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Understanding Keys

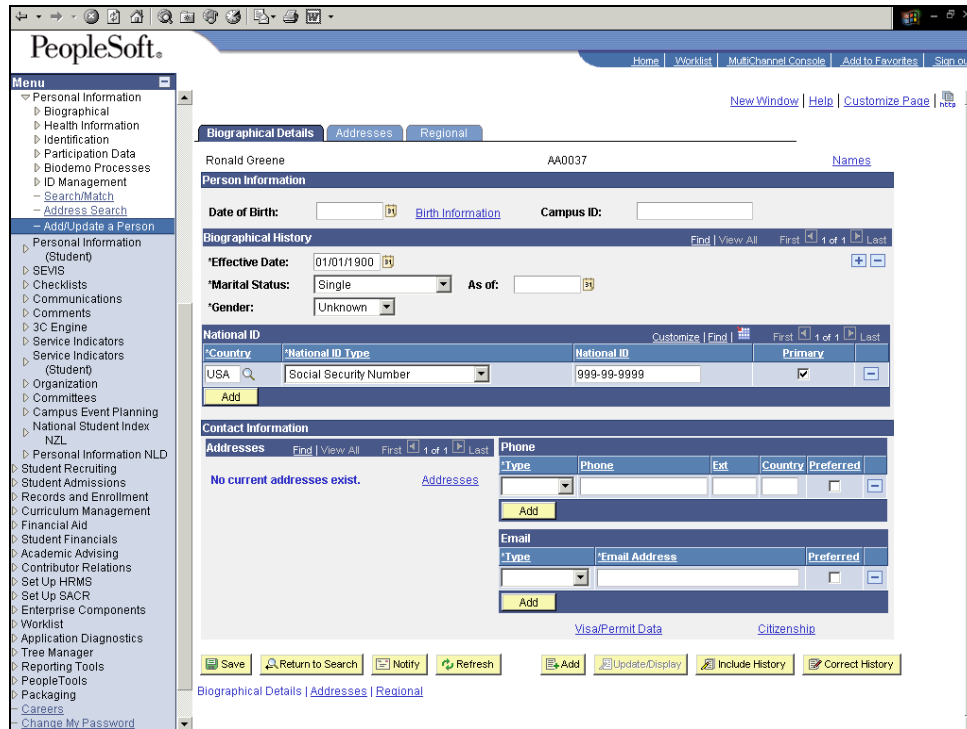
Concept

The fields that uniquely identify your data are called **keys**.

This topic discusses the use of keys in a PeopleSoft database.

