

File Name	Using Search Pages_BUSPROC.doc
Version	8.9
Date Modified	1/18/2008
Last Changed by	ASDS

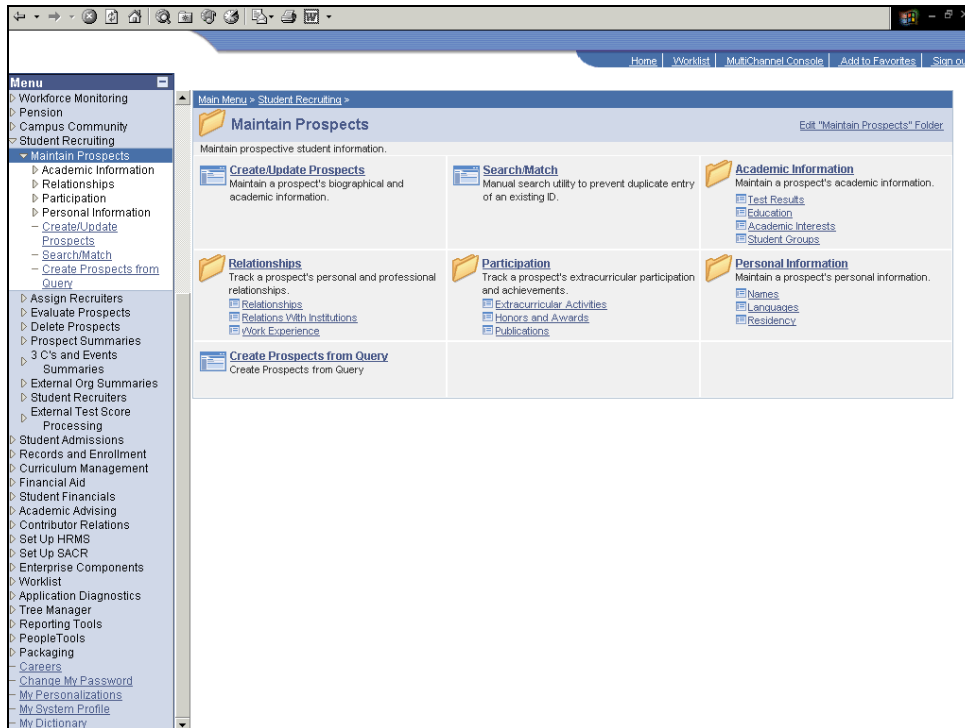
Using Search Pages

Concept

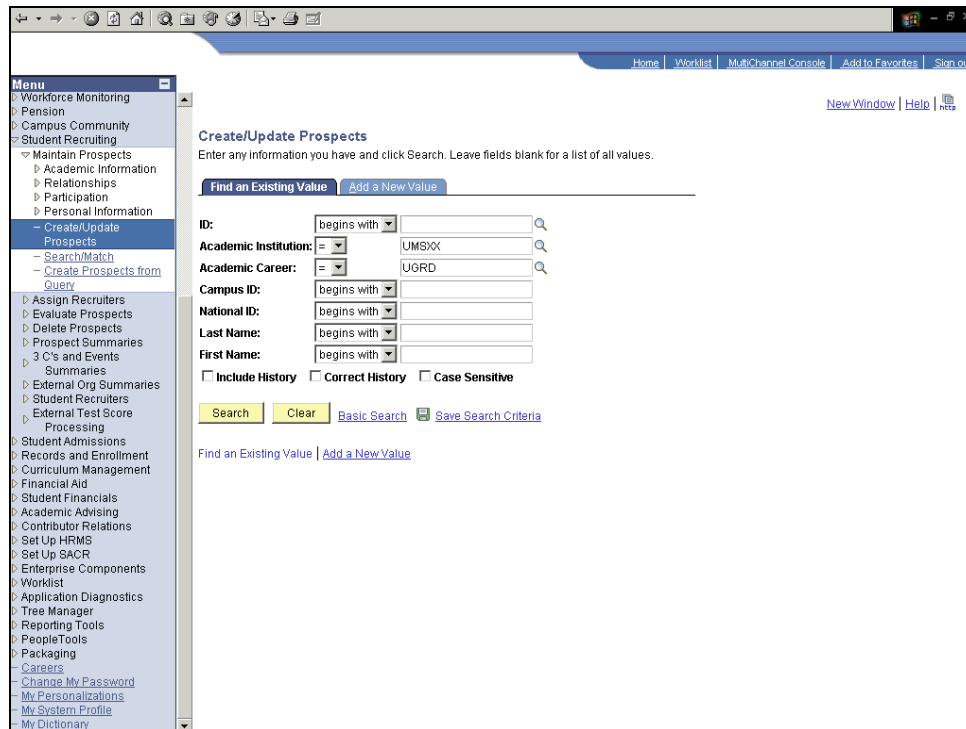
When you open a page or component, a **search page** appears prompting you for the **search keys** needed to locate the data.

This topic describes how to effectively use search pages.

Procedure




Step	Action
1.	Begin by navigating to the Location search page. Click the Create/Update Prospects link.



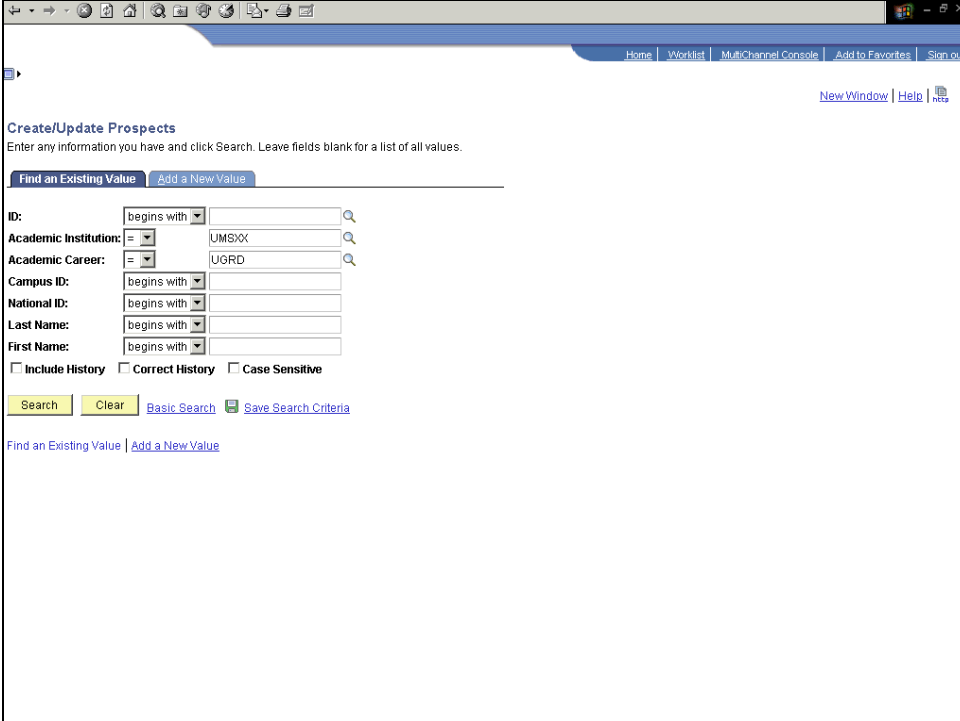
The screenshot shows a web browser window with the URL 'Home | Worklist | MultiChannel Console | Add to Favorites | Sign out'. The main content area is titled 'Create/Update Prospects' and contains the following elements:

- Menu:** A vertical navigation menu on the left with categories like Workforce Monitoring, Pension, Campus Community, Student Recruiting, Maintain Prospects, Relationships, Participation, Personal Information, Create/Update Prospects (highlighted), Search/Match, Create Prospects from Query, Assign Recruiters, Evaluate Prospects, Delete Prospects, Prospect Summaries, 3 C's and Events, External Org Summaries, Student Recruiters, External Test Score Processing, Student Admissions, Records and Enrollment, Curriculum Management, Financial Aid, Student Financials, Academic Advising, Contributor Relations, Set Up HRMS, Set Up SACR, Enterprise Components, Worklist, Application Diagnostics, Tree Manager, Reporting Tools, PeopleTools, Packaging, Careers, Change My Password, My Personalizations, My System Profile, and My Dictionary.
- Search Form:**
 - Buttons: [Find an Existing Value](#) | [Add a New Value](#)
 - Text: "Enter any information you have and click Search. Leave fields blank for a list of all values."
 - Fields:
 - ID: begins with []
 - Academic Institution: [] UMSXX
 - Academic Career: [] UGRD
 - Campus ID: begins with []
 - National ID: begins with []
 - Last Name: begins with []
 - First Name: begins with []
 - Options: Include History | Correct History | Case Sensitive
 - Buttons: [Search](#) | [Clear](#) | [Basic Search](#) | [Save Search Criteria](#)
 - Footer: [Find an Existing Value](#) | [Add a New Value](#)

