

BANNER BASICS

To perform a name search in Banner:

1. Open the form **SPAIDEN**. You can perform the search in two ways:

- Press , 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,

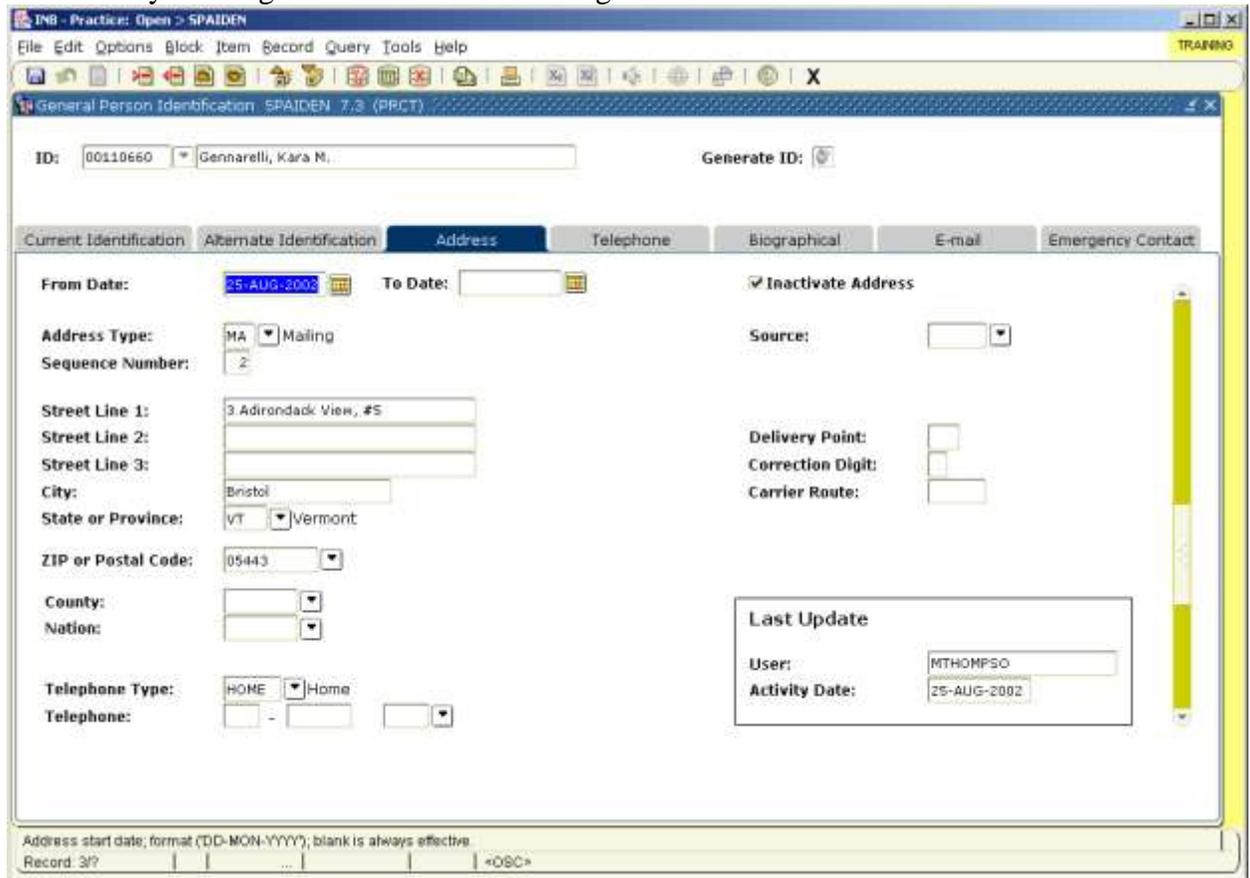
- If you know the person’s ID number, enter the number in the **ID:** field in the key block.

Press .

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.

- Click  or press  +  (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.

