

Banner 9 – General Person Identification (SPAIDEN) / Person Search (SOAIDEN) / Common Matching Entry (GOAMTCH) [Create As New/ Generate ID Number]

Search for “SPAIDEN” using either “Search...” on the home screen or the upper left corner magnifying glass.



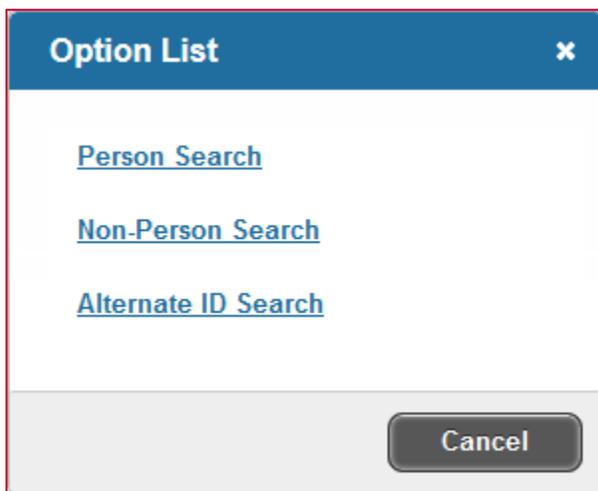
The screenshot shows the SPAIDEN application interface. At the top, there is a navigation bar with a search icon, a user profile icon, and a "Sign Out" button. Below the navigation bar, the main header displays "General Person Identification SPAIDEN 9.3.3 (RACT)". The main content area features an "ID:" label followed by a text input field and a dropdown menu with a plus sign. A green "Go" button is positioned to the right of the input field. Below the input field, a grey box contains the text: "Get Started: Fill out the fields above and press Go."

If you know the ID enter it in the “ID” field and click “Go” (then skip to page 5 of this training) You can also enter a student’s Social Security Number (SSN), no spaces or dashes. If the student is in the system their ID number will automatically populate and you can click “Go” (then skip to page 5 of this training).

If you need to generate the ID using a Social Security Number (SSN) skip to page 3 of this training.

NOTE: You can type “Enter” in the “ID” field and generate a name field if you know the student’s name: *Last, First*

If you need to look up the student click the “...” next to the “ID” field.



The screenshot shows a dialog box titled "Option List" with a close button (X) in the top right corner. The dialog box contains three options, each underlined and blue: "Person Search", "Non-Person Search", and "Alternate ID Search". At the bottom right of the dialog box, there is a grey "Cancel" button.

A box will pop up like above, click “Person Search” and SOAIDEN will open.

NOTE: Some personal identifying information, including ID Number, has been redacted.

Person Search SOAIDEN 9.3.5 (RACT)

ADD RETRIEVE RELATED TOOLS

PERSON SEARCH

Enter a query; press F8 to execute.

Add Another Field ...

Clear All Go

Case Insensitive Query Case Sensitive Query

Click the drop down arrow for “Add Another Field...” and select a search field. Then enter the information you have to use in the search. Fields include: ID, last name, first name, middle name, change indicator, and name type.

Add as many fields as needed and click “Go”

Person Search SOAIDEN 9.3.5 (RACT)

ADD RETRIEVE RELATED TOOLS

PERSON SEARCH

Insert Delete Copy Filter

Filter Again

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix
		Alexander	R		ID Change		
		Alicia	Ann		Name Change	Mrs	
		Alicia	M				
		Allison	D				
		Allyson	M				
		Alyssa	J				
		Alyssa	Marie				
		Alyssa	Marie		ID Change		
		Alyssa	N				
		Alyssa	N				
		Amanda	N		Name Change	Mrs	
		Amanda	T				
		Amanda					
		Amber	D				
		Amber	S		Name Change	Ms	
		Amber	Star		Name Change	Ms	
		Amber	Star			Ms	
		Amy	M				
		Amy	Michelle				
		Amy	R				

2 of 37 | 20 Per Page | Record 25 of 738

Case Insensitive Query Case Sensitive Query

CANCEL SELECT

To select a result you can double click the ID or highlight it and click “Select” on the bottom right.

Once the ID number has been entered on SPAIDEN click “Go” (then skip to page 5 of this training)

NOTE: Some personal identifying information, including ID Number, has been redacted.

If you enter a student's SSN in SPAIDEN and a match isn't found the screen will automatically change to GOAMTCH. Click the plus sign next to the "ID" field and an ID number will be generated, changing the SSN to "GENERATED".



Click "Go" and GOAMTCH entry form will open. Enter the student's information (name, SSN, date of birth (DOB), etc.).

