## Finding IDs Using SPAIDEN in INB

When looking for a student's ID, you will have more search options when using Internet Native Banner (INB) forms such as SPAIDEN. This will also work when you in the Key Block of other forms.

- 1. Open the form.
- 2. Hit the Enter or Return key to move to the second field.
- 3. Names are entered in the format "Last, First". These searches are not case sensitive.
- 4. Use the Wildcard "%" for the portion of the name you do not know. Here are some samples:

Enter	Results
mal%, s%	Everyone who's last name starts with Mal and first name starts with S.
%gren, %	Everyone who's last name's last four characters are "gren" with any first name
%, %an	Everyone who's first name ends with "an"
green, %	Everyone who's last name is Green
green%, %	Everyone who's last name is Green or starts with Green

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🧑 Ge	ener	al Pe	rson	Ider	tific	ation	SPA	IDEN	8.2	(PR	DD)	200	200	200	ж	
		Hit	Enter/	/Retu	ırn to	Mov	e to ne	ext Fie	ld							
ID	v: [			]•	)[gre	en%,	%									

- 5. Hit the enter key to execute the search.
- 6. The ID and Name Extended Search window pops up. Count shows 689 hits that match the search criteria.

Person Search Detail and Non-Person Search	ID and Name Extended Search   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
<u>Detail</u> buttons will display a list of all of	Person Search Detail: 📓 Non-Person Search Detail: 📓 Reduce Search By
the hits. The lists	OPerson ONOn-Person
include IDs, Last	Enter search criteria then press Execute Query or select button to reduce search.
Names, First Names, Middle Names, and Dates of Birth. Selecting the Detail closes the Extended	City: SSN/SIN/TIN:   State or Province: Image: Constant Cons
Search box.	Press Enter Query or select button to clear search.

 Clicking on the <u>Results</u> down arrow displays a list of all matches in alphabetic order, eight names at a time. The display contains last name, first name and ID #. The sample to the right has been alerted to obscure identities.

Green, water som store at the	_
Green, Witter Williams	
Green,YMM的分子和数据的数字	
Green, Yang gang gang gang gang gang gang gang	
Green,乙酰氨酸盐酸氢酸氢	7
Greenan, J‱沒總本經證驗	
Greenawalt, J築線為設備調整	
Greenawalt, JAANSKA AND AND AND AND AND AND AND AND AND AN	•

- 8. Note the indented name. It is an alternate name and/or id # for the out-dented person listed above. Always use the out-dented name and ID.
- 9. To select from this list, simply double click on the name.
- 10. When your initial results in a long list of names, 689 in the example, it easier to use the other criteria in the pop-up window to narrow down the list.

🙀 ID and Name Extended :	Search 10000000000000								
Results:		•	Person/f	Non-Person Co	ount: 689				
Person Search Detai	I: 🚞	Non-P	erson Sea	rch Detail: 📔					
Reduce Search By									
Person	O Non-Pers	ion		Both					
Enter Query Button: Enter search criteria then press Execute Query or select button to reduce search.									
City:	Mountain View	SSN/	SIN/TIN:						
State or Province:	CA 💌	Birth	Date:						
ZIP or Postal Code:	94040	Gend	er:	F					
Name Type:				_					
Press Enter Query or s	select button to clear sea	rch.		Roll back Bu	tton:				
					_				

- 11. In the example above we know that we are looking for a Person who is female and lives in Mountain View, California. (A Non-Person is a business.)
- 12. To execute the search click on the <u>Enter Query</u> button on the right of the window.
- 13. Using a Wildcard you can query on a portion of a Social Security number. For example "%1234" would look for an SS# that ends in 1234. You have not asked the student for his/her Social Security number, but are able to validate against it. This form contains the field where the Social security number is stored, but it is masked so that most users can not see it. Some users, based on permissions, can see the last four digits only.
- 14. Clicking on the correct name will close the pop-up window and display the Id and name in the key block of the form.
- 15. To view the student's information select "Next Block".