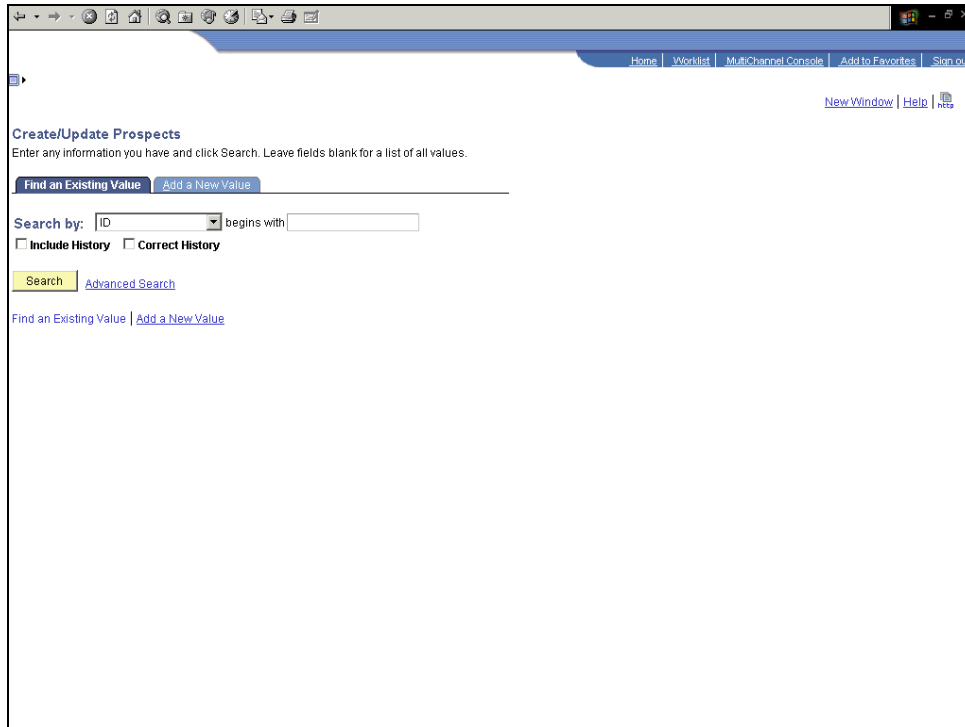
Step	Action
2.	Collapse the menu pagelet to better view the search results on this page. Click the Collapse button. 


Reference Guide

MaineStreet Fundamentals: Using Search Pages



Step	Action
3.	<p>There are two types of search pages: the basic search page and the advanced search page. When you select a page, the system often displays an advanced search page on the Find an Existing Value tab. You may also click the Add a New Value tab to add a new row of data to the table.</p> <p>Click the Basic Search link.</p> <p>Basic Search</p>



Step	Action
4.	In general, a basic search page offers just one or two fields in which you may perform your search. You designate which key field you want to search with by entering text in the Search By edit box. Enter the desired information into the begins with field. Enter " A ".
5.	Click the Search button. 
6.	A list of IDs that begin with A are displayed in the Search Results grid.

Reference Guide

MaineStreet Fundamentals: Using Search Pages



Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [...](#)

Create/Update Prospects
 Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

Search by: begins with



Include History Correct History

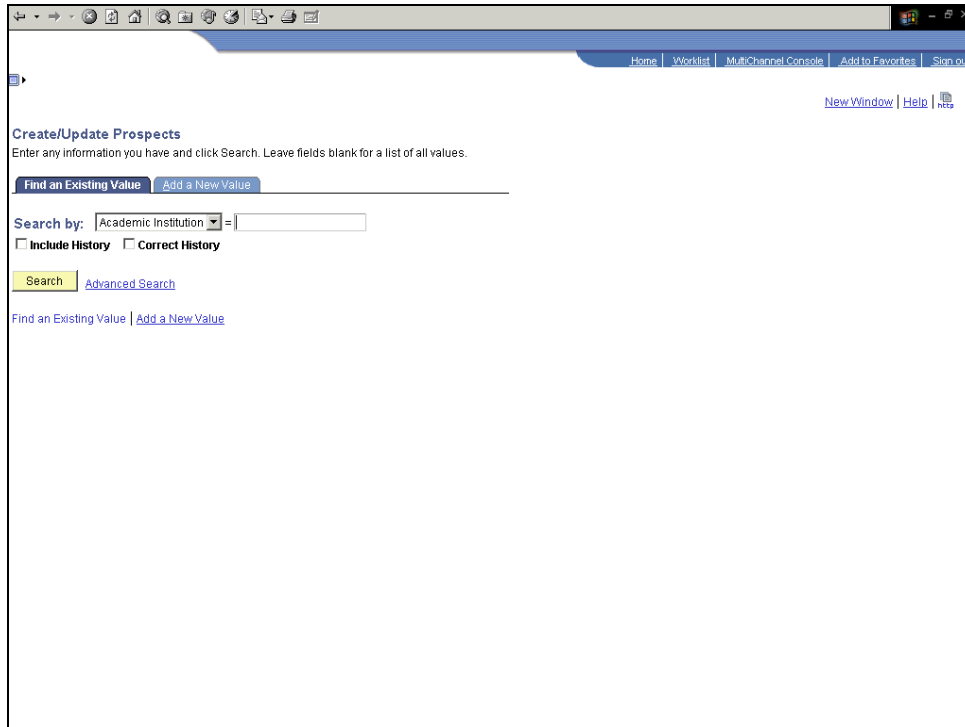
[Search](#) | [Advanced Search](#)

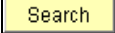

Search Results

View All First 1-100 of 104 Last

ID	Academic Institution	Academic Career	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
AA0012	PSUNV	GRAD	Kim,Sandra D	Unknown	*/*/****	(blank)	*****	USA	SSN	KIM	SANDRA
AA0025	PSUNV	GRAD	Young,Susan	Female	*/*/****	(blank)	*****	USA	SSN	YOUNG	SUSAN
AA0034	PSUNV	GRAD	Grant,Shelby	Unknown	*/*/****	(blank)	*****	USA	SSN	GRANT	SHELBY
AA0037	PSUNV	UGRD	Greene,Ronald	Unknown	*/*/****	(blank)	*****	USA	SSN	GREENE	RONALD
AD1000	PSUNV	UGRD	Roberts,John	Male	*/*/****	MAIN	*****	USA	SSN	ROBERTS	JOHN
AD1001	PSUNV	UGRD	James,Heather	Female	*/*/****	(blank)	*****	USA	SSN	JAMES	HEATHER
AD1002	PSUNV	UGRD	Lee,Michael	Unknown	*/*/****	(blank)	*****	USA	SSN	LEE	MICHAEL
AD1003	PSUNV	GRAD	Diaz,Olga	Female	*/*/****	(blank)	*****	USA	SSN	DIAZ	OLGA
AD1004	PSUNV	UGRD	Risk,Mark	Unknown	*/*/****	(blank)	*****	USA	SSN	RISK	MARK
AD1005	PSUNV	GRAD	Perkins,Tyler	Male	*/*/****	(blank)	*****	USA	SSN	PERKINS	TYLER
AD1006	PSUNV	UGRD	Williams,Victoria	Female	*/*/****	(blank)	*****	USA	SSN	WILLIAMS	VICTORIA
AD1007	PSUNV	GRAD	Ramos,Trevor	Male	*/*/****	(blank)	*****	USA	SSN	RAMOS	TREVOR
AD1008	PSUNV	UGRD	Richards,Janis	Female	*/*/****	(blank)	*****	CAN	SIN	RICHARDS	JANIS
AD1009	PSUNV	UGRD	Hansen,Lori	Female	*/*/****	(blank)	*****	USA	SSN	HANSEN	LORI
AD1010	PSUNV	UGRD	Fletcher,Kim	Female	*/*/****	(blank)	*****	USA	SSN	FLETCHER	KIM
AD1011	PSUNV	UGRD	Boyd,Allen	Male	*/*/****	(blank)	*****	USA	SSN	BOYD	ALLEN
AD1012	PSUNV	UGRD	Metzler,John	Male	*/*/****	(blank)	*****	USA	SSN	METZLER	JOHN
AD1013	PSCCS	CRED	Walls,James	Unknown	*/*/****	(blank)	*****	USA	SSN	WALLS	JAMES
AD1014	PSCCS	EXED	Smith,Leanne	Unknown	*/*/****	(blank)	*****	USA	SSN	SMITH	LEANNE
AD1015	PSCCS	TECH	Dryfus,Peter	Unknown	*/*/****	(blank)	*****	USA	SSN	DRYFUS	PETER
AD1026	PSUNV	UGRD	Madison,Kathy	Female	*/*/****	(blank)	*****	USA	SSN	MADISON	KATHY

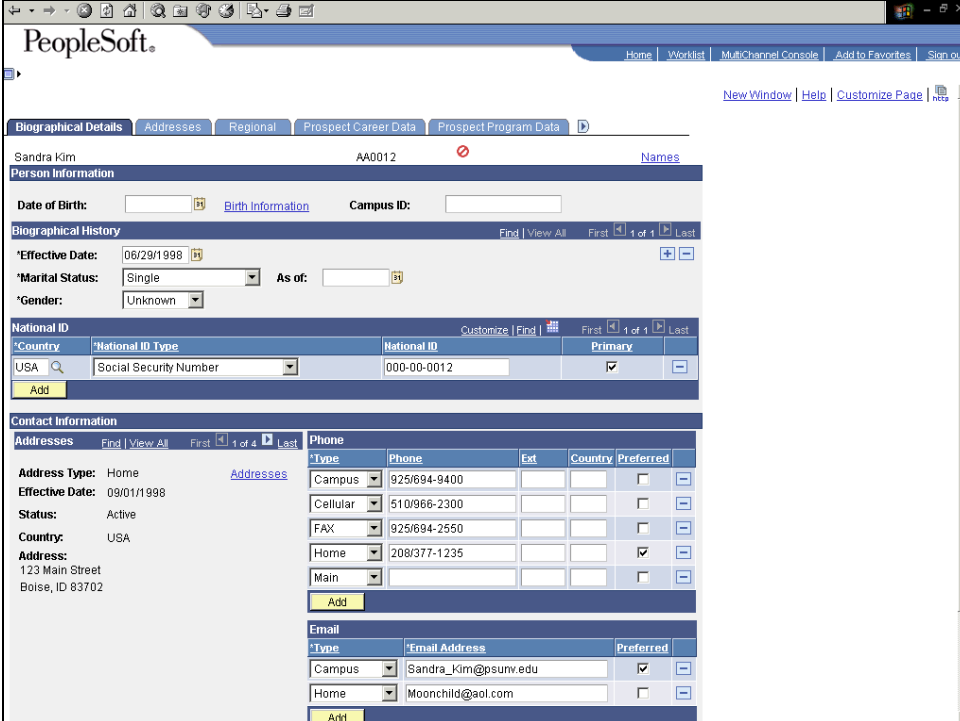
Step	Action
7.	<p>With a basic search, you have the option of changing your search criteria. The Search by drop-down list enables you to select different search keys to search against the database. You can also enter full or partial values for the key field. For example, you may not know the ID, but you know that the academic institution is PSUNV.</p> <p>Click the Search by list.</p> 
8.	<p>Click an entry in the list.</p> 