A screenshot of the GOAMTCH entry form. The top navigation bar includes 'Astate-RACT (banner-test/xs-dev1)', 'Sign Out', and a search icon. The main header shows 'Common Matching Entry GOAMTCH 9.3.3 (RACT)' and a 'Start Over' button. The form title is 'ID: GENERATED Matching Source: SAA_ONLINE Matching for online student process'. The 'DATA ENTRY' section contains various input fields: Last Name, First Name, Middle Name, Address Type (MA Mailing), Street Line 1-3, City, State or Province, ZIP or Postal Code, County, Nation, Non-Person Name, SSN/SIN/TIN, Birth Date (Day, Month, Year), Gender (Null), Telephone Type (MA Local Mailing), Telephone, E-mail Type, E-mail, Additional ID Type, and Additional ID. Action buttons include 'Duplicate Check', 'Select ID', 'Details', 'Update ID', 'View Comments', and 'Create New'. Below the form is a 'MATCH' section with a table showing 'ID', 'Matched Address', 'Name', and 'Telephone'. The bottom right corner has a 'SAVE' button.

NOTE: Some personal identifying information, including ID Number, has been redacted.

Once you've entered the information click "Duplicate Check" to be sure a duplicate doesn't exist. If there isn't a duplicate click "Save" on the bottom right. A pop-up will ask if you'd like to create as new. Click "Yes"

The screenshot shows the Astate-RACT interface. At the top, the breadcrumb is 'Astate-RACT (banner-test/xe-ss-dev1)'. Below it is a blue header bar for 'Common Matching Entry GOAMTCH 9.3.3 (RACT)'. The main content area shows 'ID: GENERATED' and 'Matching Source: SAA_ONLINE Matching for online student process'. A 'DATA ENTRY' section has fields for 'Last Name' and 'Nation'. A light blue pop-up banner is overlaid on the right, containing an information icon, the text 'Banner', and 'No matches found, create as new?'. At the bottom of the pop-up are 'Yes' and 'No' buttons.

Another pop-up will tell you the ID number generated, as well as what records were created.

In the example below, only name, SSN, and DOB were entered so the other record creations "failed" or were not created. Make sure a record was created for every piece of information you entered.

The screenshot shows the Astate-RACT interface. The breadcrumb is 'Astate-RACT (banner-test/xe-ss-dev1)'. The header bar is 'Common Matching Entry GOAMTCH 9.3.3 (RACT)'. The main content area shows 'ID: GENERATED' and 'Matching Source: SAA_ONLINE Matching for online student process'. A 'DATA ENTRY' section has fields for 'Last Name', 'First Name' (containing 'Allyson'), and 'Non-Person Name'. A yellow pop-up banner is overlaid on the right, containing a warning icon, the text 'New ID Created', and details: 'Generated ID: 5 3. Identification record created. Biographical record created; Address record create failed. Telephone record not created. E-mail record not created. Additional ID not created.' At the bottom of the pop-up is an 'OK' button.

Click "OK" on the pop-up and you'll be directed back to SPAIDEN with the new ID automatically populated. Click "GO"

The screenshot shows the Astate-RACT interface. The breadcrumb is 'Astate-RACT (banner-test/xe-ss-dev1)'. The header bar is 'General Person Identification SPAIDEN 9.3.3 (RACT)'. The main content area shows the 'ID' field populated with '5 3' and a plus sign button. Below the ID field is the text ', Allyson'. A green 'Go' button is located on the right side of the form. At the bottom, there is a grey box with the text 'Get Started: Fill out the fields above and press Go.'

NOTE: Some personal identifying information, including ID Number, has been redacted.

SPAIDEN Information will open after clicking “GO”

General Person Identification SPAIDEN 9.3.3 (RACT)

ID: , Allyson M. Start Over

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

IDENTIFICATION Insert Delete Copy Filter

ID Name Type Legal Name

PERSON Insert Delete Copy Filter

Last Name Prefix
First Name Suffix
Middle Name Preferred First Name
Full Legal Name

NON-PERSON Insert Delete Copy Filter

Name

ID AND NAME SOURCE Insert Delete Copy Filter

Last Update

Origin

Original Creation

User Create Date

Activity Date 07/31/2016 04:05:03 PM Activity User LWEST SAVE

Navigate the tabs using the arrow buttons on the bottom left, or click the tab you want to view.

After editing a field click “Save” on the bottom right to save the changes.

To look up a different student’s information, click “Start Over” on the upper right.

NOTE: Some personal identifying information, including ID Number, has been redacted.