SEARCH PROCEDURES
There are many forms within Banner where a search may be performed. Each system has its own search forms that end in IDEN.

FOAIDEN – Finance
ROAIDEN – Financial Aid
SPAIDEN – Student

One may search for Persons and/or Non-Persons (vendors) within the database. Some search forms (i.e. SOAIDEN, ROAIDEN, etc.) allow you to specify whether you want your search to be case-sensitive or not. Remember to check the form at the bottom to be sure you are searching non case-sensitive. The form may default to case-sensitive.

WILDCARDS
It is strongly recommended when searching to use the wildcards. A name may not be entered into Banner the way that you think it is. **Entering the exact first name and last name may result in no returns** in the database leading you to think incorrectly that the name is not in the system.

- **Percent sign (’%’)** – replaces any number of characters and may be used multiple times in one search
  
  **EX:** C% in the first name and Problem in the last name field would return all people who have the last name of Problem and their name begins with a C such as Candace, Charles, Colton, etc.

- **Underscore (’_’)** – replaces one character and may be used multiple times in one search
  
  **EX:** Ols_n would return all people with a last name of Olson or Olsen.

NAME SEARCHING TIPS & TRICKS

**NOTE:** It is essential that all necessary time be taken in the search. This will save numerous hours in correcting the problem and/or reporting on incorrect information from the system.

Here’s a list of things to try:

1. Try entering the SSN or NetID as an ID. It’s quick, easy, and usually very accurate.
2. Remember that many people may have used a nickname such as Bill for William.
3. The best check is to use a broad search first and then narrow the search with the first and/or middle name.
4. Suffixes are not part of the name field but are carried in a separate field in the database.
5. Often people will refer to themselves by their middle name. Consider this when searching and try the middle name in the first name field also.
6. Use your wildcards to your advantage when you are unable to read someone’s writing.
7. Hot keys such as **F7** (Enter Query) and **F8** (Execute Query) will speed searching.
PERSON SEARCHES

There are three different methods used to complete a person search in Banner: **ID search, Name search, and Person search.** The method used will depend upon the information you have available and your personal preference.

A search can be completed on any Banner form that asks for an ID (i.e. SPAIDEN, SHACRSE, SOAHOIL, etc.) Go to the form that contains the information that you are seeking and complete the search there using one of the three methods listed below.

**ID Search**

1. In the **ID** field on any form in your module, type the **SSN, NetID, or the known GID (Generated ID) number** to see if the record is retrieved
   
   **NOTE:** All Creighton GID's begin with a 'C' and are 9 positions. NetID's are 3 characters followed by 5 numbers.

   ![ID field and Name field](image)

   **ID field**

   **Name field**

2. Press **<<TAB>>**
3. If the record is found, the name will appear next to the ID

**Name Search**

1. From the **ID** field, press **<<TAB>>** to go to the **Name** field

2. Type the **Last Name or partial last name with a wildcard** that you wish to search for
   
   **EX:** Olson, Ols%, etc.

3. Press the **<<ENTER>>** key
4. If there are multiple matches, the ID and Name Extended Search screen will appear allowing you to search further within the scope of the matches.

![Click to see results](image)

**Number of matches meeting your criteria**

**Fields used to refine search**

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**NOTES:**

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5. Once the ID and Name Extended Search screen appears, a listing of name matches are displayed in the Search Results drop down window. Other fields such as City, State, Zip, Gender, and/or Date of Birth may be entered to further refine the search.

6. If you need to exit this window without selecting someone, click the X in the top right hand corner of the window.

7. To make a selection, click on the name from the drop down list. You will be returned to the previous form with the selected name. **NOTE:** Never select a name that has the word ‘USE’ in the middle of it. This indicates a duplicate record. Write down the id provided in the middle of the name and use that instead.

   Smith USE: RAS26187, Rob @00280977
   Smith, Rob @00280977

EX: In this example, you would use the id RAS26187, not @00280977

**Person Search**

1. Click the **Search Icon** to the right of the ID field
2. The Option List screen will appear

   ![Option List](option_list.png)

   - Person Search
   - Non-Person Search
   - Alternate ID Search

3. Select **Person Search**
4. The Person Search Form (SOAIDEN) appears

   ![Person Search Form](person_search_form.png)

**NOTES:**

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5. Type **information** in the appropriate columns (**ID, LastName, FirstName, Middle Name, Birth Date**) using wildcards as needed.

6. Execute the Query with the **Execute Query Icon** or by pressing **<F8>**.

7. From the **ID** field, double-click the appropriate **record** to select it and return to the original form.

-OR-

8. To narrow down the search results, click in the **ID** field for one of the records.

9. Click **Options** in the menu bar and select **Search and Display More Detail (SOAIDNS)**.

10. The criteria selected on **SOAIIDEN** will appear in **SOAIDNS**.

11. Execute the Query with the **Execute Query Icon** or by pressing **<F8>**.

12. All the records that match the criteria will appear in the top portion of the form.

13. Click on each **record** to view any General Learner and/or Address Details information that may be available.

14. Click on the **ID** that you wish to select.

15. Press **<SHIFT>+<F3>** to return your selection to the original form.
LOOKING AT INFORMATION
There are several forms in Banner to hold data. Here's a list of the more popular ones:

SPAIDEN
This form holds ID, Name, Address, Telephone, Biographical, E-mail, and Emergency Contact information. If you Next Block, you can navigate to each tab of information or click on the tab directly.

