How to search for a person

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Overview

Use the Restricted ID Name Search Form (GVIFIDN) to search for a person using all or part of the person's name.

The following screen shot shows all fields in the top portion of GVIFIDN as you scroll horizontally.   Note that the first 2 matches are for the same person; this situation is described further in "Multiple records" on page 5.

Where 2 records exist for the same person, the alternate record has a grey background and "N" or "I" in Chg field

On the person's primary record, the Chg field is blank.

For future implementation

| Note |

Currently, all records matching your search criteria are accessible to you. In future implementations, all matches will be divided into two sections — those people whose records are accessible to you and those whose records are inaccessible, depending on your user profile.

For example, if you are an HR user, you will be able to see all matches to your search – employees in the top block and students on the bottom; however, you will only be able to access records for employees.

Conversely, ARR users will see all employee and student names that match the search criteria, but will only be able to access records for students.

In some cases, you may be able to access an inaccessible record if you already have enough information about the person to get an exact match.

The following screen shot shows the top and bottom portions of the form.

Results match your search and the records are accessible to you.

Currently, all records are accessible.

(For future implementation) Results match your search, but the records are not accessible to you, depending on your user profile.

Searching techniques

You can do a search using any field with the following conditions, but most typically using the person's last name and first name, if available.

• You cannot search by Birthdate.
• To search by Social Insurance Number (SIN), you must enter the complete SIN.

Depending on your purpose, you can widen or narrow your search.

If you …	And you want to …	You should …
Want to add a new person to the database	Ensure that no record already exists for that person	Widen the search by entering partial last and first names with wildcard character (%) Example: Enter %Bann% in **Last Name**
Know the person is already in the database	View the person's information	Narrow the search by entering as much of the name or ID as possible, or a complete SIN, if known

Wildcard characters

To widen the search to all possible spellings of the name, you can enter a partial name plus a wildcard (%). You can enter % in any position, at the beginning, middle or end of the search string.

See Examples of search results.

Multiple records

People can have multiple records in GVIFIDN. However, only one name or ID is considered to be the primary record; others are deemed to be alternate records.

Primary and alternate records

If …	Then …
The person's name has changed or been corrected	The most current name is considered the primary record; earlier versions are alternates.
The person has more than one ID	One ID number is deemed the primary ID and one the alternate.

Alternate records are linked to the corresponding primary records. If you accessed GVIFIDN from a calling form, even if you select the alternate name/ID, Banner always returns the primary name/ID to the calling form.

How to tell the difference

Here's how to distinguish easily between primary and alternate records in the list of search matches, as illustrated in the screen shot below:

• Background colour — any alternate (non-primary) entries have a grey background.

• **Chg** field indicator — an alternate entry contains an 'N' (for Name) or 'I' for 'ID' in the **Chg** field, indicating that a change has been made at some point; for a primary entry, the **Chg** field is blank.

PII Restricted ID Name Search [1.0] GVIFIDN 6.1.1 [1.3] (TBILD)

The alternate record has a grey background and "N" or "I" in Chg field

ID	Last Name	First Name	SIN/SSN		Chg	T
150110340	Martel	Chantal	123		N	
150110340	Martel	Chantal A	123			

On the person's primary record, the Chg field is blank.

Unlinked primary and alternate records

| Notes |

Alternate records should always be linked to the corresponding primary record. If you see more than one record for the same person with no indication of a link between the records — i.e., neither record has a grey background, and the **Chg** field is blank for both, you should take steps to correct the problem as follows:

Send an email to **idctl.isr@mcgill.ca** with the following information:

• ID 1 and ID 2

• Name(s) of person(s) associated with the IDs

• Comments (optional)

How to search for a person

Before you begin

To search for a person using GVIFIDN, you should know the person's:

• **McGill ID**, or

• **Last name**, or

• **Social insurance number**

You should also be familiar with the sections on Searching techniques and Multiple records in this document.

Access GVIFIDN

1   In a form such as GYAADDR, click [icon] beside the **ID** field

or

On the **Main Menu** enter GVIFIDN in **Go**.

When the GVIFIDN search form is displayed, you are automatically in query mode, and the cursor is in the **ID** field.

Perform a query

2   Enter at least one search criterion, such as the ID, or SIN, or Last Name, with or without wildcards.

> **Tip**   If you are not sure of the spelling, enter a partial name plus wildcard (%) to search for all possible spellings of the name. See Examples of search results.
>
> If you know the person already exists in the database, enter the full **Last** and **First Name,** or the complete **ID** or **SIN**, in order to narrow the search as much as possible.

3   To execute the query, click Execute Query [icon] or press F8.

All matches to your search criteria are displayed; if no matches were found, the **Autohint** line informs you.

For confidentiality, the SIN and Birthdate are partially masked unless you are authorized to view or create a person using GYAIDEN or PPAIDEN.

If the entry is for an alternate record, it has a grey background for easy visual recognition. See "Multiple records" on page 5.

For details on all fields, see "GVIFIDN field descriptions" on page 11.

4   Do any of the following:

If you wish to ...	Then ...
Retrieve the data for a selected person into the calling form (if you came from a calling form)	Double-click on the entry in the search list. Whether you select a primary or alternate entry for the person, Banner always displays the primary entry data in the calling form.
Clear the search list and begin a new query	Click Enter Query 🔲? or press F7.
Cancel the query and return to the calling form or the Main Menu	Click Cancel Query 🔲.
Exit GVIFIDN	Click Exit ✕.

