How to Query Vendors, Grant Personnel, Financial Managers, and Agencies Using the Form FTIIDEN

- 1. Type **FTIIDEN** in the **Direct Access** field on the Main Menu and press **Enter**.
- 2. Select what you are searching for by checking off the box (*Example: Financial Managers*).

🇱 Entity Name/ID Sea			
□ [] Vendors □ Term Vendors	Grant PersonnelProposal Personnel	 Financial Managers Term Financial Managers 	□ Agencies □ All

- 3. Click on the **Next Bloc** icon **or** use **Ctrl-Page Down** if you prefer using your keyboard.
- 4. **Tab** to the **Last Name** field.
- Do a Search using the Wild Card symbol %. Remember that Banner is Case Sensitive. (*Example:* %Cayman%)

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6. Press the **F8** key or click on the **Execute Query** icon.

For **MORE INFORMATION** on this form see the Form Documentation