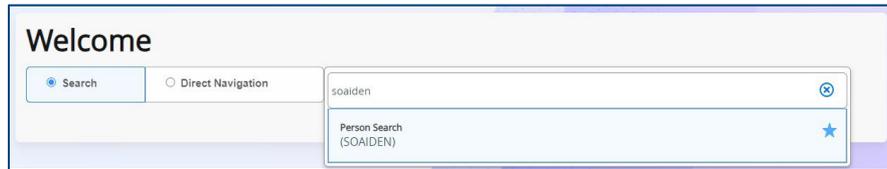


How to use SOAIDEN – Person Search Screen

SOAIDEN in Banner can be used to search for student details such as student number or name.

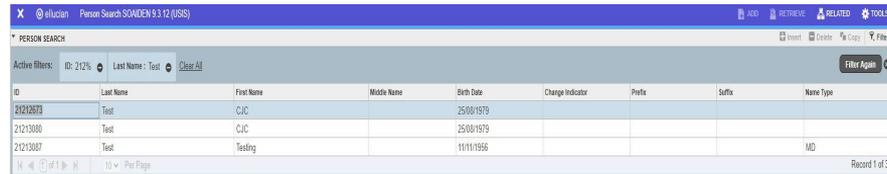
- Log into Banner.
- Type **SOAIDEN** into the Welcome field and hit the return key.
Tip! Click the star to save it as a Favourite.
- Use the **search fields** to enter your information e.g. a partial ID number or a last name and **press Go or F8**.
Tip! You can use % as a wildcard e.g. 232% or Sm%th.
- The relevant results will be displayed.
- If you need to refine or change your search, just click on **Filter Again** to enter new information.



The image shows the Banner 'Welcome' screen. There is a search bar with a 'Search' button and a 'Direct Navigation' radio button. The search bar contains the text 'soaiden'. Below the search bar, there is a dropdown menu with the text 'Person Search (SOAIDEN)' and a star icon to its right.



The image shows the Banner 'PERSON SEARCH' screen. The search filters are: ID: 212%, Last Name: Sm%th, First Name: (empty), Middle Name: (empty), Change Indicator: (empty). There is an 'Add Another Field...' button. Below the filters is a table with columns: ID, Last Name, First Name, Middle Name, Birth Date, Change Indicator, Prefix, Suffix, Name Type. The table shows one row with ID 21213007, Last Name Test, First Name CJC, Middle Name (empty), Birth Date 25/08/1979, Change Indicator (empty), Prefix (empty), Suffix (empty), Name Type (empty). There is a 'Clear All' button and a 'Go' button.



The image shows the Banner 'PERSON SEARCH' screen with search results. The active filters are: ID: 212%, Last Name: Test, Clear All. There is a 'Filter Again' button. Below the filters is a table with columns: ID, Last Name, First Name, Middle Name, Birth Date, Change Indicator, Prefix, Suffix, Name Type. The table shows three rows: 21212873, Test, CJC, (empty), 25/08/1979; 21213000, Test, CJC, (empty), 25/08/1979; 21213007, Test, Testing, (empty), 11/11/1956, (empty), (empty), MD. There is a 'Filter Again' button and a 'Go' button.