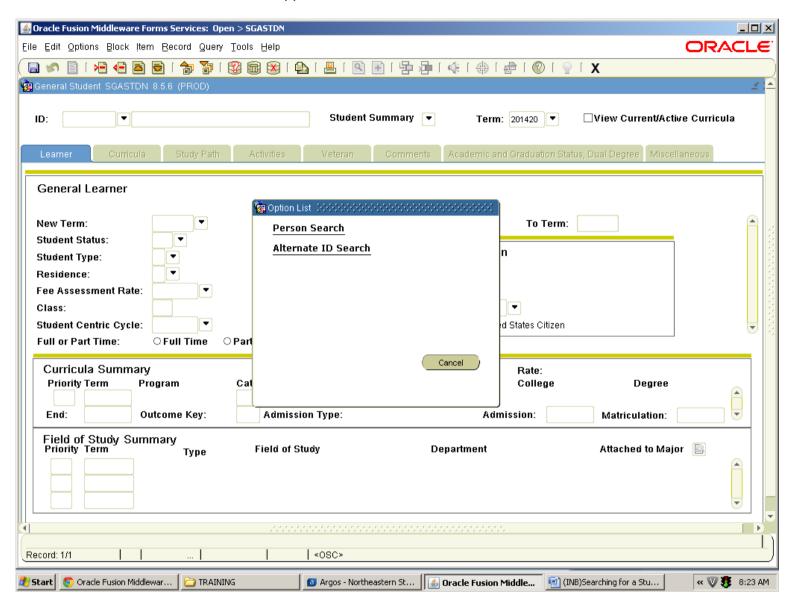
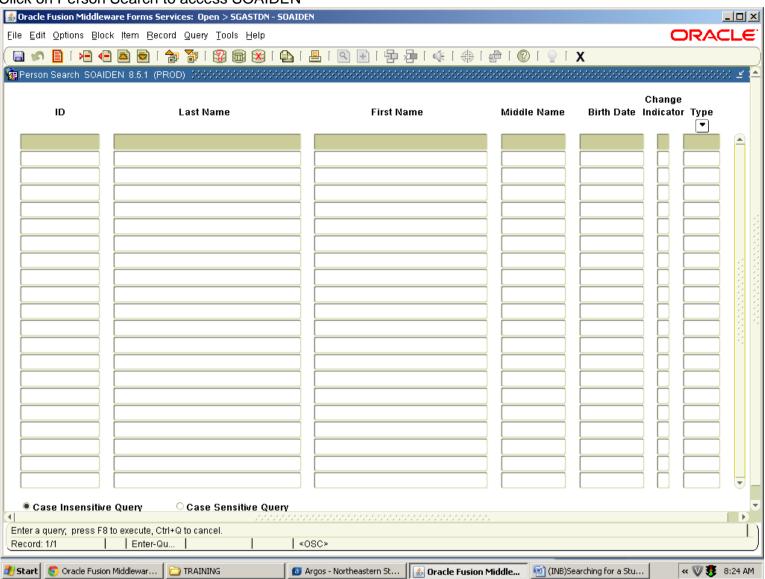
Searching for a Student

You can search for a student from most forms you will be working with. Click on the LOV next to the student ID box and the SOAIDEN search box will appear.



Click on Person Search to access SOAIDEN



To search using a complete and accurately spelled last name and first name:

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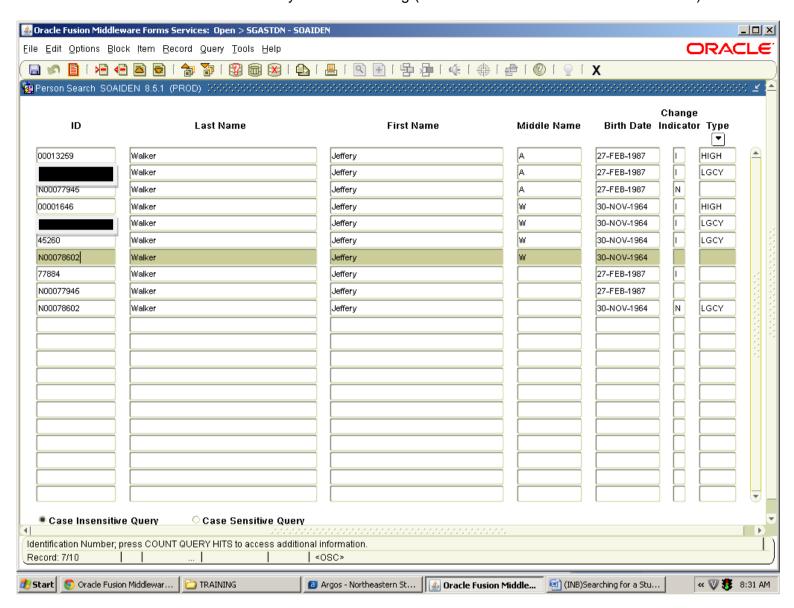
TRAINING

1. In the **Name** fields on the Person Search Form (**SOAIDEN**), enter the last name and first name of the student. NOTE: If you do not know the student's first name, you can still execute a search but it will bring back many names.

