired person and click **OK** or double click on a person's name to select.
(Note: In the listing of names, the information to the left is the current name with the PFW ID. Indented information is former names and other ID's.)

If there is only one match, the ID and name will be automatically filled in the key block.

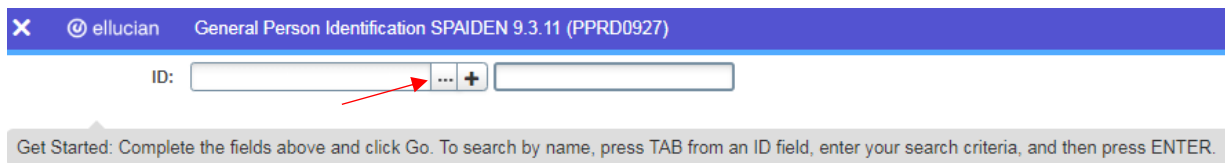
The screenshot displays the SPAIDEN 9.3.11 application interface within a web browser. The browser's address bar shows the URL: <https://banadminpprd.pfw.edu/applicationNavigator/seamless>. The application title is "General Person Identification SPAIDEN 9.3.11 (PPRD0927)".

In the top right corner of the application, there is a "TOOLS" button. A red arrow points to this button. A tooltip is visible next to the "TOOLS" button, indicating that the ID number, LIST for person, COUNT HITS for non-person, and Duplicates are used to generate ID, DUPLICATE RECORD for Alternate ID look-up.

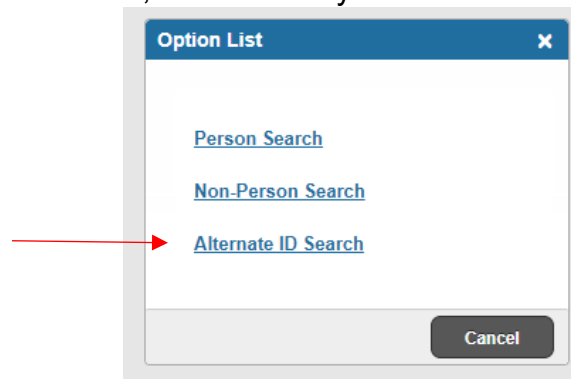
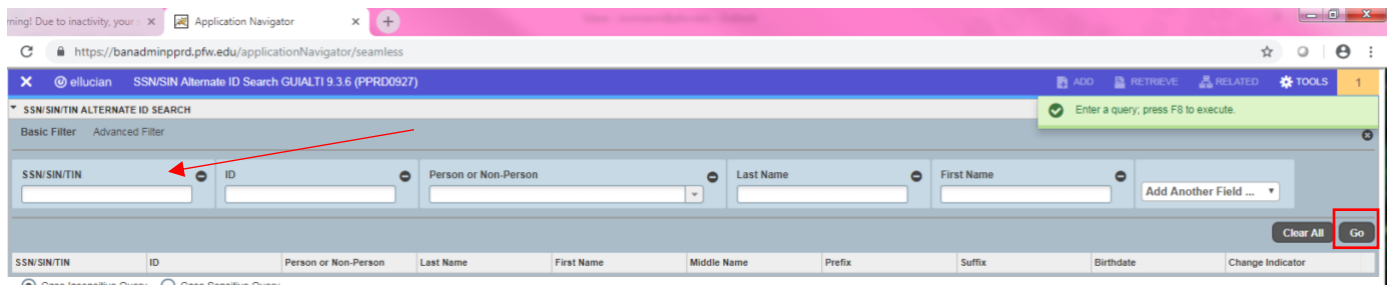
The main search area is titled "ID and Name Extended Search". A red arrow points to the "Press To See Results" button within this search area. The search area includes fields for "Search Detail", "Person/Non-Person Count" (815), "Non-Person Search Detail", "Group Type" (Person, Non-Person, Both), "City", "State or Province", "ZIP or Postal Code", "Name Type", "Birth Date", "Gender", and "SSN/SIN/TIN".

Below the search fields, there are instructions: "Press Enter Query or select button to clear search." and "Enter search criteria then press Execute Query or select button to reduce search."

3. **Alternate ID Search.** In the key block, click on the **Ellipses** icon between the ID and Name fields.



Click on **Alternate ID Search**, which takes you to the **GUIALTI** form.

Click on the filters you wish to use and enter any combination of the SSN, ID, last name, first name, middle name and/or the birth date (or a portion of the field with the wildcard %). For example, type in “%4925” in the SSN/SIN/TIN field, “br%” in the last name field and “a%” in the first name field, then click **Go** (or hit **F8**).

This will return the names of persons whose SSN ends in “4925, current or former last name begins with “Br” and first name begins with “A”. Highlight the desired person’s row, and double click to select and fill in the key block.

Note: The SSN/SIN/TIN field and ID field are not interchangeable. If you are searching with the SSN, enter the numbers in the SSN/SIN/TIN field. If you are searching with the PFW ID or the Purdue ID, enter the numbers in the ID field.

To start a new query, click on the **Filter Again**.

****** Important! Don’t forget the % Wildcard! ******

Looking for student data and don’t have the complete ID number or spelling of a name? Use the percent sign (%). It stands for any number of unknown characters. The % wildcard can be

used in any position and can be used multiple times. If too many results are returned, add additional numbers or letters to try to narrow the search. Even one additional character can significantly change the results.

Examples:

sm%th, m%t% - This will return persons whose current or former last name begins with "Sm" and ends with "th", and first name begins with "M" and includes a "t".

900%48 – This will return persons whose ID begins with "900" and ends with "48".