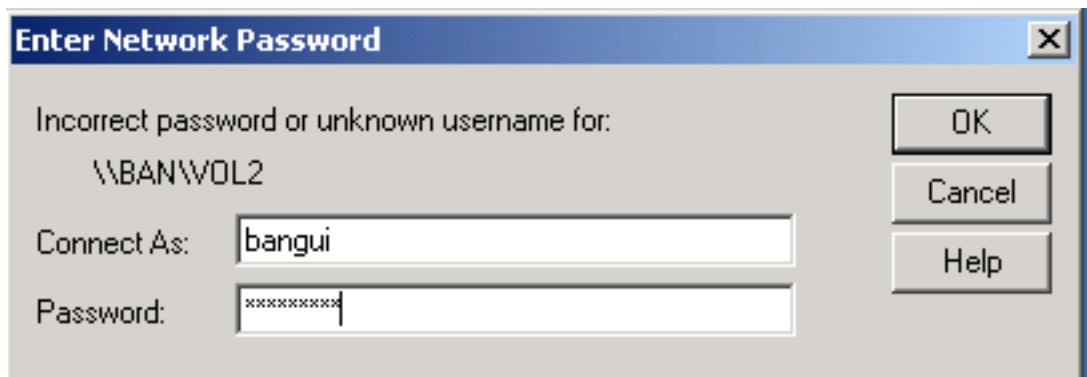


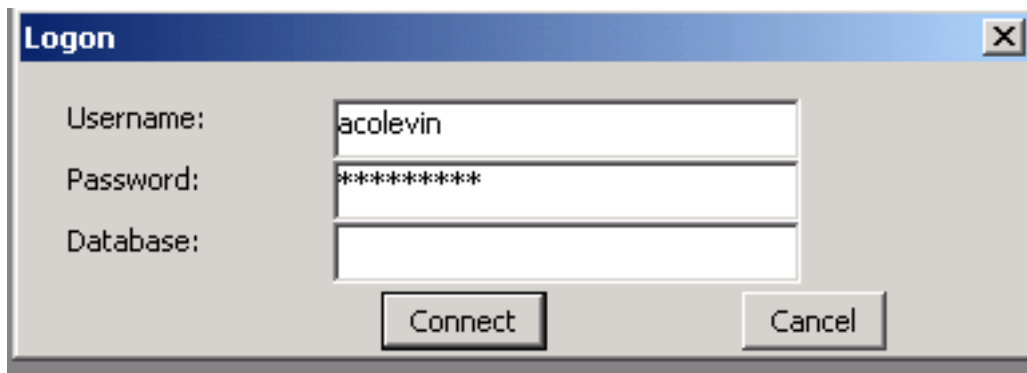
BANNER At West Georgia

HOW TO LOG IN

Double click on the Banner 5 icon. Windows 2000 and NT users have to pass through an initial login. The user is `bangui` and the password is `guibanner`. You will have to perform this login the first time after starting Windows. Occasionally Windows 95/98 users also have to perform this login.



The logon box will appear. Type in your user id. DO NOT PRESS ENTER. Tab or click to the password and type in your banner password. Press ENTER or click on the Connect button.



HOW TO FIND A PERSON

In the ID field of any form, click on the flashlight icon. Then choose Person Search from the option list. That brings up an empty query form. Banner 5 also provides a search in the name field itself. For more details on how to find a person, see the following pages. They are taken from an OIIT manual, [Training Document for Banner 2000 Navigation, Version 4.x/5.x](http://www.usg.edu/oiit/eas/banner_rev2/pdf/navigation4x_5xtraining.pdf). The full text can be found at http://www.usg.edu/oiit/eas/banner_rev2/pdf/navigation4x_5xtraining.pdf

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ID Searches

There is a new search feature available in the Banner 4.x/5.x release for most ID and name fields. Enter the complete ID, a complete name, search criteria for the ID, or search criteria for the name.

Notes: There are two exceptions to the new feature.

The ID/name search feature is not available for those fields that are not validated against the SPRIDEN table.

ID and name fields with variations may not have the functionality of the new feature.

Alternatively, you may click the search button to go directly to the specific search form as in previous releases of Banner.

Complete ID

You may search based on the full ID. When the complete ID number is entered in the ID field by pressing the enter key, the name associated with the complete ID appears in the appropriate fields.

