Understanding Keys

Concept

The fields that uniquely identify your data are called keys.

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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A field or a combination of fields uniquely identifies every row in a table in your PeopleSoft database. For example, a <strong>Person ID</strong> uniquely identifies each row in the <strong>Personal Information</strong> table.</td>
</tr>
</tbody>
</table>
### Step 2

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.

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**.
### Step 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.

### Step 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.

### Step 5
In summary, the fields that uniquely identify your data are called **keys**.

**End of Procedure.**