

**SOADDRQ  
Address Summary**

This form lists the all addresses on file for the selected student. You must enter the student's BID (Banner ID). If you do not know the BID enter the student's last name. If you wish to enter the student's first name also, you must put a comma between the two names. Hit Enter. You will get a drop down list of all the students who meet the criteria you entered. If there is only one, the info will be filled in at the top of the screen. Click on Next Block or Ctrl+PgDn.

If an address is no longer valid, the Inactive box will be checked.

The screenshot shows the SOADDRQ Address Summary form. At the top, there is an 'ID:' field with a callout box 'ENTER BID' pointing to the first part of the field and 'ENTER LAST NAME/FIRST NAME' pointing to the second part. Below this is a yellow horizontal line. The form displays three address entries, each with a callout box 'ALL ADDRESSES ON FILE' pointing to the 'Source' dropdown menu.

Address Type	Sequence Number	Source	Street Line 1	Street Line 2	Street Line 3	City	State or Province	Nation	From Date	To Date	ZIP or Postal Code	Inactive
FA	1		Lidell			Buffalo	NY		27-JUN-2007		14212	<input checked="" type="checkbox"/>
PR	2		1300 Elmwood Ave. Moore E			Buffalo	NY		27-DEC-2007		14222	<input type="checkbox"/>
RH	1	RH	Moore Complex Stage IX E			Buffalo	NY		20-JAN-2008	10-MAY-2008	14222	<input type="checkbox"/>