



## BANNER TIPS AND TRICKS

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### Productivity Tip

Have you ever wondered how to find a person or non-person (Organization or Business) or an ID in Banner if you don't know the entire name and how to spell it?

### Using Wildcards to Search in Banner

1. Make sure the **ID** field is blank.
2. Tab to the **Name** field (unlabeled field next to the **ID** field).
3. Enter a partial name. The format is last, first, middle with a comma between each part of the name. Spaces between each piece are optional. Characters can be upper or lower case. (You get the same results whether you enter upper or lower case letters.) Use the Oracle wildcard % to represent any number of unspecified characters.

#### **Examples:**

Enter *smith,J%* to search for all IDs with the last name "Smith" and first names that start with "J".

Enter *mag%,p%* to search for all IDs with last names that start with "Mag" and first names that start with "P".

Enter *Barbara* to search for all IDs with the first name "Barbara".

For all names that contain "ma", enter *%ma%*.

For all names that begin with "ma", enter *ma%*.

For all names that have "ma" as the last two characters, enter *%ma*.

For all entries such as ID numbers that have "m" as the second character, enter *\_m%*.

Another Oracle wildcard is the underscore ( *\_* ) and can be used to find names and IDs but is more used for name searches.

#### **Examples:**

The underscore ( *\_* ) represents one character but can be used multiple times as in *\_\_\_\_than* to see all names with four leading characters and ending in **than** such as Jonathan. The underscore was used 4 times as a substitute for **Jona** in Jonathan.

If you need to find an ID and knowing that all Meharry IDs start with M, do the following to find all IDs that end in 78. Begin the search with M and all underscores as place holders after the M for the next six places to find all IDs that end in the numbers 78 ( *M\_\_\_\_\_78* ). This scenario works for any type of search using the underscore wildcard.

4. Press Enter. If a match is found, the ID and name are returned to the form.