A brief explanation of each tab on SPAIDEN is explained below.

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Identification</td>
<td>Name Information</td>
</tr>
<tr>
<td>Alternate Identification</td>
<td>Additional Identifications Assigned to Person</td>
</tr>
<tr>
<td>Address</td>
<td>Various Types of Addresses including Both Current and Previous; EX: Current Mailing, Permanent, Campus Mailing, etc.</td>
</tr>
<tr>
<td>Telephone</td>
<td>Various Types of Telephone Information; EX: Campus, Main, Cell, etc.</td>
</tr>
<tr>
<td>Biographical</td>
<td>General Person Information including Gender, Birth Date, Age, SSN, Confidential Indicator, Deceased Indicator, Citizenship, Marital Status, Religion, Legacy, and Ethnicity. NOTE: The Confidential Indicator is set via the Registrar's Office or by the student via the AMI Hide Information checkmark.</td>
</tr>
<tr>
<td>E-mail</td>
<td>Email Address. Always displays their Creighton email as well as any other email addresses provided by the person.</td>
</tr>
<tr>
<td>Emergency Contact</td>
<td>Contacts for Person in case of Emergency</td>
</tr>
<tr>
<td>Additional Identification</td>
<td>Not currently being utilized</td>
</tr>
</tbody>
</table>

NOTES:
GUASYST

This form may be used to determine if someone has data in various areas of the Student module, in Accounts Receivable, in Financial Aid, or in Finance.

SGASTDN

This form maintains current information about a student including general learner, curricular, and field of study information.

EXTRACTING DATA

Feature which allows data to be extracted to Excel for further manipulation. This option can be used on most forms.

1. Click Help from the Menu Bar
2. Select Extract Data With Key (displays header information) or Extract Data No Key (does not display information in the header)
3. From the File Download screen, click Save
4. Click the Save In arrow and change the location to where you want to save the file
5. Type *desired File Name* in the *File Name* field
6. Click *Save*

**ACADEMIC FORMS OF INTEREST**

There are a number of student forms related to the academic area that may be of interest to various individuals

<table>
<thead>
<tr>
<th>Form</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCACRSE</td>
<td>Basic Course Information</td>
</tr>
<tr>
<td>SCADETL</td>
<td>Course Detail Information</td>
</tr>
<tr>
<td>SCAPREQ</td>
<td>Catalog Prerequisite and Test Score Restrictions</td>
</tr>
<tr>
<td>SCARRES</td>
<td>Course Registration Restrictions</td>
</tr>
<tr>
<td>SCASRCH</td>
<td>Course Search</td>
</tr>
<tr>
<td>SCASRES</td>
<td>Course Restrictions</td>
</tr>
<tr>
<td>SCATEXT</td>
<td>College/Department Text</td>
</tr>
<tr>
<td>SFAREQG</td>
<td>Registration Query (view student classes by term)</td>
</tr>
<tr>
<td>SFAREGS</td>
<td>Student Course Registration</td>
</tr>
<tr>
<td>SFARHST</td>
<td>Student Registration History and Extension (includes midterm grade)</td>
</tr>
<tr>
<td>SFASLST</td>
<td>Class Roster</td>
</tr>
<tr>
<td>SGAADVR</td>
<td>Multiple Advisors</td>
</tr>
<tr>
<td>SGASTDQ</td>
<td>General Student Summary</td>
</tr>
<tr>
<td>SHACRSE</td>
<td>Course Summary (lists courses taken by student)</td>
</tr>
<tr>
<td>SHADEGR</td>
<td>Degree and Other Formal Awards</td>
</tr>
<tr>
<td>SHASTAT</td>
<td>Academic Standing Query</td>
</tr>
<tr>
<td>SHASUBJ</td>
<td>Subject Sequence History (view GPA and student standing)</td>
</tr>
<tr>
<td>SHATATC</td>
<td>Transfer Institution Catalog Entry</td>
</tr>
<tr>
<td>SHATERM</td>
<td>Term Sequence Course History</td>
</tr>
<tr>
<td>SHATRMC</td>
<td>Course History by Term and Campus</td>
</tr>
<tr>
<td>SHATRNS</td>
<td>Transfer Course Information</td>
</tr>
<tr>
<td>SIAASGQ</td>
<td>Faculty Schedule Query</td>
</tr>
<tr>
<td>SMICRLT</td>
<td>Compliance Results Inquiry</td>
</tr>
<tr>
<td>SOAHOOLD</td>
<td>Hold Information</td>
</tr>
<tr>
<td>SSAACCL</td>
<td>Schedule Calendar</td>
</tr>
<tr>
<td>SSABLQK</td>
<td>Block Schedule Query</td>
</tr>
<tr>
<td>SSADETL</td>
<td>Schedule Detail</td>
</tr>
<tr>
<td>SSAPREQ</td>
<td>Schedule Prerequisite and Test Score Restrictions</td>
</tr>
</tbody>
</table>

**NOTES:**

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**Updated General Person Search and Navigation.doc**

**Last updated: 6/7/2011**
**TERMS**

Many academic forms will ask for the term along with the person id. The term is a 6-character code beginning with the calendar year and followed by one of the following:

- 70 – Fall Semester
- 10 – Spring Semester
- 40 – Summer Semester

**EX:** A student enrolled in the spring semester of the 2011 school year would have a term code of **201110** entered.