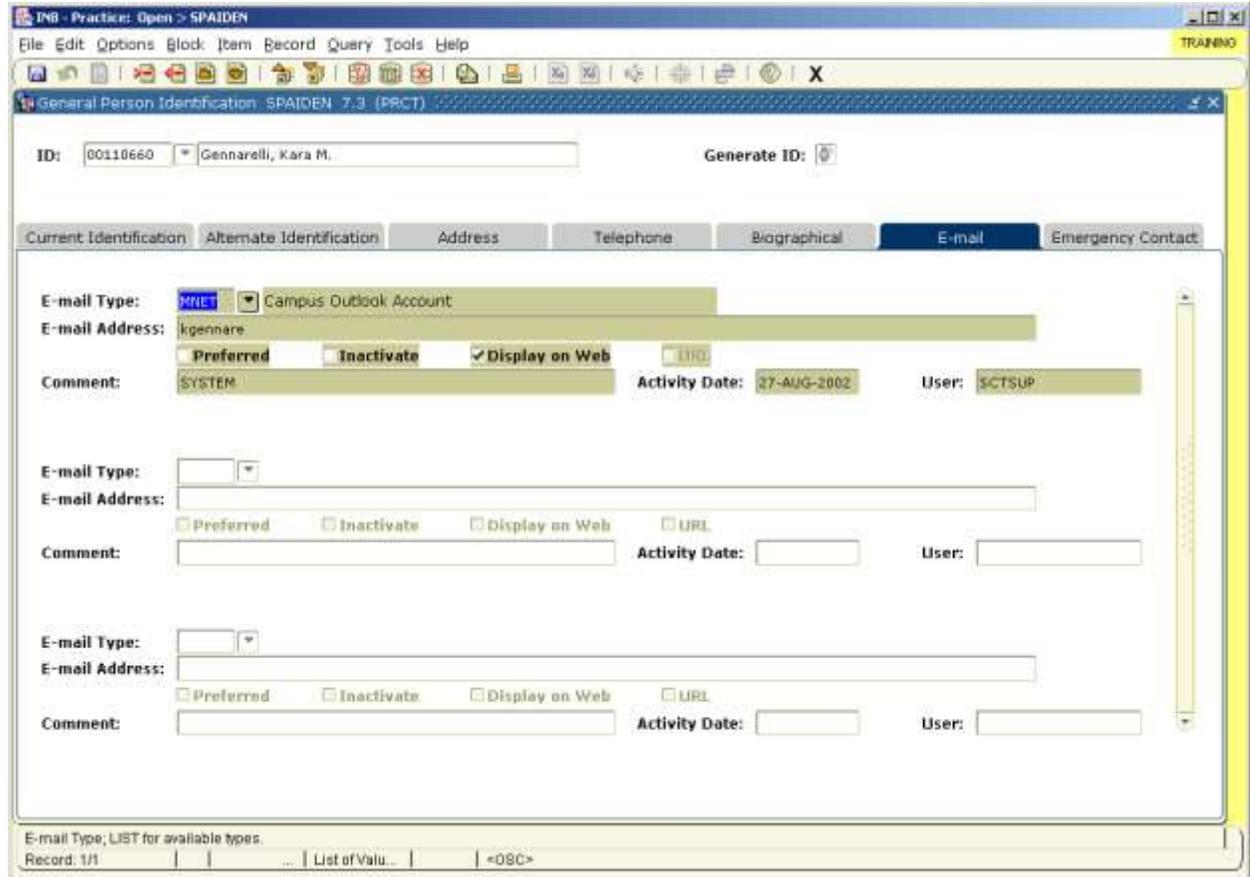


The screenshot shows the SPAIDEN form with the following data:

- ID: 00110660
- Name: Gennarelli, Kara N.
- Address Type: MA Mailing
- Sequence Number: 2
- Street Line 1: 3 Adirondack View, #5
- City: Bristol
- State or Province: VT Vermont
- ZIP or Postal Code: 05443
- Telephone Type: HOME Home
- Inactivate Address:
- Source: [Empty]
- Delivery Point: [Empty]
- Correction Digit: [Empty]
- Carrier Route: [Empty]
- Last Update: User: MTHOMPSON, Activity Date: 26-AUG-2002

Footer: Address start date; format (DD-MON-YYYY); blank is always effective. Record: 3/7

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 If the **Inactivate Address** box is checked, it means that this particular address is no longer active.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.

