To Search for an Employee:
1. Key **POIIDEN** in the Go To box and press **Enter**.
2. Verify the Case Sensitive Query Switch is Yes or No. (Near bottom of screen)
3. **Key:** a partial ID, or Last Name, or First Name, or Middle Name of the desired employee.
   a. Replace the unknown part with wildcard characters. (% Percent sign). **See chart below.**
4. **Execute Query** (Enter or F8) to start the search.

<table>
<thead>
<tr>
<th>To get these name results</th>
<th>Enter these criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>McDonald or Mac Donald</td>
<td>m%c%don%</td>
</tr>
<tr>
<td>O’Connell (apostrophe), or O Connell (space), or Oconnel (no space)</td>
<td>o%con%</td>
</tr>
<tr>
<td>All Entities that contain ma (anywhere)</td>
<td>%ma%</td>
</tr>
<tr>
<td>All Entities that begin with ma</td>
<td>ma%</td>
</tr>
<tr>
<td>All Entities that end with ma</td>
<td>%ma</td>
</tr>
<tr>
<td>All Entities that have m as a second character</td>
<td>m%</td>
</tr>
<tr>
<td>Any company with Colonial in its name</td>
<td>%colonial%</td>
</tr>
</tbody>
</table>

Search for any and all abbreviations like St% for Saint, Fed%Ex% for Federal Express, or U%P%S% for United Parcel Service. Try searching with abbreviated words such as Equip% for Equipment, and Svc or Serv% for Service.

Enter a birth date if know, to further narrow the search results.
The Soundex Feature of Banner:
If the search did not retrieve the name, Banner can search the Human Resources Banner database for names that sound like the name you enter.

With the search results displayed, in the main menu bar, click **Options>Soundex on Last and/or First Names**.
1. If you are not sure of the correct spelling of a name, enter a Last Name, First Name or both, full or partial with a wild card (%) if necessary, that sounds like the name you want.
2. **Execute Query** (Enter or F8) to display all matches that sound like the one you entered.

To start a new query:
1. Click **Cancel Query** (Enter or Ctrl+Q) once, to cancel the query
2. Click **Enter Query** (Enter or F7) to start a new query.

**Change Indicator Field**
This screen displays any change history and type of change made to the current identification record of the employee. This field does NOT indicate a duplicate record!
Values can be:

- “N” = Name Change,
- “I” = ID Change,
- (Null or blank) = This is the current record.

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