Step	Action
9.	Enter your Institution's code (i.e. UMS02) into the = field.
10.	Click the Search button. 
11.	The Search Results show all rows matching your search criteria. In this case, these are all the ID records associated with the academic institution PSUNV. You want to review the data for Sandra Kim. With a basic search, only the first column in the Search Results list is displayed as a link. Click the Search Results table. 
12.	The Biographical Details page is displayed for Sandra Kim. Notice that the key field from the search page appear as the uppermost display-only field on the page.

Reference Guide

MaineStreet Fundamentals: Using Search Pages



PeopleSoft. Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page | Site

Biographical Details | Addresses | Regional | Prospect Career Data | Prospect Program Data | ID

Sandra Kim AA0012 Names

Person Information

Date of Birth: [] Birth Information Campus ID: []

Biographical History Find | View All First 1 of 1 Last

*Effective Date: 06/29/1998 []

*Marital Status: Single As of: []

*Gender: Unknown

National ID Customize | Find | First 1 of 1 Last

*Country	*National ID Type	National ID	Primary
USA	Social Security Number	000-00-0012	<input checked="" type="checkbox"/>

Add

Contact Information

Addresses Find | View All First 1 of 4 Last

Address Type: Home Addresses

Effective Date: 09/01/1998

Status: Active

Country: USA

Address: 123 Main Street
Boise, ID 83702

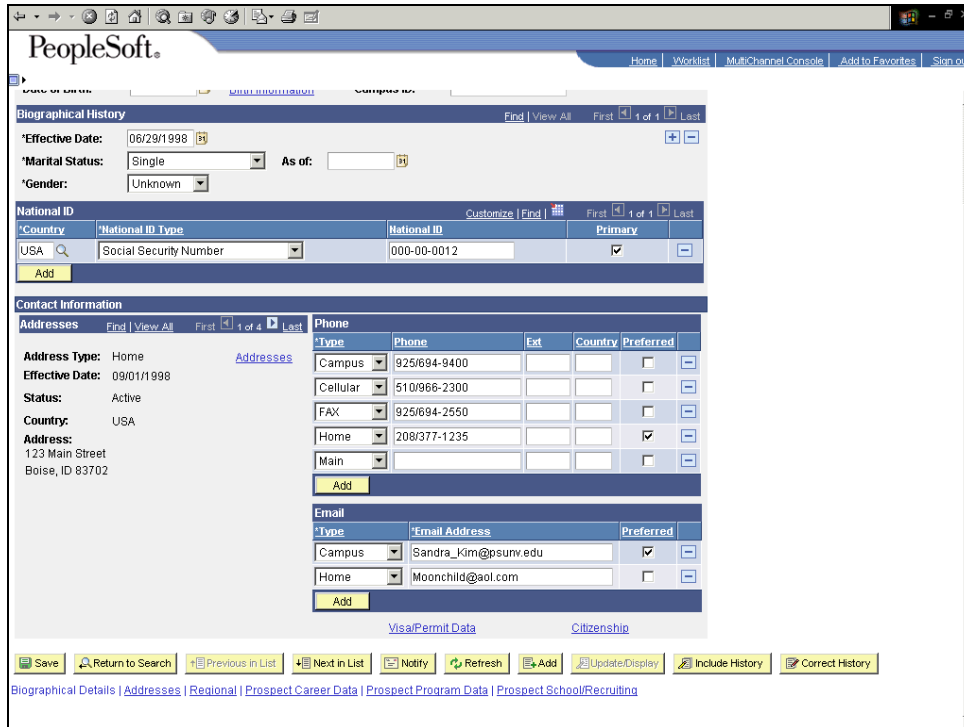
*Type	Phone	Ext	Country	Preferred
Campus	925/694-9400			<input type="checkbox"/>
Cellular	510/866-2300			<input type="checkbox"/>
FAX	925/694-2550			<input type="checkbox"/>
Home	208/377-1235			<input checked="" type="checkbox"/>
Main				<input type="checkbox"/>

Add

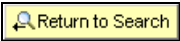
*Type	*Email Address	Preferred
Campus	Sandra_Kim@psunw.edu	<input checked="" type="checkbox"/>
Home	Moonchild@aol.com	<input type="checkbox"/>

Add

Step	Action
13.	If you want to look at data for another ID, you can click the Return to Search button at the bottom of the page. Click the vertical scrollbar.

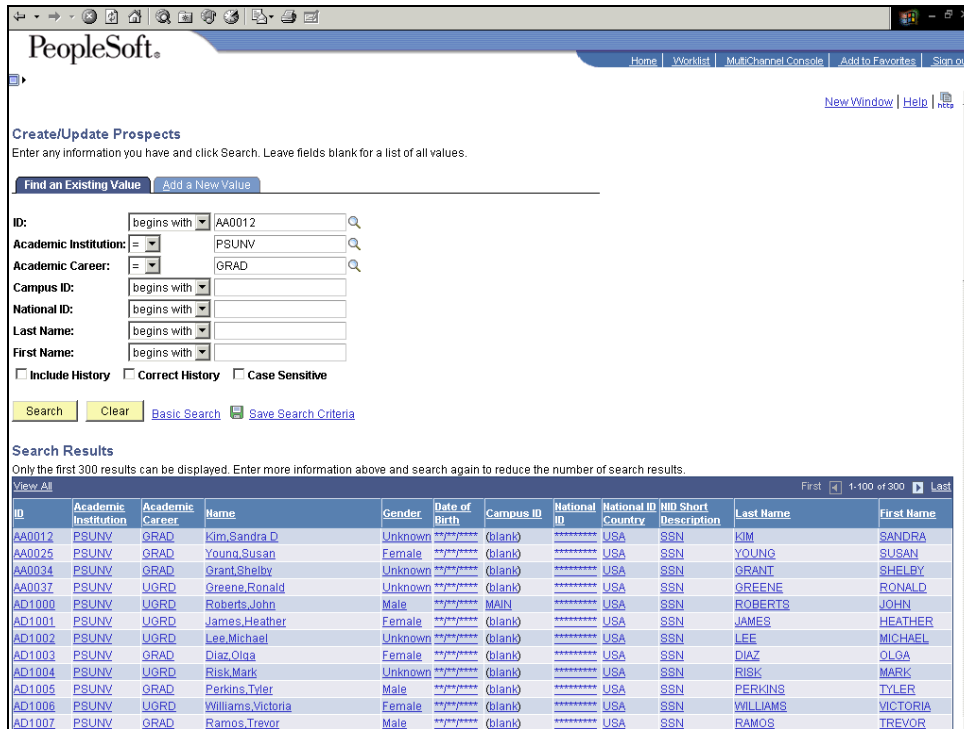


The screenshot shows a PeopleSoft user profile page. The 'Biographical History' section includes fields for Effective Date (06/29/1998), Marital Status (Single), and Gender (Unknown). The 'National ID' section shows a Social Security Number of 000-00-0012. The 'Contact Information' section is expanded to show 'Addresses' and 'Phone' details. The address is 123 Main Street, Boise, ID 83702. The phone list includes Campus (925/694-9400), Cellular (510/966-2300), FAX (925/694-2550), Home (208/377-1235), and Main. The email list includes Campus (Sandra_Kim@psunv.edu) and Home (Moonchild@aol.com). At the bottom of the page, there is a row of buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display, Include History, and Correct History. The 'Return to Search' button is highlighted with a yellow box.

Step	Action
14.	Click the Return to Search button. 

