Employee Name Inquiry
[INAM]

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 12/10/97              HUMAN RESOURCES INQUIRY SYSTEM              INAM
 10:30:48.0                 EMPLOYEE NAME INQUIRY                  JWD1




          LEGAL NAME                    PREFERRED NAME

  FIRST: FRED                           FRED

 MIDDLE: W.                             W.

   LAST: SMITH                          SMITH

 SUFFIX:




     NEXT SSN: 9 148 1845 1
 NEXT FUNCTION: █                               (MENU,KEYS,END)
```

Purpose:

To view employee name information.

Security Access Requirements:

Yes
Record access is limited to the user's area or department.

To use INAM from any IBIS Function Screen:

At **"NEXT FUNCTION:"** key in **INAM** and the SSN of the employee desired; press **ENTER**. The **INAM** screen containing the selected employee's name data will be displayed.

Example:
NEXT FUNCTION: INAM 111223333

At **"Next SSN:"** key in another employee's SSN; press **ENTER**. The **INAM** screen containing

the next selected employee's name data will then be displayed.

Example:
NEXT SSN: 111223334

> Note:
If the SSN is not known, use the BALU function (Browse by name) to identify it.

Last Revised: 10/27/2003