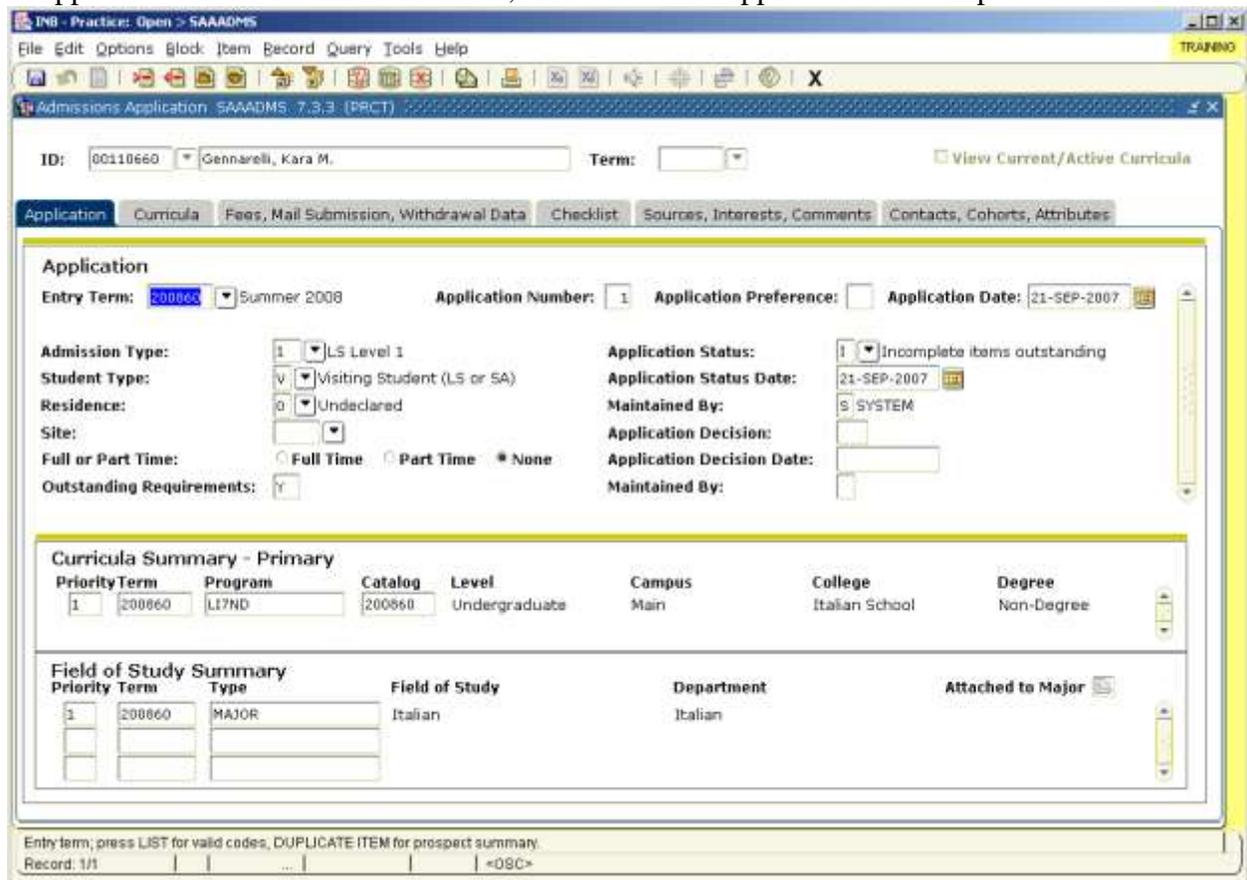


Click  or  +  to exit or to search for another name click  to return to the key block.

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 , 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 .

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.



The screenshot shows the SAAADMS application interface. The main window displays the following information:

Application Details:

- Entry Term: 200860 (Summer 2008)
- Application Number: 1
- Application Preference:
- Application Date: 21-SEP-2007
- Admission Type: 1 (LS Level 1)
- Student Type: v (Visiting Student (LS or SA))
- Residence: 0 (Undeclared)
- Site:
- Full or Part Time: Full Time Part Time None
- Outstanding Requirements:
- Application Status: 1 (Incomplete items outstanding)
- Application Status Date: 21-SEP-2007
- Maintained By: S SYSTEM
- Application Decision:
- Application Decision Date:
- Maintained By:

Curricula Summary - Primary

Priority	Term	Program	Catalog	Level	Campus	College	Degree
1	200860	LI7ND	200860	Undergraduate	Main	Italian School	Non-Degree

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	200860	MAJOR	Italian	Italian	<input type="checkbox"/>

Entry term; press LIST for valid codes, DUPLICATE ITEM for prospect summary.
Record: 1/1 | ... | <08C>

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.

INB - Practice: Open > SAAADMS

File Edit Options Block Item Record Query Tools Help

Admissions Application SAAADMS 7.3.3 (PRCT)

ID: 00110660 Gennarelli, Kara M. Term: View Current/Active Curricula

Application Curricula Fees, Mail Submission, Withdrawal Data Checklist Sources, Interests, Comments **Contacts, Cohorts, Attributes**

Contact Type	Description	Contact Date
WEB	Web	19-JUL-2007 01:26:08 PM
WEB	Web	18-SEP-2006 10:27:47 AM
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>

Cohort	Description	Activity Date
<input type="text"/>		21-SEP-2007
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>

Attribute	Description	Activity Date
FBI	LS - FBI	21-SEP-2007
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>
<input type="text"/>		<input type="text"/>

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1 | ... | <OSC>