BANNER BASICS

To perform a name search in Banner:

1. Open the form SPAIDEN. You can perform the search in two ways:
   a. Press Tab, and then enter the last name, a comma, part of first name, and a % . Note: “%” can be used as a wildcard to for a more accurate search.
   Or,
   b. If you know the person’s ID number, enter the number in the ID: field in the key block. Press Tab.

   If the person already has a record in our database, their ID number and full name will be displayed.
   If the person does not have a record in our database, the error “Error Name is invalid” appears in the Auto Help Line at bottom of screen.

2. Click or press Ctrl + Page Down (Next Block). Their name will appear in the name fields. Click on the Address tab to get address information. You can view all addresses by clicking on the scroll bar to the right.
3. If the **Inactivate Address** box is checked, it means that this particular address is no longer active.

4. Click on the **Email** tab to find the email address.

![Screenshot of email tab](image)

Click **X** or **Alt** + **F4** to exit or to search for another name click **Esc** to return to the key block.

**To look up application information/status/school applicant is applying to:**

1. Open up the form **SAAADMS**. Then, perform a search by doing one of the following:
   a. Press **TAB**, and then enter the last name, a comma, part of first name, and a % . **Note:** “%” can be used as a wildcard to for a more accurate search.
   **Or,**
   b. If you know the person’s ID number, enter the number in the **ID:** field in the key block. Press **TAB**.
2. Click  or press (Next Block). The fields will fill in if the person has an application. If no information fills in, then there is no application for that person.

**Entry Term** shows the term/year the person applied to.

**Application Decision** shows will show the decision code.

AC= Accept; DP or DW= Deposit (enrolled); NC = Not coming (cancelled)

The **Curricula Summary – Primary** block shows the Language School they applied to.

The **Contacts, Cohorts, Attributes** tab will show all attributes (KWD, HBCU, FBI, etc.) for the applicant in the **Attributes** block.
<table>
<thead>
<tr>
<th>Contact Type</th>
<th>Description</th>
<th>Contact Date</th>
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<td>Web</td>
<td>18-Sep-2006 10:27:47 AM</td>
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<table>
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<th>Description</th>
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<td></td>
<td>21-Sep-2007</td>
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<table>
<thead>
<tr>
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<th>Description</th>
<th>Activity Date</th>
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<tbody>
<tr>
<td>Client</td>
<td>LG - FEI</td>
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FRM-40480: Transaction complete: 1 records applied and saved.
Record 1/1 | | | | <ESC>