Reference Guide

MaineStreet Fundamentals: Using Search Pages



PeopleSoft

Create/Update Prospects
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

ID: begins with AA0012
Academic Institution: PSUNV
Academic Career: GRAD
Campus ID: begins with
National ID: begins with
Last Name: begins with
First Name: begins with


Include History Correct History Case Sensitive

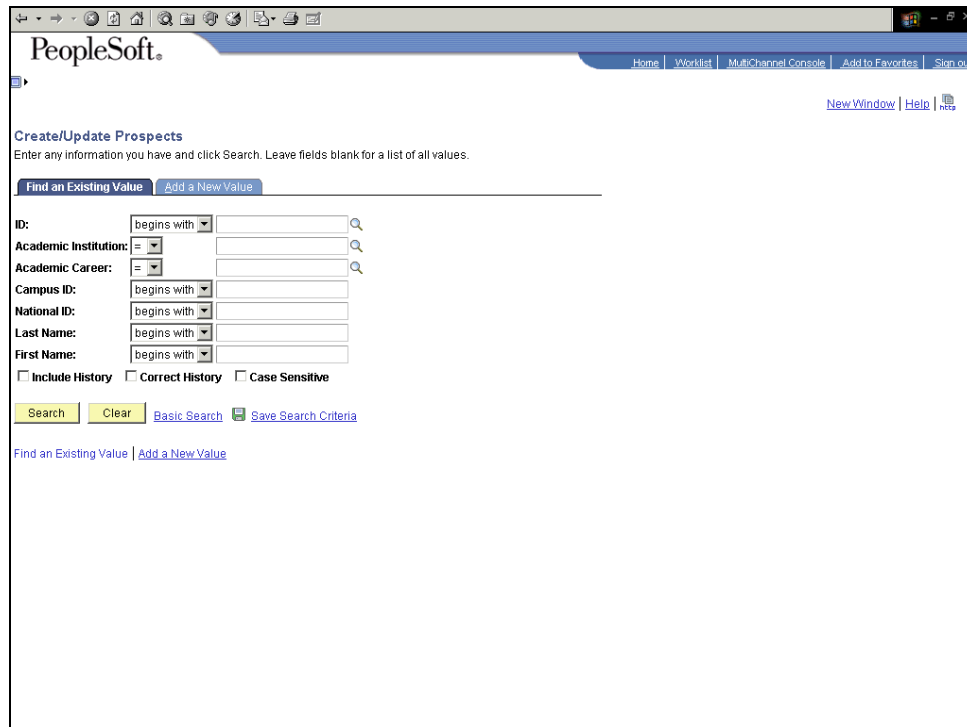
Search Clear Basic Search Save Search Criteria

Search Results
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All First 1-100 of 300 Last

ID	Academic Institution	Academic Career	Name	Gender	Date of Birth	Campus ID	National ID	National Country	NIID Short Description	Last Name	First Name
AA0012	PSUNV	GRAD	Kim,Sandra D	Unknown	****	(blank)	*****	USA	SSN	KIM	SANDRA
AA0025	PSUNV	GRAD	Young,Susan	Female	****	(blank)	*****	USA	SSN	YOUNG	SUSAN
AA0034	PSUNV	GRAD	Grant,Shelby	Unknown	****	(blank)	*****	USA	SSN	GRANT	SHELBY
AA0037	PSUNV	UGRD	Greene,Ronald	Unknown	****	(blank)	*****	USA	SSN	GREENE	RONALD
AD1000	PSUNV	UGRD	Roberts,John	Male	****	MAIN	*****	USA	SSN	ROBERTS	JOHN
AD1001	PSUNV	UGRD	James,Heather	Female	****	(blank)	*****	USA	SSN	JAMES	HEATHER
AD1002	PSUNV	UGRD	Lee,Michael	Unknown	****	(blank)	*****	USA	SSN	LEE	MICHAEL
AD1003	PSUNV	GRAD	Diaz,Olga	Female	****	(blank)	*****	USA	SSN	DIAZ	OLGA
AD1004	PSUNV	UGRD	Risk,Mark	Unknown	****	(blank)	*****	USA	SSN	RISK	MARK
AD1005	PSUNV	GRAD	Perkins,Tyler	Male	****	(blank)	*****	USA	SSN	PERKINS	TYLER
AD1006	PSUNV	UGRD	Williams,Victoria	Female	****	(blank)	*****	USA	SSN	WILLIAMS	VICTORIA
AD1007	PSUNV	GRAD	Ramos,Trevor	Male	****	(blank)	*****	USA	SSN	RAMOS	TREVOR

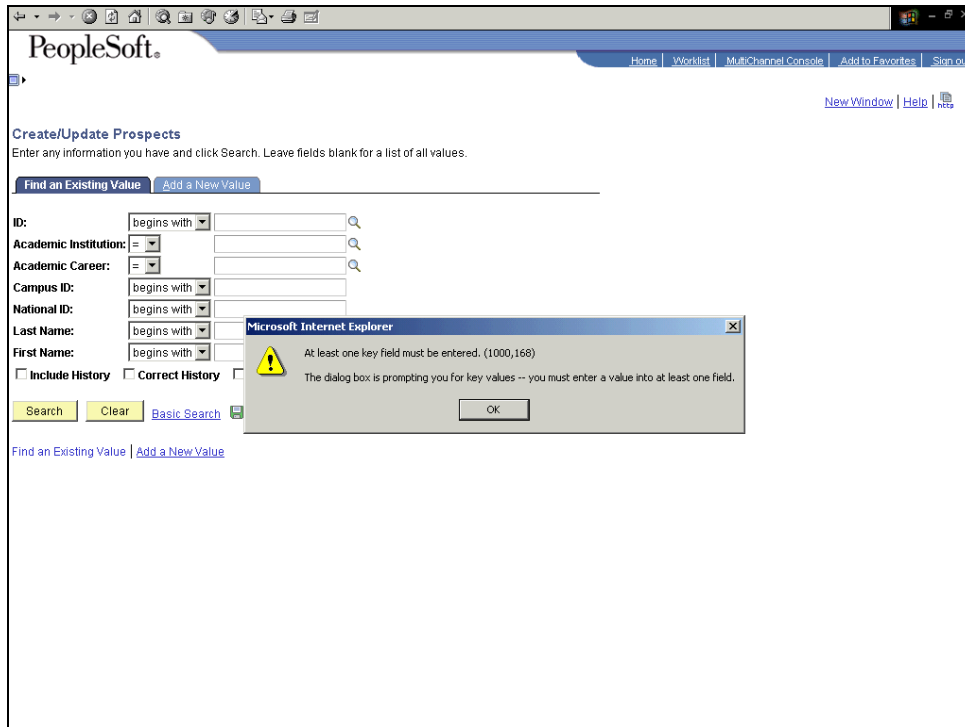
Step	Action
15.	<p>The system returns you to the advanced search page with the criteria from the previous search displayed.</p> <p>If you want to search again with new criteria, you can use the Clear button. The Clear button refreshes the page without saving so you can enter new criteria. Click the Clear button.</p> <p></p>

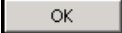


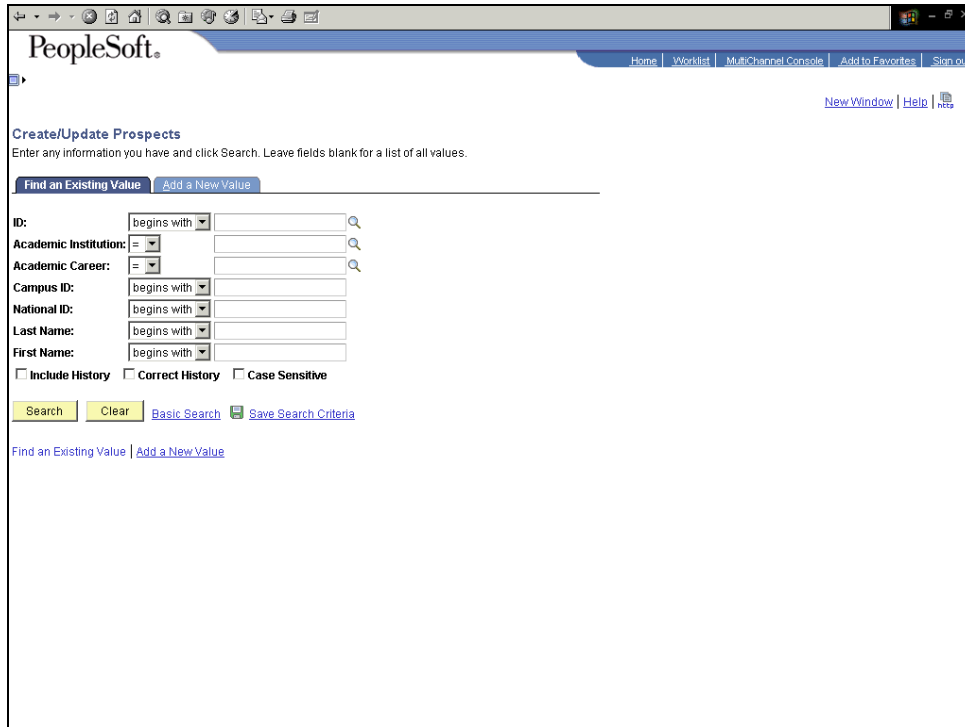
Step	Action
16.	<p>The options on the advanced search page enable you to narrow your search by entering values in more than one type of criteria. The advanced search page contains several keys to search for your record.</p> <p>If you do not know any criteria for your search, you can just click the Search button to display a list of all records in the database.</p> <p>Click the Search button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Search</div>

Reference Guide

MaineStreet Fundamentals: Using Search Pages



Step	Action
17.	<p>Some search records require that at least one key field be entered to conduct a search. This helps ensure a manageable search results list. Click the OK button.</p> 



PeopleSoft. Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window | Help |

Create/Update Prospects
 Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

ID: begins with []
Academic Institution: = []
Academic Career: = []
Campus ID: begins with []
National ID: begins with []
Last Name: begins with []
First Name: begins with []

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
18.	Click in the Academic Institution field. <div style="border: 1px solid black; width: 100px; height: 15px; margin: 5px 0;"></div>
19.	Enter the desired information into the Academic Institution field. Enter " PSUNV ".
20.	Click the Search button. <div style="border: 1px solid black; padding: 2px 5px; display: inline-block; margin: 5px 0;">Search</div>

Reference Guide

MaineStreet Fundamentals: Using Search Pages

PeopleSoft

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help

Create/Update Prospects

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

ID: begins with

Academic Institution: = PSUNV

Academic Career: =

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Include History Correct History Case Sensitive


