

Banner

Searching for a name in Banner - NAME/ID Search

There are two ways of searching for a name in Banner. For names that may be somewhat uncommon (where few people are likely to have that same name), you can perform a name search directly from the name field in any Banner form. For more common names (where a large number of people are likely to have the same name), there you can use the "Person Search Form" (SOAIDEN).

Direct Name Search

- In the ID field in the key block of any form (such as SPAIDEN, APAIDEN, PPAIDEN, etc), blank out the ID (if it is filled in) by using the **Backspace** or **Delete** key, then **Tab** over to the Name field.
- Enter all or part of the person's last name (not case sensitive). The percent (%) character may be used as a "wild card" in place of any missing or questionable information as part of the value. For example, if you're not sure if the person's last name is Peterson or Petersen, you might query using "Peters%n". Follow the last name with a comma (,) and the person's first name (using the percent character if needed). Optionally follow the first name with a comma (,) and the person's middle initial and a percent character. For example:

lutz, ron%,d% lut%, ronal% lutz%

ID:

- When all or part of the name is entered, press the **Next Item** key (**Enter** or **Tab**) to perform the search. If a single match was found, that ID and name will be automatically filled in and the search is done. If more than one name matched your search text, the ID and Name Extended Search window will appear:

The number in the upper right corner of the window shows the number of people in Banner that match your search text. The Search Results pull-down will display these matches (the white box in the middle of the window). Note that some of the names are aligned fully to the left in the window. These are the person's most current name and ID. Names that are indented below the current name are prior or previous names or IDs for that person. Also note that if the SSN is available, the last four digits appear in parenthesis after the ID.

Select the appropriate name and ID from the list by clicking on the name. (You may need to use the vertical scroll bar to find the person on the list). Once you select the person, you are returned to the original Banner form, and the ID and name fill in there.

Person Search Form

In the ID field in the key block of any form (such as SPAIDEN, APAIDEN, PPAIDEN, etc), execute the **ListFieldValues** function by clicking on the list icon next to the name, pressing the **ListFieldValues** function key, or select **List** from the **Help** pull-down menu.

- Place the cursor in the "Last Name" field by using the mouse cursor or pressing the **NextItem** function key.
- Enter all or part of the person's last name. (You can use any case if you start your query by clicking on "No" in the "Case Sensitive Query" option at the bottom of SOAIDEN). The percent (%) character may be used as a "wild card" in place of any missing or questionable information as part of the value. For example, if you're not sure if the person's last name is Peterson or Petersen, you might query using "peters%n".
- Place the cursor in the "First Name" field, and enter all or part of the person's first name in mixed case.
- Issue the **ExecuteQuery** function.

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Type
472567993	Peters-Nelson	Judith	M		I	
9182072	Peters-Nelson	Judith	M			
@00312122	Petersen	Jack	D			
EP0143434	Petersen	Jacob	B			
9849713	Petersen	Jamee	Ruth			
9849713	Petersen	Jamee			N	
9114291	Petersen	James	H.			
ALUM18774	Petersen	James	H.		I	
485665782	Petersen	James	L		I	
9051743	Petersen	James	L			
@00210975	Petersen	Jamie	L			

- If the person exists in the system, position the cursor at the correct ID number and use the **ExitWithValue** function, or click on the **Select** button. If more than one person with that name is found, check each possibility. If one person is found with more than one ID number, report the name and numbers to a Project Manager.
- If the person does not exist in the system, you will need to contact someone in your office who has permission to use the Common Matching system to add this person.
- If there is more than one match, and you can't determine which is the person you really want, you may find additional information helpful. **Right-Click** the canvas and select **Search and Display More Detail** to call the SOAIDNS form (this option is only available from the Student search form SOAIDEN).

Person Search Detail Form

ID	Last Name	First Name	Middle Name	Birth Date	Sex	Change Indicator
	Lutz	R%				

Note that although the SOAIDEN form allows you to search using any case, the SOAIDNS form requires that you match the case of the name exactly – use mixed case letters when searching. Press the **ExecuteQuery** key again to perform this search in SOAIDNS.

The screenshot shows a web-based Oracle Developer Forms Runtime window titled "Oracle Developer Forms Runtime - Web". The browser address bar shows "Parson Search Detail SOAIDNS 7.0 (PPRD)". The form contains several sections:

- Search Results Table:** A table with columns: ID, Last Name, First Name, Middle Name, Birth Date, Sex, Change Indicator. The second row (ID: 625459) is highlighted.
- Soundex Search:** Fields for "Sounds like.....Last Name:" and "First Name:".
- Registration Terms:** A field containing the value "200315".
- General Student:** A table with columns: Term, Status, Level, Student Type, Degree, College, Major, Admission Type, Resident, Admit Term, Activity Date. The first row shows values: 200415, AS, LA, S, NON, DR, LAW, Admission Type, Z, 200415, 23-MAR-2005.
- Address Details:** A table with columns: Type, Street, City, State or Province, ZIP or Postal Code, Phone Number. It lists three addresses: AP, BU (MS-C1909), and MA (1974 Laurel Ave).

At the bottom, there is an "Identification Number" field and a "Record: 7?" indicator.

Note that in addition to the name, birth date, gender, and change indicator (in the first block), each person's registration terms, general student information, and addresses are displayed. As you scroll up and down through the list of people matching your parameters, the information in these blocks changes to values that correspond to the current name record.

As with the SOAIDEN form, you may use the **ExitWithValue** function to return to the original form with this name/ID chosen. You may also choose to perform additional searches here by issuing a query (**EnterQuery** and **ExecuteQuery**).

Need more help? Please contact the [Help Desk by email](#) or by phone at **651-523.2220**