Using the Find Feature

Concept

To help you easily find the data you are looking for when there are many rows of data to search through, PeopleSoft provides the **Find** feature.
**Procedure**

1. In this example, you are updating name information for a student with the last name of Kroft. You know that the Person ID begins with "KA." Enter the desired information into the **ID** field. Enter "KA."
2. Click the **Search** button.
Step | Action
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3. | The **Search Results** list shows 194 rows of IDs that begin with "KA." When looking at a grid or a scroll area of data, you can locate a particular row quickly by using the **Find** feature.

You press **[Ctrl+F]** to open the **Find** dialog box. In this example, this will be done for you.
Step | Action
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4. | You enter the text string you are searching for in the **Find what:** field of the **Find** dialog box. You can add additional criteria to match the whole word only or to match the case of what you have typed. Enter the desired information into the **Find what:** field. Enter "kroft".
### Step 5

Click the **Find Next** button.
Step | Action
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6. | The Find feature quickly highlighted the entry for Kroft in the search results list. Click the **Cancel** button.
7. Click any of the links for employee Kroft to access the page. Click the Search Results table.
Step | Action
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8. | The **Names** component for Kerryn Kroft is displayed.
9. | In summary, using the **Find** feature helps you quickly locate the data you need in a scroll or grid area containing several rows.

**End of Procedure.**