Search Clear Basic Search Save Search Criteria

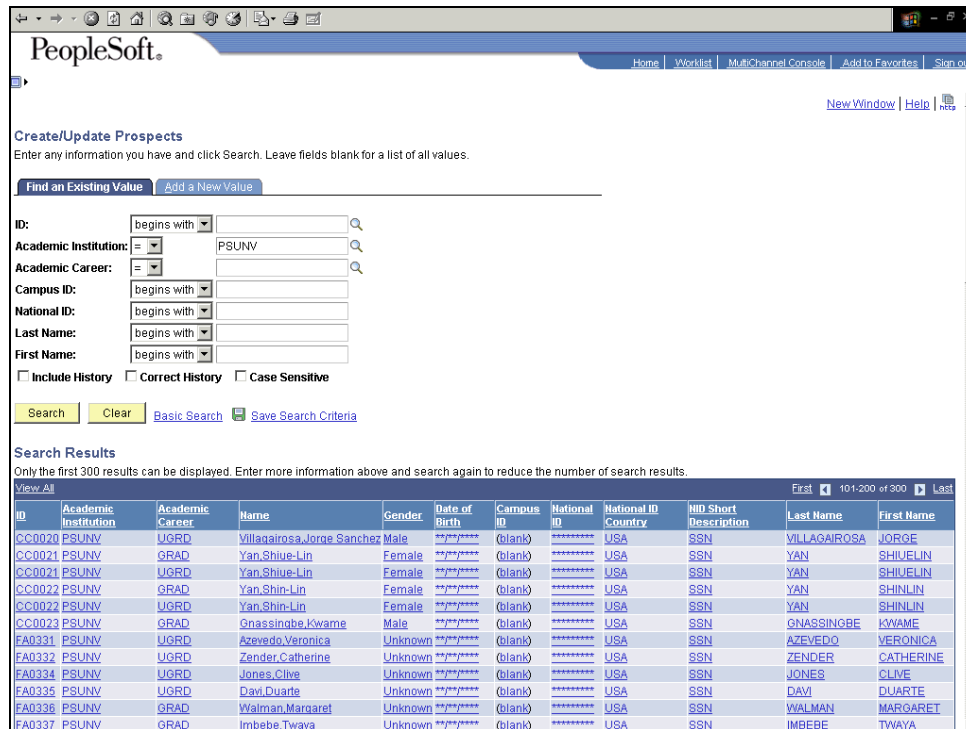
Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All First 1-100 of 300 Last

ID	Academic Institution	Academic Career	Name	Gender	Date of Birth	Campus ID	National ID	National Country	NIID Short Description	Last Name	First Name
AA0012	PSUNV	GRAD	Kim,Sandra D	Unknown	****	(blank)	*****	USA	SSN	KIM	SANDRA
AA0025	PSUNV	GRAD	Young,Susan	Female	****	(blank)	*****	USA	SSN	YOUNG	SUSAN
AA0034	PSUNV	GRAD	Grant,Shelby	Unknown	****	(blank)	*****	USA	SSN	GRANT	SHELBY
AA0037	PSUNV	UGRD	Greene,Ronald	Unknown	****	(blank)	*****	USA	SSN	GREENE	RONALD
AD1000	PSUNV	UGRD	Roberts,John	Male	****	MAIN	*****	USA	SSN	ROBERTS	JOHN
AD1001	PSUNV	UGRD	James,Heather	Female	****	(blank)	*****	USA	SSN	JAMES	HEATHER
AD1002	PSUNV	UGRD	Lee,Michael	Unknown	****	(blank)	*****	USA	SSN	LEE	MICHAEL
AD1003	PSUNV	GRAD	Diaz,Olga	Female	****	(blank)	*****	USA	SSN	DIAZ	OLGA
AD1004	PSUNV	UGRD	Risk,Mark	Unknown	****	(blank)	*****	USA	SSN	RISK	MARK
AD1005	PSUNV	GRAD	Perkins,Tyler	Male	****	(blank)	*****	USA	SSN	PERKINS	TYLER
AD1006	PSUNV	UGRD	Williams,Victoria	Female	****	(blank)	*****	USA	SSN	WILLIAMS	VICTORIA
AD1007	PSUNV	GRAD	Ramos,Trevor	Male	****	(blank)	*****	USA	SSN	RAMOS	TREVOR

Step	Action
21.	<p>The search function can retrieve up to 300 entries from the database, displaying several results at a time in the Search Results grid. Use your browser's scroll bar to view all listings on the current page. If the list is subdivided, click the right arrow above the grid to view the next set of listings.</p> <p>Click the Show Next button.</p> 
22.	<p>The next set of locations is displayed.</p> <p>If your search retrieves more than the maximum 300 listings, the Search Results grid prompts you to enter additional criteria to reduce the number of search results.</p>



The screenshot shows the PeopleSoft search interface. The search criteria are as follows:

- ID:** begins with []
- Academic Institution:** = [PSUNV]
- Academic Career:** = []
- Campus ID:** begins with []
- National ID:** begins with []
- Last Name:** begins with []
- First Name:** begins with []


Buttons: Include History Correct History Case Sensitive

Buttons: Search Clear Basic Search Save Search Criteria

Search Results
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.


View All First 101-200 of 300 Last

ID	Academic Institution	Academic Career	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
CC0020	PSUNV	UGRD	Villagairosa, Jorge Sanchez	Male	****/****	(blank)	*****	USA	SSN	VILLAGAIROSA	JORGE
CC0021	PSUNV	GRAD	Yan, Shihue-Lin	Female	****/****	(blank)	*****	USA	SSN	YAN	SHIUE-LIN
CC0021	PSUNV	UGRD	Yan, Shihue-Lin	Female	****/****	(blank)	*****	USA	SSN	YAN	SHIUE-LIN
CC0022	PSUNV	GRAD	Yan, Shin-Lin	Female	****/****	(blank)	*****	USA	SSN	YAN	SHIN-LIN
CC0022	PSUNV	UGRD	Yan, Shin-Lin	Female	****/****	(blank)	*****	USA	SSN	YAN	SHIN-LIN
CC0023	PSUNV	GRAD	Gnassingbe, Kwame	Male	****/****	(blank)	*****	USA	SSN	GNASSINGBE	KWAME
FA0331	PSUNV	UGRD	Azevedo, Veronica	Unknown	****/****	(blank)	*****	USA	SSN	AZEVEDO	VERONICA
FA0332	PSUNV	UGRD	Zender, Catherine	Unknown	****/****	(blank)	*****	USA	SSN	ZENDER	CATHERINE
FA0334	PSUNV	UGRD	Jones, Clive	Unknown	****/****	(blank)	*****	USA	SSN	JONES	CLIVE
FA0335	PSUNV	UGRD	Davi, Duarte	Unknown	****/****	(blank)	*****	USA	SSN	DAVI	DUARTE
FA0336	PSUNV	GRAD	Walman, Margaret	Unknown	****/****	(blank)	*****	USA	SSN	WALMAN	MARGARET
FA0337	PSUNV	GRAD	Imbebe, Twaya	Unknown	****/****	(blank)	*****	USA	SSN	IMBEBE	TWAYA


Step	Action
23.	<p>It is better to narrow your search if the results display too many rows to effectively review.</p> <p>One way to narrow your search is to use a key or combination of keys with full or partial values. One way you can select criteria is by using the Lookup (magnifying glass) buttons provided for some of the fields.</p> <p>For example, suppose you know that the person you are looking for is associated with the academic institution PSUNV and wants to enroll in the Graduate Business academic career.</p> <p>Click the Lookup button.</p> 

Reference Guide

MaineStreet Fundamentals: Using Search Pages



PeopleSoft. Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | 

Look Up Academic Career

Academic Institution: PSUNV

Academic Career: begins with

Description: begins with

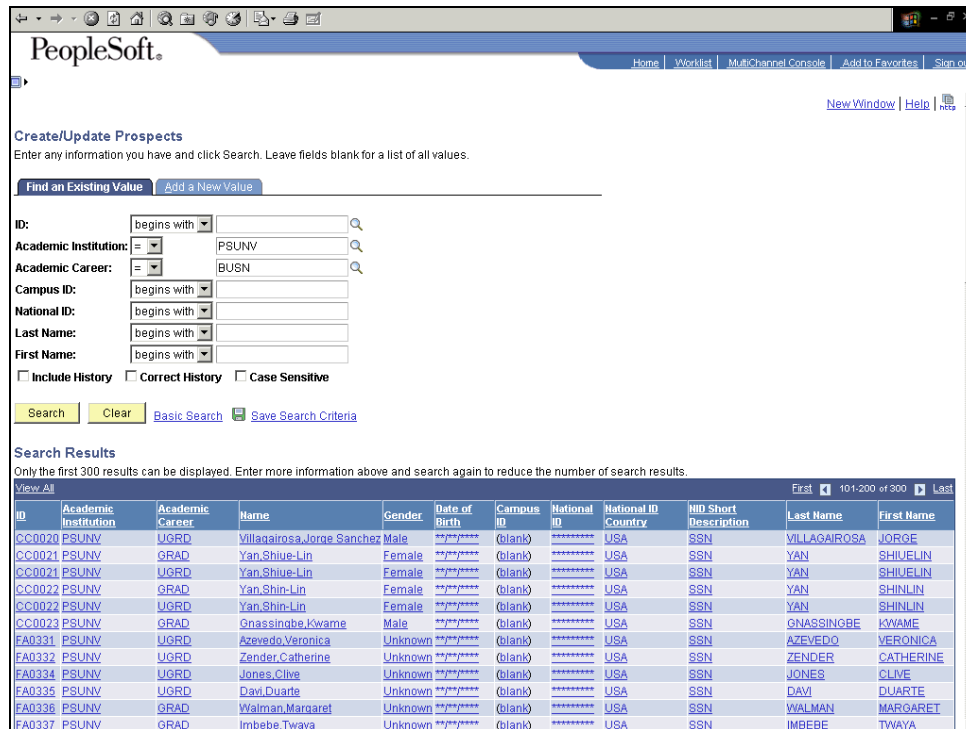
Look Up Clear Cancel Basic Lookup

Search Results

View All First 1-8 of 8 Last

Academic Career	Description
BUSN	Graduate Business
CNED	Continuing Education
GRAD	Graduate
LAW	Law
MEDS	Medical School
TECH	Technical
UENG	Undergraduate Engineering
UGRD	Undergraduate