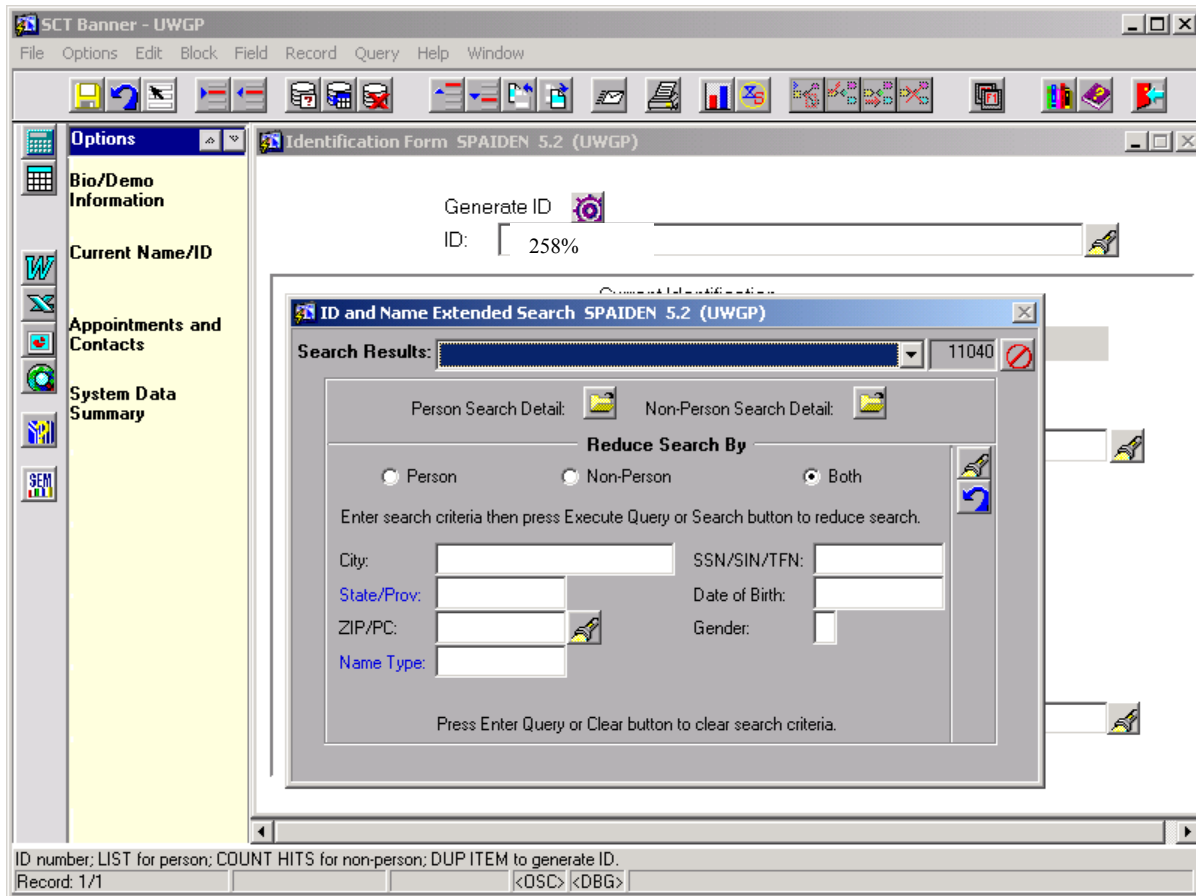
Complete Name

You may search based on the full name. The ID field must be blank when performing this search. Enter the complete name in the Name field. When you press enter, the ID and name are returned if there is one match. If multiple matches are found, the ID and Name extended Search window appear.