Additional Information

Procedure

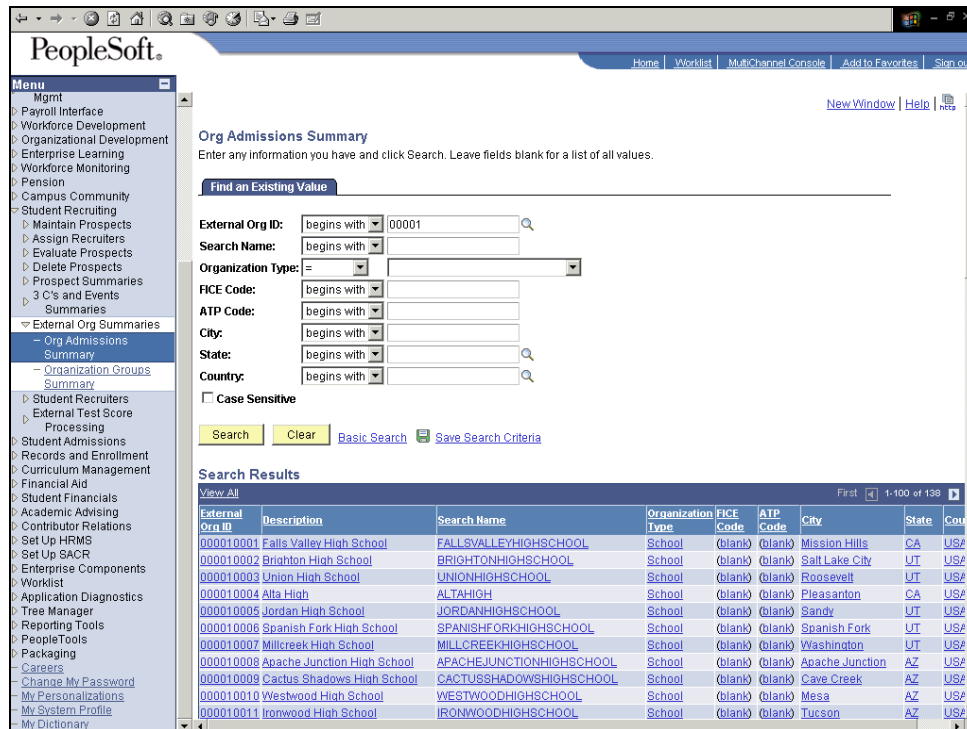


The screenshot shows the PeopleSoft 'Add/Update a Person' form. The user is 'Ronald Greene' with ID 'AA0037'. The form is divided into several sections:

- Biographical Details:** Name: Ronald Greene, ID: AA0037.
- Person Information:** Date of Birth: 01/01/1900, Birth Information, Campus ID.
- Biographical History:** Effective Date: 01/01/1900, Marital Status: Single, As of, Gender: Unknown.
- National ID:** A table with columns: Country, National ID Type, National ID, Primary. One entry: USA, Social Security Number, 999-99-9999, Primary (checked).
- Contact Information:**
 - Addresses:** No current addresses exist.
 - Phone:** Table with columns: Type, Phone, Ext, Country, Preferred.
 - Email:** Table with columns: Type, Email Address, Preferred.

Buttons at the bottom include: Save, Return to Search, Notify, Refresh, Add, Update/Display, Include History, Correct History.

Step	Action
1.	A field or a combination of fields uniquely identifies every row in a table in your PeopleSoft database. For example, a Person ID uniquely identifies each row in the Personal Information table.



The screenshot shows the PeopleSoft 'Org Admissions Summary' search page. The search criteria are as follows:

- External Org ID: begins with 00001
- Search Name: begins with
- Organization Type: =
- FICE Code: begins with
- ATP Code: begins with
- City: begins with
- State: begins with
- Country: begins with

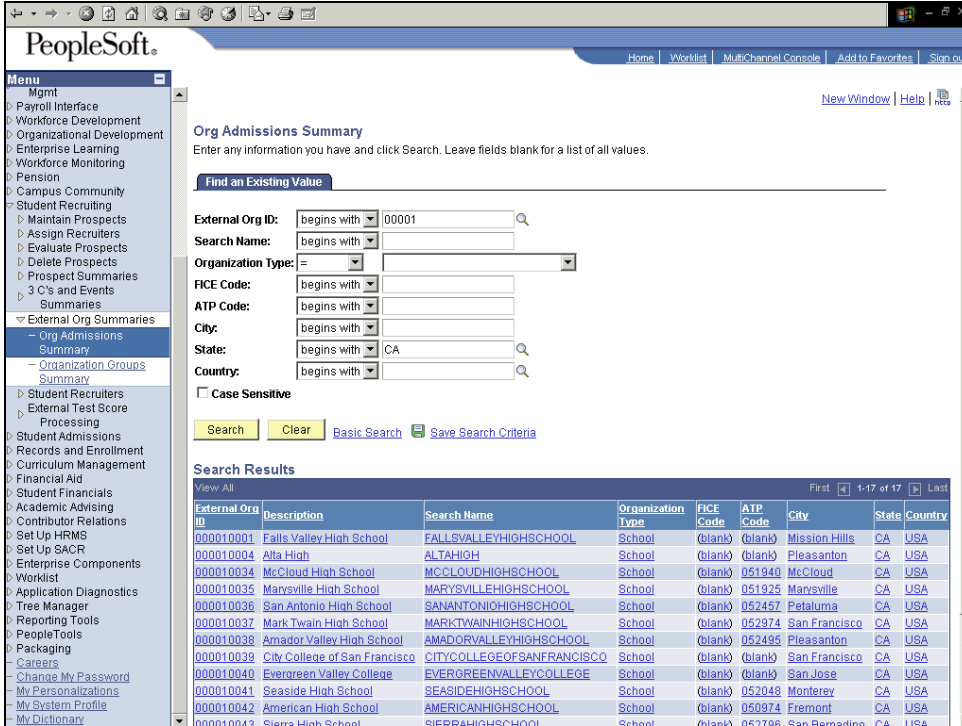
The search results table is shown below:

External Org ID	Description	Search Name	Organization Type	FICE Code	ATP Code	City	State	Cou
000010001	Falls Valley High School	FALLSVALLEYHIGH SCHOOL	School	(blank)	(blank)	Mission Hills	CA	USA
000010002	Brighton High School	BRIGHTONHIGH SCHOOL	School	(blank)	(blank)	Salt Lake City	UT	USA
000010003	Union High School	UNIONHIGH SCHOOL	School	(blank)	(blank)	Roosevelt	UT	USA
000010004	Alta High	ALTAHIGH	School	(blank)	(blank)	Pleasanton	CA	USA
000010005	Jordan High School	JORDANHIGH SCHOOL	School	(blank)	(blank)	Sandy	UT	USA
000010006	Spanish Fork High School	SPANISHFORKHIGH SCHOOL	School	(blank)	(blank)	Spanish Fork	UT	USA
000010007	Millcreek High School	MILLCREEKHIGH SCHOOL	School	(blank)	(blank)	Washington	UT	USA
000010008	Apache Junction High School	APACHEJUNCTIONHIGH SCHOOL	School	(blank)	(blank)	Apache Junction	AZ	USA
000010008	Cactus Shadows High School	CACTUSSHADOWSHIGH SCHOOL	School	(blank)	(blank)	Cave Creek	AZ	USA
000010010	Westwood High School	WESTWOODHIGH SCHOOL	School	(blank)	(blank)	Mesa	AZ	USA
000010011	Ironwood High School	IRONWOODHIGH SCHOOL	School	(blank)	(blank)	Tucson	AZ	USA

Step	Action
2.	<p>The fields that uniquely identify your data are called keys. To display a page, you enter the search key(s) on the search page so that the system can retrieve the correct row of data.</p> <p>For example, if you want to review a summary of admissions for an organization, you specify or search for the data by using an Organization ID.</p>

Business Process Document

Fundamentals: Understanding Keys



The screenshot shows the PeopleSoft 'Org Admissions Summary' search interface. It includes a menu on the left, a search criteria form with fields for External Org ID, Search Name, Organization Type, FICE Code, ATP Code, City, State, and Country, and a search results table. The search results table contains the following data:

External Org ID	Description	Search Name	Organization Type	FICE Code	ATP Code	City	State	Country
000010001	Falls Valley High School	FALLSVALLEYHIGH SCHOOL	School	(blank)	(blank)	Mission Hills	CA	USA
000010004	Alta High	ALTAHIGH	School	(blank)	(blank)	Pleasanton	CA	USA
000010034	McCloud High School	MC CLOUD HIGH SCHOOL	School	(blank)	051940	McCloud	CA	USA
000010035	Marysville High School	MARYSVILLE HIGH SCHOOL	School	(blank)	051925	Marysville	CA	USA
000010036	San Antonio High School	SAN ANTONIO HIGH SCHOOL	School	(blank)	052457	Petaluma	CA	USA
000010037	Mark Twain High School	MARK TWAIN HIGH SCHOOL	School	(blank)	052974	San Francisco	CA	USA
000010038	Amador Valley High School	AMADOR VALLEY HIGH SCHOOL	School	(blank)	052495	Pleasanton	CA	USA
000010039	City College of San Francisco	CITY COLLEGE OF SAN FRANCISCO	School	(blank)	(blank)	San Francisco	CA	USA
000010040	Evergreen Valley College	EVERGREEN VALLEY COLLEGE	School	(blank)	(blank)	San Jose	CA	USA
000010041	Seaside High School	SEASIDE HIGH SCHOOL	School	(blank)	052048	Monterey	CA	USA
000010042	American High School	AMERICAN HIGH SCHOOL	School	(blank)	050974	Fremont	CA	USA
000010043	Serra High School	SERRA HIGH SCHOOL	School	(blank)	053705	San Bernardino	CA	USA

Step	Action
3.	A search record is the list of defined search keys that help you locate data. The search keys are the fields you are prompted for on a search page. For example, you can search for an organization by using one or a combination of the keys displayed on this page.
4.	Most transaction pages or components have search records associated with them. If you select other pages that have a common search record, such as pages within a component or an associated link, you are not prompted to enter search criteria again. You are prompted for new search keys only when you select a new page outside of a component with a different search record.
5.	In summary, the fields that uniquely identify your data are called keys . End of Procedure.