Step	Action		
24.	<p>You use the Look Up page to search for and select key values to use in your search criteria.</p> <p>Click the Search Results table.</p> <table border="1"> <tbody> <tr> <td>BUSN</td> <td>Graduate Business</td> </tr> </tbody> </table>	BUSN	Graduate Business
BUSN	Graduate Business		



Search Results

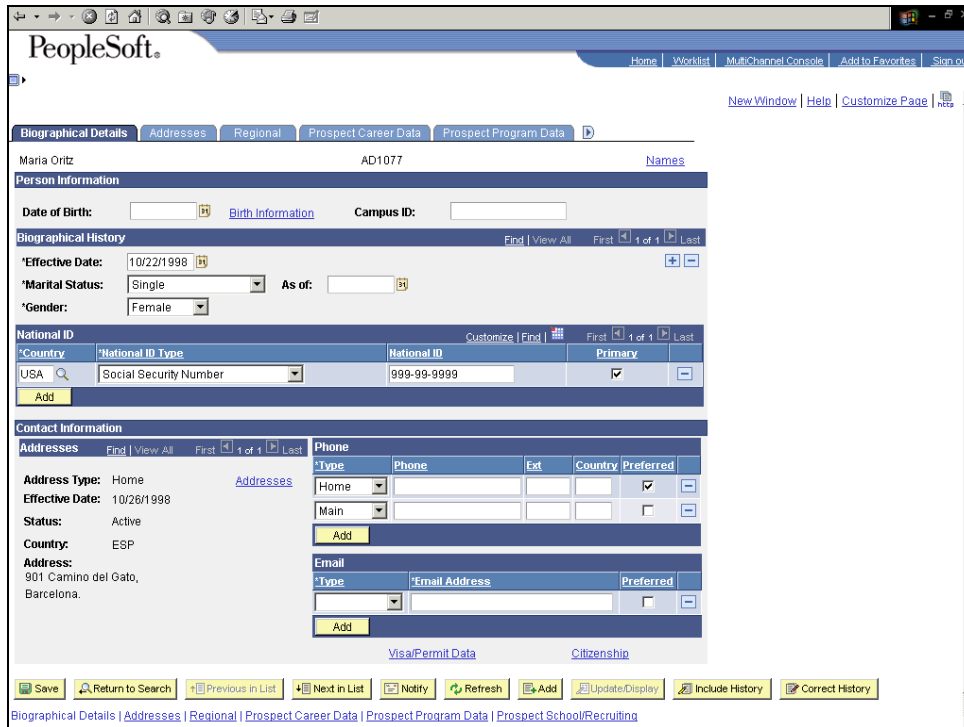
Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

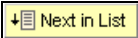
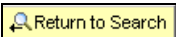
ID	Academic Institution	Academic Career	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	MID Short Description	Last Name	First Name
CC0020	PSUNV	UGRD	Villagairoso, Jorge Sanchez	Male	****/****	(blank)	*****	USA	SSN	VILLAGAIROSA	JORGE
CC0021	PSUNV	GRAD	Yan, Shihue-Lin	Female	****/****	(blank)	*****	USA	SSN	YAN	SHIUELIN
CC0021	PSUNV	UGRD	Yan, Shihue-Lin	Female	****/****	(blank)	*****	USA	SSN	YAN	SHIUELIN
CC0022	PSUNV	GRAD	Yan, Shin-Lin	Female	****/****	(blank)	*****	USA	SSN	YAN	SHINLIN
CC0022	PSUNV	UGRD	Yan, Shin-Lin	Female	****/****	(blank)	*****	USA	SSN	YAN	SHINLIN
CC0023	PSUNV	GRAD	Gnassingbe, Kwame	Male	****/****	(blank)	*****	USA	SSN	GNASSINGBE	KWAME
FA0331	PSUNV	UGRD	Azevedo, Veronica	Unknown	****/****	(blank)	*****	USA	SSN	AZEVEDO	VERONICA
FA0332	PSUNV	UGRD	Zender, Catherine	Unknown	****/****	(blank)	*****	USA	SSN	ZENDER	CATHERINE
FA0334	PSUNV	UGRD	Jones, Clive	Unknown	****/****	(blank)	*****	USA	SSN	JONES	CLIVE
FA0335	PSUNV	UGRD	Davi, Duarte	Unknown	****/****	(blank)	*****	USA	SSN	DAVI	DUARTE
FA0336	PSUNV	GRAD	Walman, Margaret	Unknown	****/****	(blank)	*****	USA	SSN	WALMAN	MARGARET
FA0337	PSUNV	GRAD	Imbebe, Twaya	Unknown	****/****	(blank)	*****	USA	SSN	IMBEBE	TWAYA

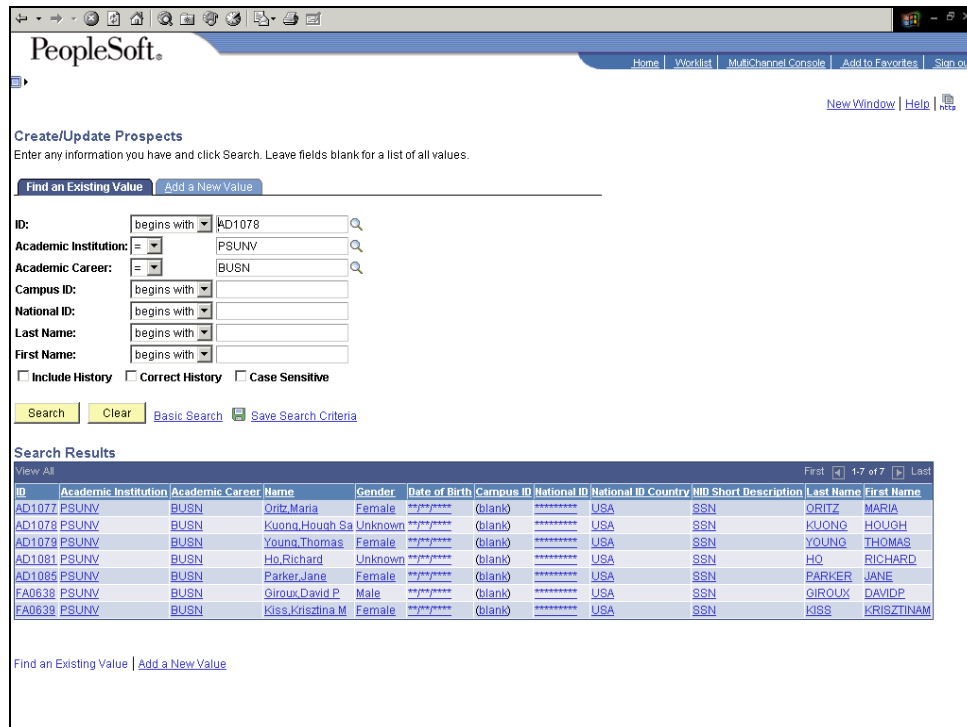
Step	Action
25.	Click the Search button. 
26.	The seven IDs that match this criteria are displayed in the Search Results list. With an advanced search, all the columns in the Search Results list are displayed as links. Click the Search Results table.
27.	The Biographical Details page for Maria Ortiz is displayed. Search List Navigation buttons are available to process your search. They are displayed below the transaction area of the page.
28.	The Return to Search button returns you to the search page for the transaction type.
29.	The Previous in List button displays the data for the previous data row in your search list box. This push button appears gray if you did not select the data row from a list box, if there was only one row in the list, or if the data displayed is the first row on the list.
30.	The Next in List button displays the data for the next data row in your search list box. This push button appears gray if you did not select the data row from a list box, if there was only one row in the list, or if the data displayed is the last row on the list.

Reference Guide

MaineStreet Fundamentals: Using Search Pages



Step	Action
31.	<p>Because the search results displayed seven matches for your search, and ID AD1077 was listed first, notice that the Next in List button is active, but the Previous in List button is not. If you want to view data for the other IDs listed in the search results, you can use these buttons to navigate between the rows of data.</p> <p>Click the Next in List button.</p> 
32.	<p>The next ID record in the list is for Hough Kuong.</p> <p>You can continue to use the Next in List and Previous in List buttons to navigate between all the rows in the search list. You can also return to the search page for additional searches.</p> <p>Click the Return to Search button.</p> 



PeopleSoft. Home | Worklist | MultiChannel Console | Add to Favorites | Sign out
 New Window | Help |

Create/Update Prospects
 Enter any information you have and click Search. Leave fields blank for a list of all values.

