

PERSON SEARCH DETAIL SCREEN (SOAIDNS)

Use the SOAIDNS form to access general student information including address information, phone numbers, Banner ID (BID), date of birth, and academic program information. This form is a view only form.

IMPORTANT: THIS FORM IS CASE SENSITIVE. FIRST LETTERS OF FIRST AND LAST NAMES MUST BE CAPITALIZED.

1. Open the SOAIDNS form and enter the criteria to search for a student. Enter the entire last name and the first name if you know it. If the last name is uncommon you can just enter the last name. If you are not sure of the spelling or only know part of the name, the percent sign (%) can be used as a wildcard to replace the part of the name you do not know.

Examples:

- ▶ If you know the last name begins with Jon but do not know the rest of the name, enter Jon% in the name field.
 - ▶ If you know the last name begins with Jon and the first name is Mary, enter Jon% in the last name field and Mary in the first name field.
 - ▶ If you enter the last name and you know that it is correct but you do not find the student when you execute your query, put % at the end of the last name. There may be a suffix for the student such as Sr., Jr., or II. Entering % after the last name will find students with name suffixes.
2. Perform a Query function to find the student by clicking on the Execute Query Button or the F8 function key.

SOAIDNS FORM

- Results of the query are displayed. Use the scroll bar on the right side of the result window to move between records if more than one record is returned by your query.

Person Search Detail SOAIDNS 7.3.2 (PROD) **QUERY RESULTS** **SCROLL BAR**

ID	Last Name	First Name	Middle Name	Birth Date	Gender	Change Indicator	Soundex Search
B00557829	Student	Samartha	A.	01-MAY-1987	F	N	Soundex: Last Name First Name
B00557829	Student	Samartha		01-MAY-1987	F	N	
B00557797	Student	Sandy	Melanie	12-DEC-1912	N		

Address Details

Type	Street	City	State or Province	ZIP or Postal Code	Telephone	From Date	To Date	Inactive Indicator
PR	1300 Elmwood Ave.	BUFFALO	NY	14222	716 8794000	04-APR-2007		

General Learner

Term	Status	Residence	Class	Full or Part Time	Active Date
200730	Active	Resident	Graduate		09-APR-2007

Registration Terms

Term
200810 Spring 2008 Semester

Curricula Summary - Primary

Priority	Term	Program	Catalog	Student Type: Level	Campus	Rate: College	Degree
1	200730	MS-ED	200730	Graduate		School of Education	Master of Science

Admission Type: Admission Term: 200730 **Matriculation Term:**

Field of Study Summary

Priority	Term	Type	Field of Study	Department	Attached to Major
1	200730	MAJOR	Adult Education	Educational Foundations	

ACADEMIC INFORMATION **ADDRESS INFORMATION BLOCK**

SOAIDNS QUERY RESULTS

- Information on the SOAIDNS form

- ▶ First block contains BID, First and Last Name, Date of Birth and Gender
- ▶ Second block contains Address, Telephone Number(s) including dates, and Inactive Indicator.
- ▶ Third block contains General Learner information and Registration Terms
- ▶ Fourth block contains Major and Degree information.