



How to view, modify or create a person



Overview

The Personal Information Form (GYAIDEN) allows users to add and maintain records of persons. Person records contain biographical data and other pieces of information that are the foundation of Banner.

The value of the data you enter

The record creation process is key to the functioning of all three Banner systems. Once you create a record of an applicant, a student, an employee, or another recognized Banner type, name, birth date, Social Insurance Number and gender information can no longer be updated on this form. Any changes to these fields must be made centrally by the Human Resources (HR) or Admissions Recruiting and Registrars (ARR) offices. As such, the type of information and the way it is entered must rigorously adhere to accepted Banner standards in order to permit efficient use of the Banner/Minerva system as a whole.

Required reading

Please read about these data-entry standards with some illustrative examples in the following downloadable document:

http://www.is.mcgill.ca/minerva/Documentation/data_entry_standards.pdf

Ensuring data is discrete

Whenever you set out to create a record in GYAIDEN, always execute a query to determine that the person does not already exist in the system. Duplicating records on Banner strongly affects ability of the database to function properly. Each person record created must be a single discrete entry. If not, users will not be certain which record to access or which record to modify, and at least the very least doubles the data-entry workload.

By querying for potential duplicates before creating a record, you protect against multiple records. If the person exists, then you can simply select the corresponding ID number to access the record. If the person does not exist, you can begin the process of creating a new record.

What to remember

- 1 Following data entry standards when using GYAIDEN allows Banner to function more efficiently.
- 2 Performing exhaustive queries to find potential duplicates on Banner ensures clear and precise data systems.

How to view and modify existing records



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- Accessing recorded information** 3 Enter GYAIDEN in the **Go To...** field on the **Main Menu** or choose the **Student FastTrack Menu > Registration FastTrack menu > Person Creation [GYAIDEN]**.

Personal Information Form GYAIDEN [1.9]

ID:

- 4 Enter the ID for the record you wish to view. (The name will automatically appear.)

Personal Information Form GYAIDEN [1.9]

ID:

- 5 **Next Block**  to Current Information.

Current Identification Alternate Identification Address Emergency Contact

ID: Name Type: Birth Name/Maiden Name SSN/SIN/TIN: Search by Perm Code:

Last Name: <input type="text" value="Williams"/>		
First Name: <input type="text" value="Sophie"/>		
Middle Name: <input type="text"/>		
Prefix: <input type="text" value="Ms"/>		
Suffix: <input type="text"/>		
Preferred First Name: <input type="text"/>		
Full Legal Name: <input type="text" value="Sophie Williams"/>		
Marital Status: <input type="text" value="S"/> <input type="text" value="Single"/>		
Birth Date: <input type="text" value="27-MAR-1986"/> <input type="button" value="Calendar"/>	Age: <input type="text" value="21"/>	
Gender: <input type="text" value="Female"/>		
<input type="checkbox"/> Deceased		
Deceased Date: <input type="text"/>	Age: <input type="text"/>	

ID and Name Source	
Last Update	
User: <input type="text" value="AVICTO"/>	
Activity Date: <input type="text" value="27-MAR-2007"/>	
Origin: <input type="text" value="GYAIDEN"/>	
Original Creation	
User: <input type="text" value="AVICTO"/>	
Create Date: <input type="text" value="27-MAR-2007"/>	
Biographic Source	
Last Update	
User: <input type="text" value="AVICTO"/>	
Activity Date: <input type="text" value="27-MAR-2007"/>	

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Viewing or modifying information

- 6 Modify the values that you require and save your change by pressing F10 or clicking the **Save**  button.

Click on one of the Tabs to view or modify information about the address and the emergency contact.

Note The values found in some fields may not be modifiable on this form. Special access is required to change SIN, gender, birth dates and names saved on record.



How to create a new person record

Before you start

Before you proceed, you must perform a query to ensure that information you wish to enter does not duplicate existing records:

- On the GYAIDEN form click beside **ID** to search for the record, using the Person Search form (GVIFIDN).

If the record appears on the system, select it in GVIFIDN to bring the person's name and ID into the GYAIDEN form. Make the necessary modifications as described in Viewing and modifying information in "[How to view and modify existing records](#)" on page 2. Do not continue to follow this procedure.

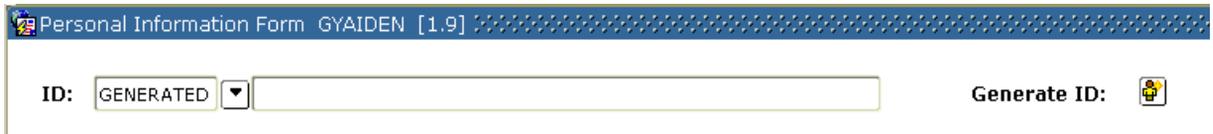
If no corresponding records are retrieved from your search a new one can be created.

To create a new record, ensure that you have the following information:

- The person's last and first names
- The person's birth date
- The person's gender
- For employee records, other personal information such as Social Insurance Number and marital status.

Creating a record

- 1 Click **Generate ID** .



- 2 **Next Block to Current Identification.** Enter the **SIN** if you are creating an employee.
- 3 If you possess the Permanent Code of the person you are creating, enter it into **Search by Perm Code**.

Entering and saving biographical data

- 4 Unless you receive a warning that the Permanent Code is already in use, proceed to fill in the required field in this block:
 - **Last and First Name**
 - **Birth Date**
 - **Gender**

How to create a new person record



- 5 **Save.**
- 6 Click on the **Address** tab and enter all required information:
 - **Type**
 - **Address**
 - **City**
 - **Nation** (if Canada, include **Province** and **Postal Code**; if U.S.A., include **State** and **ZIP**)

Current Identification	Alternate Identification	Address	Emergency Contact
From Date:	27-MAR-2007	To Date:	<input type="text"/>
Address Type:	<input type="button" value="MA"/> Mailing	<input type="checkbox"/> Inactivate Address	Source: <input type="text"/>
Sequence Number:	<input type="text"/>		
Street Line 1:	<input type="text" value="720 Champagne"/>		
Street Line 2:	<input type="text"/>		
Street Line 3:	<input type="text"/>		
City:	<input type="text" value="Montreal"/>		
State or Province:	QC <input type="button" value="v"/> Quebec		
ZIP or Postal Code:	H2M 3L5 <input type="button" value="v"/>		
County:	<input type="text"/> <input type="button" value="v"/>		
Nation:	000 <input type="button" value="v"/> Canada		
Telephone Type:	REG <input type="button" value="v"/> Phone Number		
Telephone:	<input type="text"/> - <input type="text"/> <input type="button" value="v"/>		
Last Update			
User: <input type="text" value="AVICTO"/>			
Activity Date: <input type="text" value="27-MAR-2007"/>			

- 7 **Save.**
- 8 Click on the **Emergency Contact** tab and enter:
 - **Priority:** '1'
 - **Contact Last Name** and **First Name.**
 - **Address**
 - **City**
 - **Nation** (if Canada, include **Province** and **Postal Code**; if U.S.A.,

How to create a new person record



include **State** and **ZIP**)

Current Identification Alternate Identification Address **Emergency Contact**

Priority:

Contact Last Name:

First Name:

Middle Initial:

Relationship:

 ▼

Address Type:

 ▼ Emergency Contact

Street Line 1:

Street Line 2:

Street Line 3:

City:

State or Province:

 ▼ Quebec

ZIP or Postal Code:

 ▼

Nation:

 ▼ Canada

Telephone:

 - ▼

Last Update

User:

Activity Date:

9 **Save.**