ID: begins with
Academic Institution: =
Academic Career: =
Campus ID: begins with
National ID: begins with
Last Name: begins with
First Name: begins with
 Include History Correct History Case Sensitive

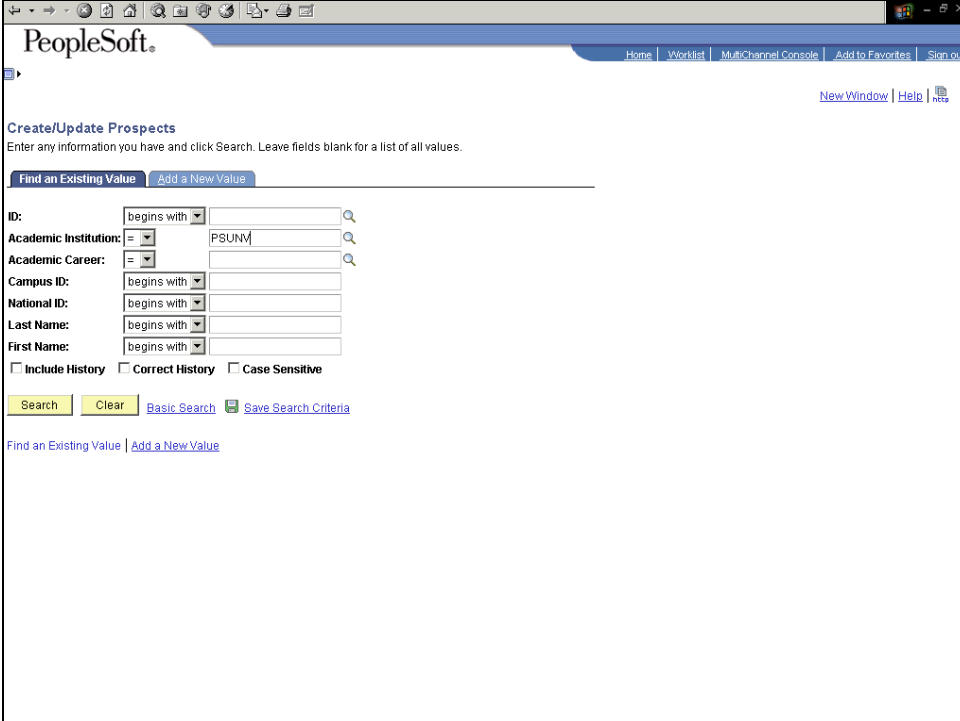
Search Results
 View All First Last

ID	Academic Institution	Academic Career	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NIID Short Description	Last Name	First Name
AD1077	PSUNV	BUSN	Ortiz, Maria	Female	****	(blank)	*****	USA	SSN	ORTIZ	MARIA
AD1078	PSUNV	BUSN	Kuona, Houah Sa	Unknown	****	(blank)	*****	USA	SSN	KUONG	HOUGH
AD1079	PSUNV	BUSN	Young, Thomas	Female	****	(blank)	*****	USA	SSN	YOUNG	THOMAS
AD1081	PSUNV	BUSN	Ho, Richard	Unknown	****	(blank)	*****	USA	SSN	HO	RICHARD
AD1085	PSUNV	BUSN	Parker, Jane	Female	****	(blank)	*****	USA	SSN	PARKER	JANE
FA0638	PSUNV	BUSN	Giroux, David P.	Male	****	(blank)	*****	USA	SSN	GIROUX	DAVIDP
FA0639	PSUNV	BUSN	Kiss, Kristina M	Female	****	(blank)	*****	USA	SSN	KISS	KRISTINA

Step	Action
33.	Click the Clear button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;">Clear</div>
34.	Suppose you want to search for all Person IDs associated with the academic institution PSUNV who have last names that begin with M. Click in the Academic Institution field. <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px;"></div>
35.	Enter the desired information into the Academic Institution field. Enter " PSUNV ".


Reference Guide

MaineStreet Fundamentals: Using Search Pages




PeopleSoft.


Home | Worklist | MultiChannel Console | Add to Favorites | Sign out


New Window | Help | 

Create/Update Prospects
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)

ID: begins with 

Academic Institution: = PSUNY 

Academic Career: = 


Campus ID: begins with

National ID: begins with



Last Name: begins with

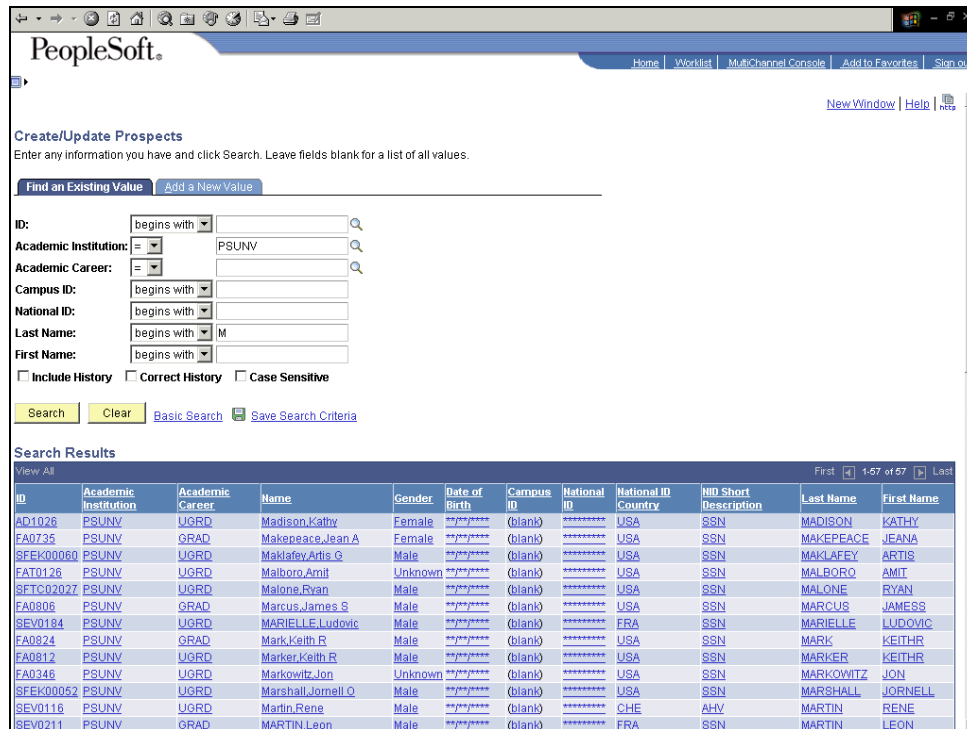
First Name: begins with

Include History Correct History Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
36.	Click in the Last Name field. 
37.	Enter the desired information into the Last Name field. Enter " M ".
38.	Click the Search button. 



Create/Update Prospects
Enter any information you have and click Search. Leave fields blank for a list of all values.

ID: begins with
Academic Institution: =
Academic Career: =
Campus ID: begins with
National ID: begins with
Last Name: begins with
First Name: begins with

Include History
 Correct History
 Case Sensitive

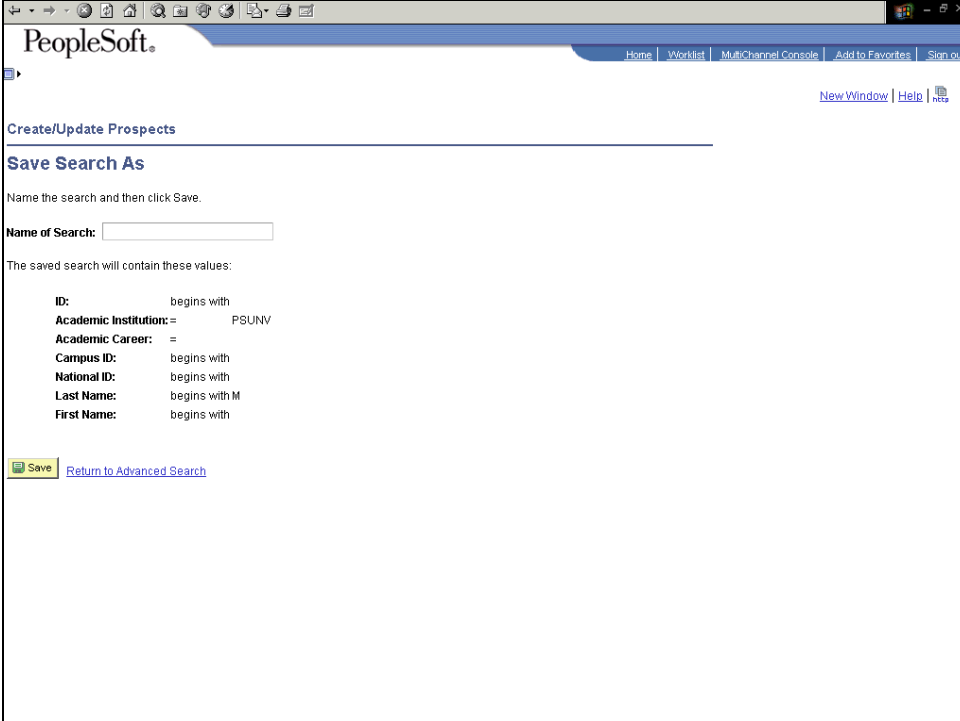
Search Results
View All First of 67

ID	Academic Institution	Academic Career	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	HIM Short Description	Last Name	First Name
AD1026	PSUNV	UGRD	Madison,Kathw	Female	****/****/****	(blank)	*****	USA	SSN	MADISON	KATHY
FA0735	PSUNV	GRAD	Makepeace,Jean A	Female	****/****/****	(blank)	*****	USA	SSN	MAKEPEACE	JEANA
SFEK00060	PSUNV	UGRD	Makefeay,Artis G	Male	****/****/****	(blank)	*****	USA	SSN	MAKLAFFEY	ARTIS
FAT0126	PSUNV	UGRD	Malboro,Armit	Unknown	****/****/****	(blank)	*****	USA	SSN	MALBORO	AMIT
SFTC02027	PSUNV	UGRD	Malone,Ryan	Male	****/****/****	(blank)	*****	USA	SSN	MALONE	RYAN
FA0806	PSUNV	GRAD	Marcus,James S	Male	****/****/****	(blank)	*****	USA	SSN	MARCUS	JAMES S
SEV0184	PSUNV	UGRD	MARIELLE,Ludovic	Male	****/****/****	(blank)	*****	FRA	SSN	MARIELLE	LUDOVIC
FA0824	PSUNV	GRAD	Mark,Keith R	Male	****/****/****	(blank)	*****	USA	SSN	MARK	KEITH R
FA0812	PSUNV	UGRD	Marker,Keith R	Male	****/****/****	(blank)	*****	USA	SSN	MARKER	KEITH R
FA0346	PSUNV	UGRD	Markowitz,Jon	Unknown	****/****/****	(blank)	*****	USA	SSN	MARKOWITZ	JON
SFEK00052	PSUNV	UGRD	Marshall,Jornell O	Male	****/****/****	(blank)	*****	USA	SSN	MARSHALL	JORNELL
SEV0116	PSUNV	UGRD	Martin,Rene	Male	****/****/****	(blank)	*****	CHE	AHV	MARTIN	RENE
SEV0211	PSUNV	GRAD	MARTIN,Leon	Male	****/****/****	(blank)	*****	FRA	SSN	MARTIN	LEON

