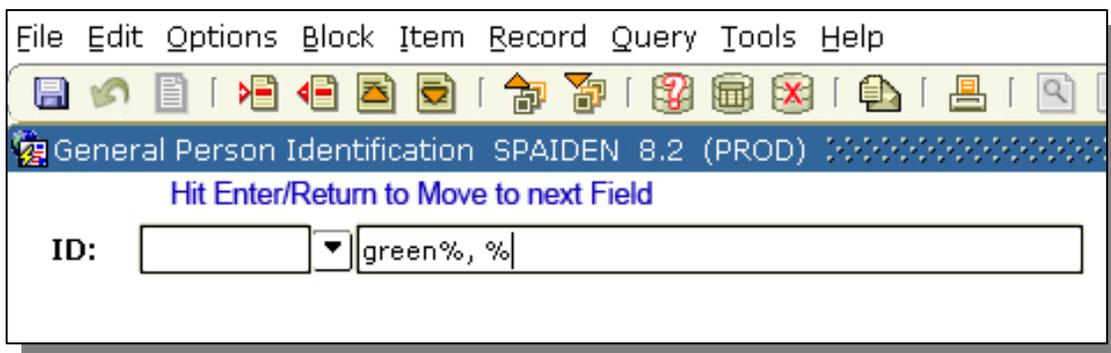


Finding IDs Using SPAIDEN in INB

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:

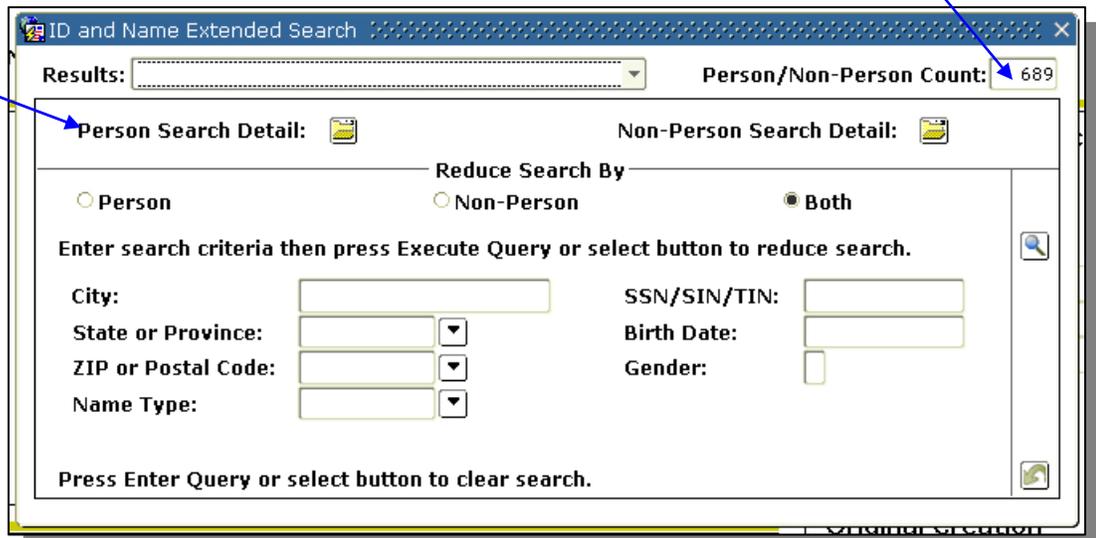
Enter	Results
mal%, s%	Everyone who's last name starts with Mal and first name starts with S.
%gren, %	Everyone who's last name's last four characters are "gren" with any first name
%, %an	Everyone who's first name ends with "an"
green, %	Everyone who's last name is Green
green%, %	Everyone who's last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



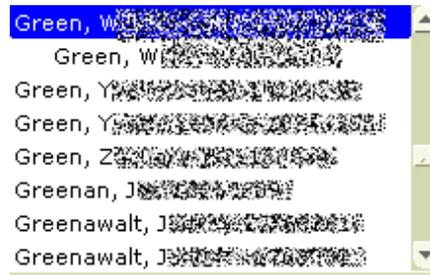
5. Hit the enter key to execute the search.
6. The ID and Name Extended Search window pops up. Count shows 689 hits that match the search criteria.

Person Search Detail and Non-Person Search

Detail buttons will display a list of all of the hits. The lists include IDs, Last Names, First Names, Middle Names, and Dates of Birth. Selecting the Detail closes the Extended Search box.



7. Clicking on the Results 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.
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.



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 Enter Query 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".

Next Block
 Fast - Select Block Menu, click on Next
 Faster - Click on Next Block Icon:
 Fastest - CTRL + Page Down **or**
 Alt B then Alt N (selects menu then item)