

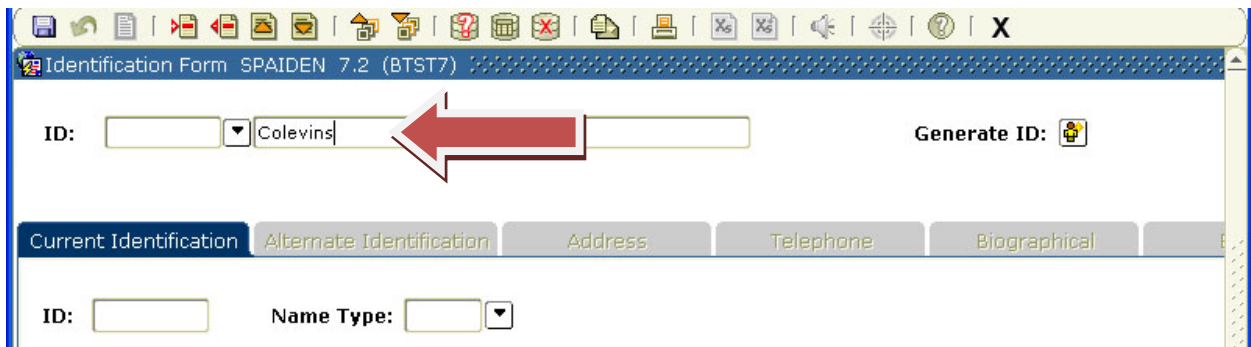
BANNER At UWG

HOW TO FIND A PERSON BY NAME

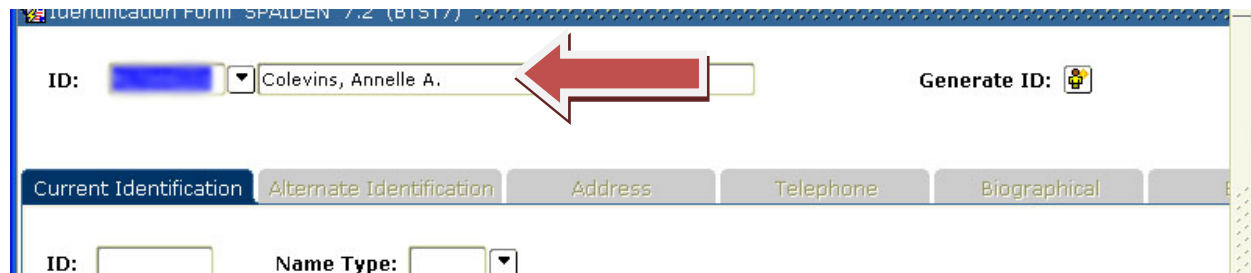
Name Field

You may search from the name field in a key block.

- The ID field must be blank when performing this search. Tab or enter to the name field. You can't click into it.
- Enter what you know of the name in the Name field. The format is "Last Name, First Name". A wildcard (%) should follow the characters used for the search.
- The search is performed when you press Enter.
- If there is only one match, the ID and name are returned automatically.



The screenshot shows the SPAIDEN 7.2 (BTST7) Identification Form. The 'Name' field is highlighted with a red arrow, containing the text 'Colevins'. The 'ID' field is empty. Below the form, there are tabs for 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', and 'Biographical'. The 'Name Type' dropdown is also visible.



The screenshot shows the SPAIDEN 7.2 (BTST7) Identification Form. The 'Name' field is highlighted with a red arrow, containing the text 'Colevins, Annelle A.'. The 'ID' field is highlighted in blue. Below the form, there are tabs for 'Current Identification', 'Alternate Identification', 'Address', 'Telephone', and 'Biographical'. The 'Name Type' dropdown is also visible.

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If multiple matches are found, the ID and Name Extended Search window appears.

Identification Form SPAIDEN 7.2 (BTST7)

ID: To%

Current Identification | Alternate Identification | Telephone | Biographical

ID and Name Extended Search SPAIDEN 7.2 (BTST7)

Search Results: 1021

Person Search Detail: Non-Person Search Detail:

Reduce Search By

Person Non-Person

Enter search criteria then press Execute Query or select button to reduce search.

City: SSN/SIN/TIN:

State or Province: Birth Date:

ZIP or Postal Code: Gender:

Name Type:

Press Enter Query or select button to clear search.

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 exiting the box and trying again. Use “Tok%” instead of just “To%”

ID and Name Extended Search SPAIDEN 7.2 (BTST7)

Search Results: 6

Person Search Detail: Non-Person Search Detail:

Reduce Search By

Person Non-Person Both

Enter search criteria then press Execute Query or select button to reduce search.

City: SSN/SIN/TIN:

State or Province: Birth Date:

ZIP or Postal Code: Gender:

Name Type:

Press Enter Query or select button to clear search.

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Selecting an ID and Name from the Drop-down List

The pull-down list, in the Search Results field, shows all matches for the entered criteria. Make your choice by clicking on a person. Processing returns to the form.

The screenshot displays the Banner system search interface. At the top, a dropdown menu is open, showing a list of search results including names and IDs such as Tokalac, Tokar, and Tokash. To the right of the dropdown is a "Generate ID:" button with a person icon. Below the dropdown is a search results field containing the number "6".

The main search form is titled "ID and Name Extended" and contains the following sections:

- Search Results:** A field containing the number "6".
- Person Search Detail:** A section with a person icon.
- Non-Person Search Detail:** A section with a person icon.
- Reduce Search By:** A section with three radio buttons: Person, Non-Person, and Both.
- Enter search criteria then press Execute Query or select button to reduce search.** A section with several input fields:
 - City: [Text Input]
 - State or Province: [Text Input] with a dropdown arrow.
 - ZIP or Postal Code: [Text Input] with a dropdown arrow.
 - Name Type: [Text Input] with a dropdown arrow.
 - SSN/SIN/TIN: [Text Input]
 - Birth Date: [Text Input]
 - Gender: [Text Input]
- Press Enter Query or select button to clear search.** A section with a refresh icon.