

BANNER At West Georgia

HOW TO DISPLAY NAME & ADDRESS

The form is SPAIDEN

L At any menu, type in SPAIDEN and press ENTER.

The key is ID number.

L Type in the student's ID number (don't press ENTER). The student's name should appear beside the ID number. If not, conduct a search by name. See the handout HOW TO FIND A PERSON.

L Click in the ID field of the Current Identification block, or press PAGE-DOWN (NEXT-BLOCK) The first block shows the person's name. Notice the buttons at the bottom of the form. Previous and Address are covered below. Source shows the user id of the person who entered the name information and Legal shows the person's full legal name.

L PAGE-DOWN (NEXT-BLOCK) The next block shows previous ID or name and is usually empty. A record is kept of each name or id change. Notice the change indicator. I means the ID number was changed and N means the name was changed.

L Use the navigation pane on the left-hand side of the form, or press PAGE-DOWN (NEXT-BLOCK). The next block shows the person's addresses with phone numbers if known. Notice the address type. Students must have at least a PR or A1 address. A1 indicates confidential. Mail sent to this person will be routed to the Registrar's office. PR is the person's permanent address. There are several other types you may see. CA, for campus address, means that the person has a PO Box at our post office. That usually means they are living on campus. MA, mailing address, is the other most common address type.

Also note the From and To dates. An address is not active if 1) To contains a date and that date has already passed or 2) If the Inactive indicator is not blank. So a person may have more than one PR address, but only one is current.

L Use the up and down arrow keys, or the scroll bar, to scroll through addresses.

L Click the Exit icon or Rollback (to choose another person) icon on the icon menu bar.

BANNER At West Georgia

SCT Banner - UWGP

File Options Edit Block Field Record Query Help Window

Options

Addresses

Current Name/ID

Alternate Names/IDs

Current Name/ID Source

Legal Name

System Data Summary

Identification Form SPAIDEN 5.3 (UWGP)

Generate ID

ID:

Current Identification

ID: Name Type:

Person Name Information

Last Name:

First Name:

Middle Name:

Prefix:

Suffix:

Pref. First Name:

Non-Person Name Information

Name:

Current identification number; overwrite to change; DUP REC for Source Info.

Record: 1/1

<DSC> <DBG>

Start

3:39 PM

Address Information SPAIDEN 5.3 (UWGP)

Address Type

Type: Faculty/Staff Campus Address

Address:

Seq #:

City:

State/Prov: ZIP/PC:

County:

Nation:

Phone: Type:

From: To:

Inactive

Source:

User:

Delivery:

Activity Date:

Phone Number