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Partial ID

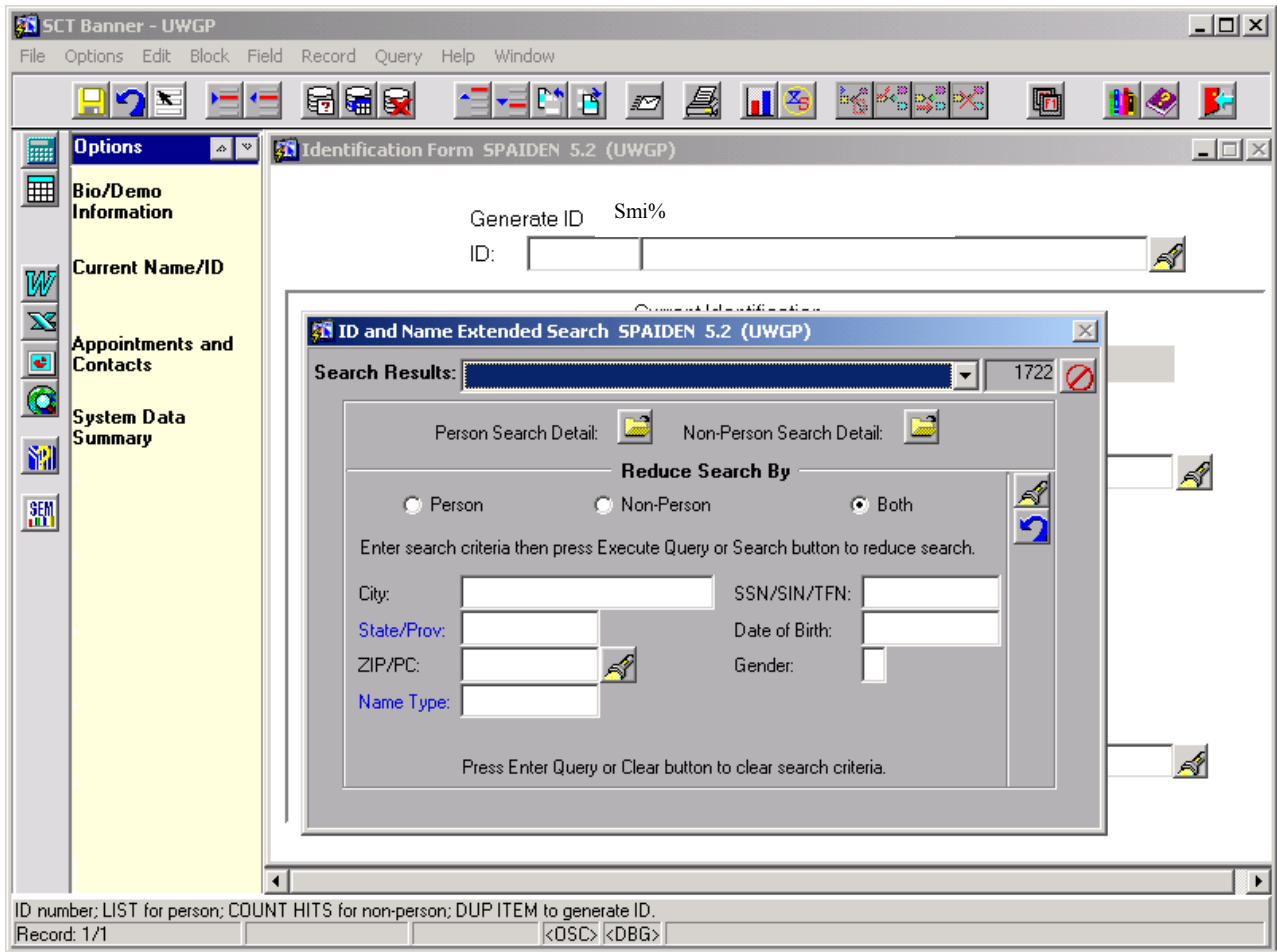
You may search based on a partial ID. After entering the desired digits, enter a wildcard (%). If there is only one match for the search, the ID and name of the individual are returned. Multiple matches return the ID and Name Extended Search window.



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Partial Name

When searching by a partial name, be sure the ID field is blank. Enter the portion of the name desired in upper or lower case. The format is last, first, middle names, separated by commas. Spaces between each are optional. A wildcard (%) should follow the characters used for the search. If there is one match, the name and ID are returned. Multiple matches return the ID and Name Extended Search window.

