

# 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.

The screenshot displays the Oracle Fusion Middleware Forms Services interface for a student record. The main window title is "Oracle Fusion Middleware Forms Services: Open > SGASTDN". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various navigation and editing icons. The main content area is titled "General Student SGASTDN 8.6.6 (PROD)".

At the top, there is an "ID:" field with a dropdown arrow, a "Student Summary" dropdown, a "Term:" field set to "201420", and a checkbox for "View Current/Active Curricula". Below this are several tabs: "Learner", "Curricula", "Study Path", "Activities", "Veteran", "Comments", "Academic and Graduation Status, Dual Degree", and "Miscellaneous".

The "General Learner" section contains several fields: "New Term:", "Student Status:", "Student Type:", "Residence:", "Fee Assessment Rate:", "Class:", "Student Centric Cycle:", and "Full or Part Time:" with radio buttons for "Full Time" and "Part Time".

A "Person Search" pop-up window is open, titled "Option List". It contains two sections: "Person Search" and "Alternate ID Search". A "Cancel" button is visible at the bottom of the pop-up.

Below the "General Learner" section are two summary tables:

- Curricula Summary:** A table with columns for "Priority Term", "Program", "Cat", "End:", "Outcome Key:", "Admission Type:", "Admission:", "Rate: College", "Degree", and "Matriculation:".
- Field of Study Summary:** A table with columns for "Priority Term", "Type", "Field of Study", "Department", and "Attached to Major".

The status bar at the bottom shows "Record: 1/1" and "<OSC>". The Windows taskbar at the very bottom shows the Start button, several open applications including "Oracle Fusion Middlewar...", "TRAINING", "Argos - Northeastern St...", and "(INB)Searching for a Stu...", along with the system clock showing "8:23 AM".





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

Oracle Fusion Middleware Forms Services: Open > SGASTDN - SOAIDEN

File Edit Options Block Item Record Query Tools Help

Person Search SOAIDEN 8.6.1 (PROD)

ID	Last Name	First Name	Middle Name	Birth Date	Indicator	Type
00013259	Walker	Jeffery	A	27-FEB-1987	I	HIGH
[REDACTED]	Walker	Jeffery	A	27-FEB-1987	I	LGCY
N00077945	Walker	Jeffery	A	27-FEB-1987	N	
00001646	Walker	Jeffery	W	30-NOV-1964	I	HIGH
[REDACTED]	Walker	Jeffery	W	30-NOV-1964	I	LGCY
45260	Walker	Jeffery	W	30-NOV-1964	I	LGCY
N00078602	Walker	Jeffery	W	30-NOV-1964	I	LGCY
77884	Walker	Jeffery		27-FEB-1987	I	
N00077945	Walker	Jeffery		27-FEB-1987		
N00078602	Walker	Jeffery		30-NOV-1964	N	LGCY

Case Insensitive Query  Case Sensitive Query

Identification Number; press COUNT QUERY HITS to access additional information.  
Record: 7/10 | ... | <OSC>

Start Oracle Fusion Middlewar... TRAINING Argos - Northeastern St... Oracle Fusion Middle... (INB)Searching for a Stu... 8:31 AM

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*.

The screenshot shows the Oracle Fusion Middleware Forms Services interface for the Person Search SOAIDEN 8.5.1 (PROD) form. The form is displayed in a browser window with the title "Oracle Fusion Middleware Forms Services: Open > SGASTDN - SOAIDEN". The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar with various icons. The main area contains a table with the following columns: ID, Last Name, First Name, Middle Name, Birth Date, Change Indicator, and Change Type. The Last Name field contains the text "wal%" and the First Name field contains "jef%". The table is currently empty of data rows. Below the table, there are radio buttons for "Case Insensitive Query" (selected) and "Case Sensitive Query". At the bottom, a status bar displays "Record: 1/1" and "Enter a query, press F8 to execute, Ctrl+Q to cancel." The Windows taskbar at the bottom shows the Start button and several open applications, including "Oracle Fusion Middlewar...", "TRAINING", "Argos - Northeastern St...", "Oracle Fusion Middle...", and "(INB)Searching for a Stu...". The system clock shows "8:33 AM".

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

Oracle Fusion Middleware Forms Services: Open > SGASTDN - SOAIDEN

File Edit Options Block Item Record Query Tools Help

Person Search SOAIDEN 8.5.1 (PROD)

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Type
	Walker	Jeff	M	17-OCT-1960	I	LGCY
N00017380	Walker	Jeff	M	17-OCT-1960		
00013259	Walker	Jeffery	A	27-FEB-1987	I	HIGH
	Walker	Jeffery	A	27-FEB-1987	I	LGCY
N00077945	Walker	Jeffery	A	27-FEB-1987	N	
00001646	Walker	Jeffery	W	30-NOV-1964	I	HIGH
	Walker	Jeffery	W	30-NOV-1964	I	LGCY
45260	Walker	Jeffery	W	30-NOV-1964	I	LGCY
N00078602	Walker	Jeffery	W	30-NOV-1964		
77884	Walker	Jeffery		27-FEB-1987	I	
N00077945	Walker	Jeffery		27-FEB-1987		
N00078602	Walker	Jeffery		30-NOV-1964	N	LGCY
	Walker	Jeffery	L	08-SEP-1980	I	LGCY
N00037231	Walker	Jeffery	L	08-SEP-1980		
	Walker	Jeffery	T	23-MAR-1971	I	LGCY
N00021615	Walker	Jeffery	T	23-MAR-1971		
N00175636	Wall	Jeffery	B	27-JUL-1977		
	Waller	Jeffrey	B	01-APR-1971	I	LGCY
45411	Waller	Jeffrey	B	01-APR-1971	I	
N00031906	Waller	Jeffrey	B	01-APR-1971		
	Wallingford	Jeffrey	H	15-SEP-1960	I	LGCY

Case Insensitive Query  Case Sensitive Query

Identification Number; press COUNT QUERY HITS to access additional information.

Record: 1/?

Start Oracle Fusion Middlewar... TRAINING Argos - Northeastern St... Oracle Fusion Middle... (INB)Searching for a Stu... 8:34 AM

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.