Examples of search results

Results depend on how many letters of the name you enter, your use of wildcards or spaces, and whether you make your search case sensitive.

If you enter ...	Case Sensitive	The search will look for all records containing ...	Possible results
%Flint%	Y	"Flint"	Flint, Flintstone, Rubble-Flintstone
%lint%	Y	"lint"	Clinton, Flint, Flintstone, Rubble-Flintstone
%lint%	N	"lint" or "Lint"	Clinton, Flint, Flintstone, Rubble-Flintstone, Linton, Smith-Linton
%Lint%	Y	"Lint"	Linton, Smith-Linton, Linton-Smith, Lintzer
lint%	N	starting with 'lint" or "Lint"	Linton
lint%	Y	starting with "lint"	No results found
%Hélène%	N	Hélène	Helene, Hélène, Marie-Hélène, Marie-Helene, Anne-Hélène
%Hélène%	Y	Hélène	Marie-Hélène, Hélène, Anne-Hélène
%MacDonald%	Y	MacDonald	MacDonald, MacDonald-Smith
%MacDonald%	N	MacDonald	McDonald, McDonald, Macdonald, Mcdonald
%Ste. Marie%	Y	Ste. Marie	Ste. Marie
%Ste. Marie%	N	Ste. Marie	Ste. Marie, Sainte Marie, Ste-Marie, Sainte-Marie
%JonesSmith%	Y	JonesSmith	JonesSmith
%JonesSmith%	N	JonesSmith or Jones Smith	JonesSmith, Jones Smith, Jones-smith, Jones-Smith

Examples of search results

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If you enter ...	Case Sensitive	The search will look for all records containing ...	Possible results
SIN, such as 222111444	Y or N	The specified SIN	Primary record (and alternate, if any) for the person with this unique SIN
ID, such as 150999666	Y or N	The specified ID	A single record (whether alernate or primary) for the person with this unique ID

Frequently asked questions

If I see more than one record for the same person, how do I interpret that?

More than one record may exist for the same person, but the records must be linked, so that only one is the primary record. Read the section in this document on multiple records to understand primary and alternate records.

If multiple records are not linked, this probably means that a duplicate has been mistakenly created, which can cause confusion and problems.

In this case, send an email to **idctl.isr@mcgill.ca** with the following:

- ID 1
- ID 2
- Name(s) of person(s) associated with the IDs
- Comments (optional)

If I mistakenly create a new person / ID using the GYAIDEN form, how can I have the person and ID deleted from Banner?

To have the person deleted, send email to the same address as above, indicating the erroneous ID and associated name, with comments if necessary.

Related tasks and forms

Use this form ...	To do this ...
GUASYST (System Identification form)	View the role(s) of the person (i.e. a McGill student, employee, vendor, and so on)
GYAIDEN (Personal Information Form)	View and update person's vital statistics, or create a person in the Banner database.
GYAADDR (McGill Address Maintenance form)	View or update the person's address, phone number, or emergency contact information

GVIFIDN field descriptions

| | Note | None of the fields in this form is required, but you must enter at least one criterion to execute a query. You can perform a search on a combination of first and last names, or by **SIN** or **ID** number, if known. |

	Item	**Description**
	Top portion of form (Accessible Records)	
1	**ID**	McGill identification number of the person.
		To search by ID, enter the full ID number. See Examples of search results.
2	**Last, First, and Middle Names**	Enter as much of the last and first names as is known, or use wildcard characters to extend or narrow your search. For more information, see Searching techniques and Examples of search results.
3	**Birthdate**	Display-only field. You cannot search by Birthdate.
		When the search results are displayed, the birthdate is masked, for confidentiality.
4	**SIN**	Social insurance number of the person.
		To search by SIN, enter the full number. You cannot use a wildcard in a search by SIN.
		When the search results are displayed, the SIN Is always partially masked, for confidentiality.
5	**Chg**	Not recommended as a search criterion.
		When the search results are displayed:
		Blank - indicates this is the most current record and is associated with the primary ID.
		N or I - indicates either the name has been changed, or another ID exists for the person.
		Either entry indicates that this is alternate name or ID for the person, and a primary record exists under another name or ID. In the list of search matches, alternate entries have a grey background , so you can distinguish them at a glance.
		Note Double-clicking on any entry always displays the primary personal information in the calling form. See Multiple records for information about primary and alternate records.

	Item	Description
6	**Type**	The type of name (Birth, Legal, or Married) displayed in the current listing. The name type is defined on the GYAIDEN form.
7	**Case Sensitive Query?**	Choose Yes to make the search case-sensitive.

For item 7 continued:

If the default (No) is used:

- Upper and lower case are considered the same. i.e. there is no case sensitivity.
- Accented characters are treated as their non-accented counterparts, e,g, Melanie and Mélanie.
- Last names Mc and Mac are treated as equivalent, as are St , St-, Saint, Ste., and Sainte.
- Hyphens are ignored.

If you choose Yes, these spelling differences are considered by the search. See Examples of search results.

Bottom portion of form (Inaccessible Records)

	Item	Description
8	**All fields**	For future implementation only.