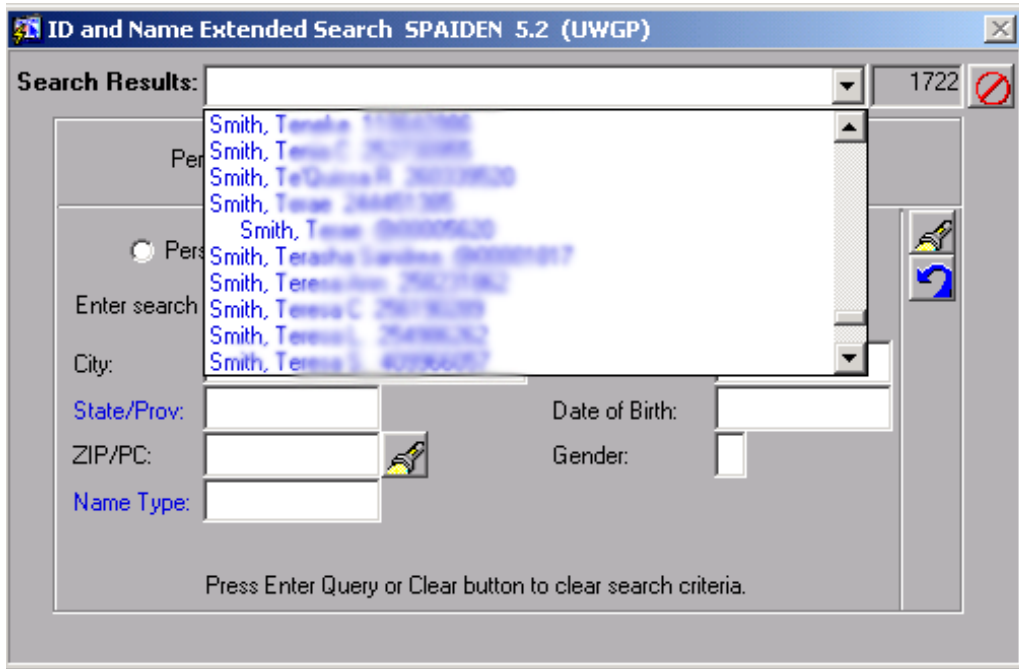


Multiple matches return the ID and Name Extended Search window. This window functions in several ways. Use the drop-down menu to select an ID and name, or refine the search by entering specific search criteria in the Reduce Search By block. Accessing the product-specific search form can also reduce the search.

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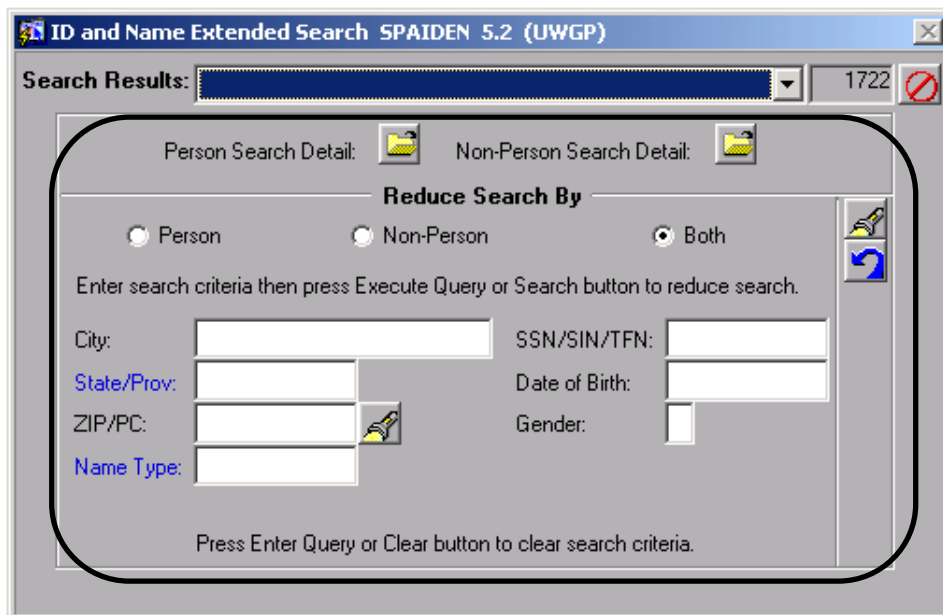
Selecting an ID and Name from the Drop-down List

Select an ID from the ID and Name Extended Search window. The pull-down list in the Search Results field lists all matches for the entered criteria. When you click the name and ID, they are returned to the form.



Reducing the Search

Reduce the search by type of record, city, state, zip code, name type, SSN/SIN/SFN, date of birth, or gender. You select the radio button to identify the kind of IDs to search. These items are entered into the Reduce Search By block.



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Product-Specific Search

You may also reduce the search by using the product-specific search feature. Click the Person Search Detail button or the Non-Person Search Detail button to display the associated search form.

A list of all the criteria matches will appear in the associated form. By entering a query, you have the option to extend the query or start a new one.

ID	Last Name	First Name	Middle Name	Birthdate	Chg
25411901	Smith	Angela	Ann	12-FEB-1967	
25411902	Smith	Angela	Ann	10-MAR-1980	
25411903	Smith	Angela	Ann	28-MAY-1974	
25411904	Smith	Sharon	Carolina	15-AUG-1972	
25411907	Smith	Martha	Smith	02-JUN-1971	
4211					
2594				06-JUN-1969	
2543				17-MAY-1979	
1974					
253E				20-OCT-1978	
25411902	Smith	Lashawn	Ann	26-JUL-1973	
25411904	Smith	Ann	Ann		
13058708	Smith	Felicia		06-DEC-1978	
25411909	Smith	Caroline	Elizabeth		
25411915	Smith	Carrie	Ann	01-SEP-1965	

