Person Search Options in Banner

Note: The search features can be used on any form that has an ID/name field in the Key Block. Several search options exist. These methods are not case sensitive. You do not need to capitalize the first letter of a name.)

1. **ID Field Search:** In the key block, enter the 9 digit ID number in the ID field and hit **Enter**. The ID number may be the student’s IPFW ID, the Purdue ID, or the social security number (SSN). Do a quick check of the name field to confirm you have intended person.

   ![](image1.png)

   **ID:**

2. **Name Field Search:** In the key block, tab one position to the right of the ID field and enter the name (or a portion of the name with the % wildcard) in the Name field. For example, type in “br%, a%” and hit **Enter**. This will return persons whose current or former last name begins with “Br” and first name begins with “A”. Click on the drop down arrow to see a listing of names. Highlight the desired person and click once on a person’s name to select. (Note: In the listing of names, the information to the left is the current name with the IPFW ID. Indented information is former names and other ID’s.)

   If there is only one match, the ID and name will be automatically filled in the key block.

![Image 2](image2.png)
3. **Alternate ID Search.** In the key block, click on the **Search Arrow** icon between the ID and Name fields.

Click on **Alternate ID Search**, which takes you to the GUIALT form.

Tab to the column(s) you wish to use and enter any combination of the SSN, ID, last name, first name, middle name and/or the birth date (or a portion of the field with the wildcard %). For example, type in “%4925” in the SSN/SIN/TIN field, “br%” in the last name field and “a%” in the first name field, then click on the **Execute Query** icon (or hit F8).
This will return the names of persons whose SSN ends in “4925, current or former last name begins with “Br” and first name begins with “A”. Highlight the desired person’s row, and double click to select and fill in the key block.

Note: The SSN/SIN/TIN field and ID field are not interchangeable. If you are searching with the SSN, enter the numbers in the SSN/SIN/TIN field. If you are searching with the IPFW ID or the Purdue ID, enter the numbers in the ID field.

To start a new query, click on the Enter Query icon (or hit F7).

**** Important! Don’t forget the % Wildcard! ****
Looking for student data and don’t have the complete ID number or spelling of a name? Use the percent sign (%). It stands for any number of unknown characters. The % wildcard can be used in any position and can be used multiple times. If too many results are returned, add additional numbers or letters to try to narrow the search. Even one additional character can significantly change the results.

Examples:

sm%th, m%t% - This will return persons whose current or former last name begins with “Sm” and ends with “th”, and first name begins with “M” and includes a “t”.

900%48 – This will return persons whose ID begins with “900” and ends with “48”.