Step	Action
39.	If the search criteria you selected is something that you think you can use again, you can save the specifics of the search. Click the Save Search Criteria button. <input type="button" value="Save Search Criteria"/>


Reference Guide

MaineStreet Fundamentals: Using Search Pages



PeopleSoft.

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | 

Create/Update Prospects


Save Search As


Name the search and then click Save.

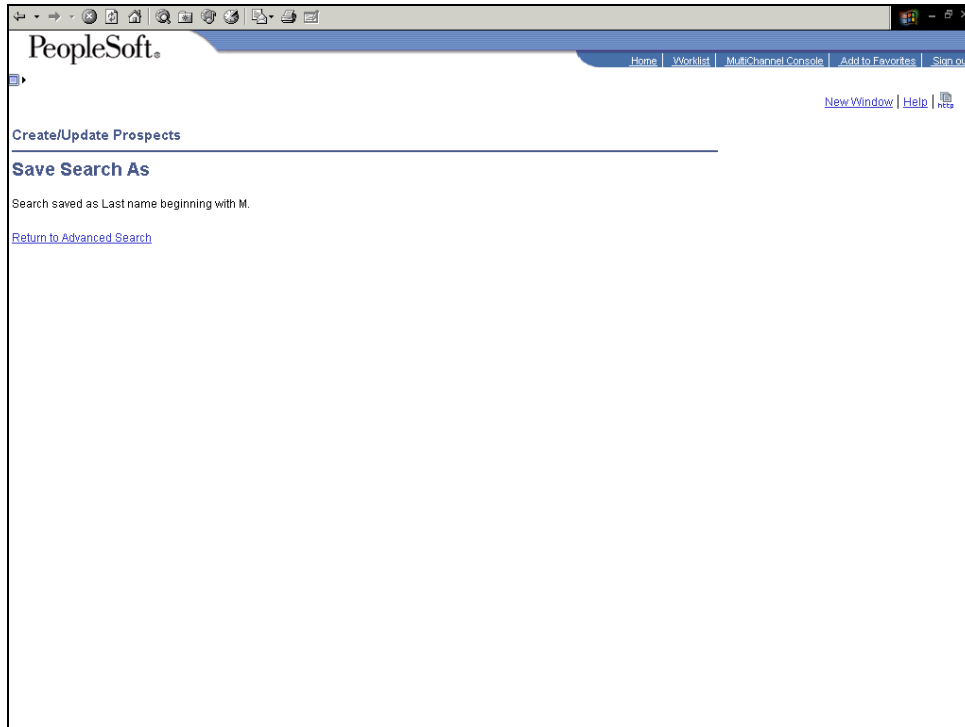
Name of Search:

The saved search will contain these values:

- ID: begins with
- Academic Institution: = PSUNV
- Academic Career: =
- Campus ID: begins with
- National ID: begins with
- Last Name: begins with M
- First Name: begins with

 Save [Return to Advanced Search](#)

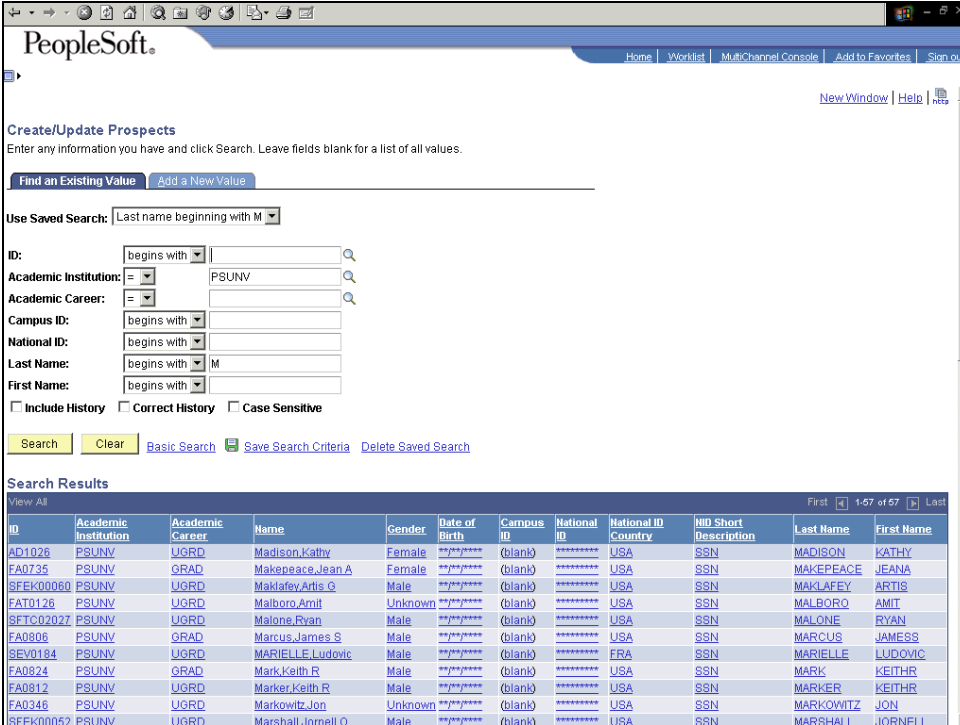
Step	Action
40.	Enter the desired information into the Name of Search: field. Enter " Last name beginning with M ".
41.	Click the Save button. 



Step	Action
42.	Click the Return to Advanced Search link. Return to Advanced Search

Reference Guide

MaineStreet Fundamentals: Using Search Pages



PeopleSoft. Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Create/Update Prospects
Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Add a New Value](#)

Use Saved Search: ▼ Last name beginning with M

ID: ▼ begins with

Academic Institution: ▼ PSUNV

Academic Career: ▼

Campus ID: ▼ begins with

National ID: ▼ begins with

Last Name: ▼ begins with

First Name: ▼ begins with

Include History Correct History Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

Search Results View All First 1-57 of 57 Last

ID	Academic Institution	Academic Career	Name	Gender	Date of Birth	Campus ID	National ID	National Country	HID Short Description	Last Name	First Name
AD1026	PSUNV	UGRD	Madison, Kathy	Female	***-**-****	(blank)	*****	USA	SSN	MADISON	KATHY
FA0735	PSUNV	GRAD	Makepeace, Jean A	Female	***-**-****	(blank)	*****	USA	SSN	MAKEPEACE	JEANA
SFEK00080	PSUNV	UGRD	Maklafey, Artis G	Male	***-**-****	(blank)	*****	USA	SSN	MAKLAFEY	ARTIS
FAT0126	PSUNV	UGRD	Malboro, Amit	Unknown	***-**-****	(blank)	*****	USA	SSN	MALBORO	AMIT
SFTC02027	PSUNV	UGRD	Malone, Ryan	Male	***-**-****	(blank)	*****	USA	SSN	MALONE	RYAN
FA0806	PSUNV	GRAD	Marcus, James S	Male	***-**-****	(blank)	*****	USA	SSN	MARCUS	JAMESS
BEV0184	PSUNV	UGRD	MARIELLE, Ludovic	Male	***-**-****	(blank)	*****	FRA	SSN	MARIELLE	LUDOVIC
FA0824	PSUNV	GRAD	Mark, Keith R	Male	***-**-****	(blank)	*****	USA	SSN	MARK	KEITHR
FA0812	PSUNV	UGRD	Marker, Keith R	Male	***-**-****	(blank)	*****	USA	SSN	MARKER	KEITHR
FA0346	PSUNV	UGRD	Markowitz, Jon	Unknown	***-**-****	(blank)	*****	USA	SSN	MARKOWITZ	JON
SFEK00052	PSUNV	UGRD	Marshall, Jorrell O	Male	***-**-****	(blank)	*****	USA	SSN	MARSHALL	JORHELL

Step	Action
43.	Notice that a Use Saved Search drop-down list appears so that you can select a saved search. Once a search has been saved, that specific search record is available for use in other search pages that use the same search record.
44.	You can also delete any saved search by using the Delete Saved Search link.
45.	For any of the criteria, you also can use the Case Sensitive option. This ensures that the search results are based on matching the case you enter in the criteria.
46.	In summary, you can search for data by using Basic or Advanced search pages. When conducting a search, you can enter full or partial values for any of the search keys. Once you open a page or component, you can use the Next in List and Previous in List buttons to navigate between the rows in the search results. You can also save search criteria. End of Procedure.