HOW TO SEARCH FOR AN APPLICANT IN BANNER SIS
Web Applicant Search Form (SZAEIDN)

General:

The *Web Applicant Search form* is used to perform name or ID searches on data in the electronic admissions holding tables.

The form is accessed via the menu or by using a List function from the **Web ID** field in the Key Information of the Web Application Submitted Form (SZAETBL).

Related Forms:

- Web Application Submitted Form (SZAETBL).
- Web Application Process Form Name (SZAEAPS)

Check List:

Before you proceed, you must have the following information:

- Applicant's Web ID or name.

Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

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Accessing the "Electronic Applicant Search Form" (SZAEIDN)

Type the name of the form SZAEIDN in the Direct Access field.

The adjacent screen will appear:

Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

In the table below, text inside { } brackets refer to Banner functions that are performed with buttons, menu items, or keystrokes.

Fields that have a red check mark (✔) in the **Req'd** column are required fields and need to be filled in with the appropriate data (see **Explanation/Description** column for details).

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation

When accessed, the form displays in query mode. **Enter the query criteria** you wish to search by in any of the 4 fields, and then **execute the query** by pressing **F7** on your keyboard. The data displayed will be exactly as provided by the person in the electronic application. It may not conform to any of your data standards, nor does it necessarily reflect the ID or name that has or will be loaded into the Banner permanent tables. Queries are performed using the exact criteria specified, and case and spacing are important.

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Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
	1.	Web ID			Applicant's Web Identification Number. For those who accessed the web application via Minerva this will be their McGill ID. For others it will be the web ID they created for themselves when they logged in to the web application. For paper applications entered via the staff application, the web ID will be the applicant's McGill ID if it was provided, or a system generated web ID.	
	2.	Last Name			Applicant's last name.	
	3.	First Name			Applicant's first name.	
	4.	Record Type			Applicant's record type. *N* - indicates applications submitted through unsecured Web processing (e.g. with a web ID that is NOT a McGill ID). *S* - indicates applications submitted through secured Web processing (e.g. Minerva).	

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