

Performing a Person Search using Banner 7.x

HOW DO I SEARCH IN BANNER?

1. At the General Menu Application Form GUAGMNU, where it says 'Go To...' type: **GUASYST**
GUASYST is the System Identification Form. It is used to display the Banner modules where this ID has a record.
2. Click on the down arrow at the end of the ID field and select Alternate ID Search GUIALTI or hit F3.

Note: Some forms do not have GUIALTI as an option from the down arrow menu, i.e. APAIDEN. In this case, you need to go to GUIALTI from the General Menu. Also, some forms do not use the F3 function key to access GUIALTI, i.e. SPAIDEN uses F4.

3. The GUIALTI form will open. **Perform your search!**


IMPORTANT: If you have performed a search based solely on SSN and the search returned nothing, please **do not assume the person is not in the database!** You MUST also perform a NAME search.

WHAT IS A NAME SEARCH?

- A name search is a way to search Banner to find the ID# of someone who may or may not have a record in the system.
- It is a way to identify if a person has multiple IDs within the system.

**** Be careful when searching on first names that could be nicknames.*

HOW DO YOU PERFORM A NAME SEARCH?

1. Perform steps 1-3 above
2. Tab to the Last Name field
3. Type a % symbol, the first 2 letters of the last name, a % symbol, then the last 2 letters of the person's last name, and a % symbol
4. Tab to the First Name field
5. Type the first 3 letters of the person's first name and then a % (**you may change this depending on the name – see Thomas McManus example and Gotcha's on last page**)
6. Make sure 'Case Insensitive Query' is selected
7. Then click **F8** to execute the query or click the 11th icon from the left on the tool bar [note: if you put the cursor over the icon it should say 'Execute Query']. Execute Query icon looks like: 

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(**Note:** You must select the record that does **NOT** have 'I' or 'N' in the Change column, which indicates either a Name or ID change.)

11. Now you should be at the GUASYST form

12. GUASYST shows all the Banner modules for which this person has a record, indicated by a checkmark.

You can run the same search process in any other Banner form that is ID driven (for example, SPAIDEN, APAIDEN, SPAPERS, SRARECR, RPAAWRD, APACONS, SGASTDN, etc.)

Example: For Brian Moseley, the following will appear in GUASYST:

The screenshot shows the Oracle Developer Forms Runtime - Web interface for the GUASYST 7.0 (TRNG7) form. The search criteria are ID: A00010101 and Name: Brian Moseley. The results are displayed in a table format with columns for different Banner modules and their sub-modules. The 'STUDENT' column is checked, while all other columns are unchecked.

STUDENT	HUMAN RESOURCE	ADVANCEMENT	FINANCIAL AID	FINANCE	ACCOUNTS RECEIVABLE
<input checked="" type="checkbox"/> Recruiting	<input type="checkbox"/> Applicant	<input type="checkbox"/> Constituent	<input type="checkbox"/> Applicant	<input type="checkbox"/> Agency	<input type="checkbox"/> Accounts Receivable
<input type="checkbox"/> Admissions	<input type="checkbox"/> Employee	<input type="checkbox"/> Organization		<input type="checkbox"/> Bank	
<input type="checkbox"/> Transfer Work	<input type="checkbox"/> Beneficiary			<input type="checkbox"/> Customer	
<input type="checkbox"/> General Student	<input type="checkbox"/> Cobra Person			<input type="checkbox"/> Employee	
<input type="checkbox"/> Registration				<input type="checkbox"/> Financial Manager	
<input type="checkbox"/> Housing				<input type="checkbox"/> Vendor	
<input type="checkbox"/> Faculty					

ERROR Invalid function; press SHOW KEYS for valid functions.
Record: 1/1 | ... | <OSC>

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WHAT ARE SOME GOTCHA'S IN PERFORMING A PERSON SEARCH?

- Nicknames - Tom vs. Thomas
- Different Spellings - Robin vs. Robyn and Brian vs. Bryan
- Maiden Names – Castaldo vs. Castaldo/Schulze
- If you have performed a search based solely on SSN and the search returned nothing, please do not assume the person is not in the database! You MUST also perform a NAME search.