2. Execute the query by clicking the **Execute Query** icon (or press **F8**). Eile Edit Options Block Item Record Query Tools Help ORACLE Person Search SOAIDEN 8.5.1 (PROD) (2000) (2000) Change Birth Date Indicator Type ID **Last Name** First Name Middle Name walker Case Sensitive Query Case Insensitive Query Enter a query; press F8 to execute, Ctrl+Q to cancel. Enter-Qu... <osc>

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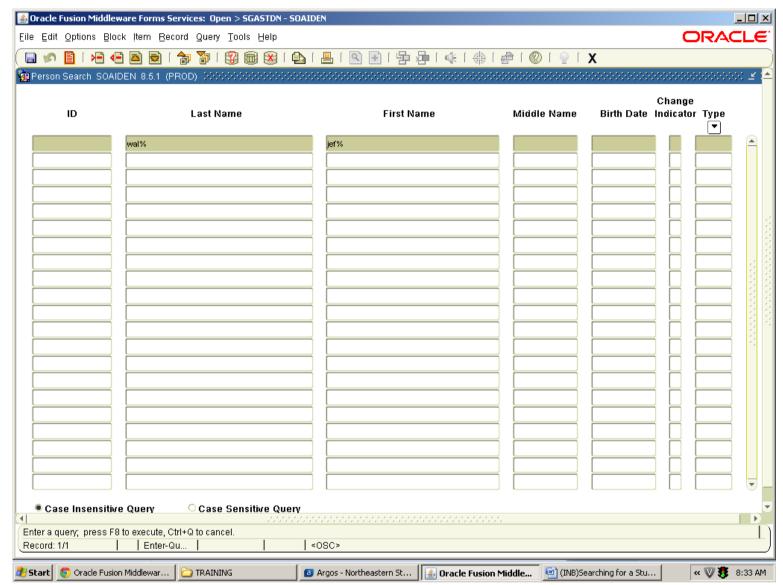
3. Double-click on the student for whom you are searching (ssn's were blacked out for this document).



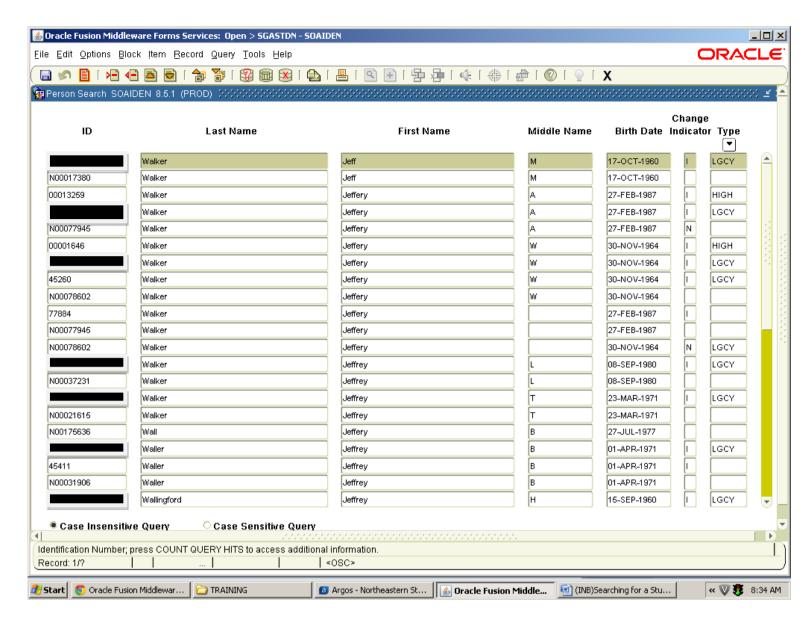
4. This will transfer the Banner student ID and name back to the ID field on the form with which you are working.

To search using a partial name:

- 1. In the **Name** fields on the Person Search Form (**SOAIDEN**), enter the partial last and first name of the student.
- 2. You must use the wildcard "%" to represent the unknown characters. "Wal%" will return all people with last names that start with Wal. "Jef%" will return all people with the first name that starts with Jef. You can use any combination of last names, first names and wild cards when you search. See the Wildcard Tips at the bottom of this page.



3. Execute the query by clicking the **Execute Query** icon (or press **F8**).



- 4. Double-click on the student for whom you are searching or choose the select icon from the menu bar (third icon from the left (looks like a red paper)).
- 5. This will transfer the Banner student ID back to the ID field on the form with which you are working.

Wildcards

The wildcard "%" can represent any number of characters in the selected position. Querying "sm%h" would return Smith, Smooth, and Smertsworth, but not Smythe.

The wildcard "_" (underscore) represents a *single* character in the selected position. Querying "sm_th" would return Smith, but not Smooth.