

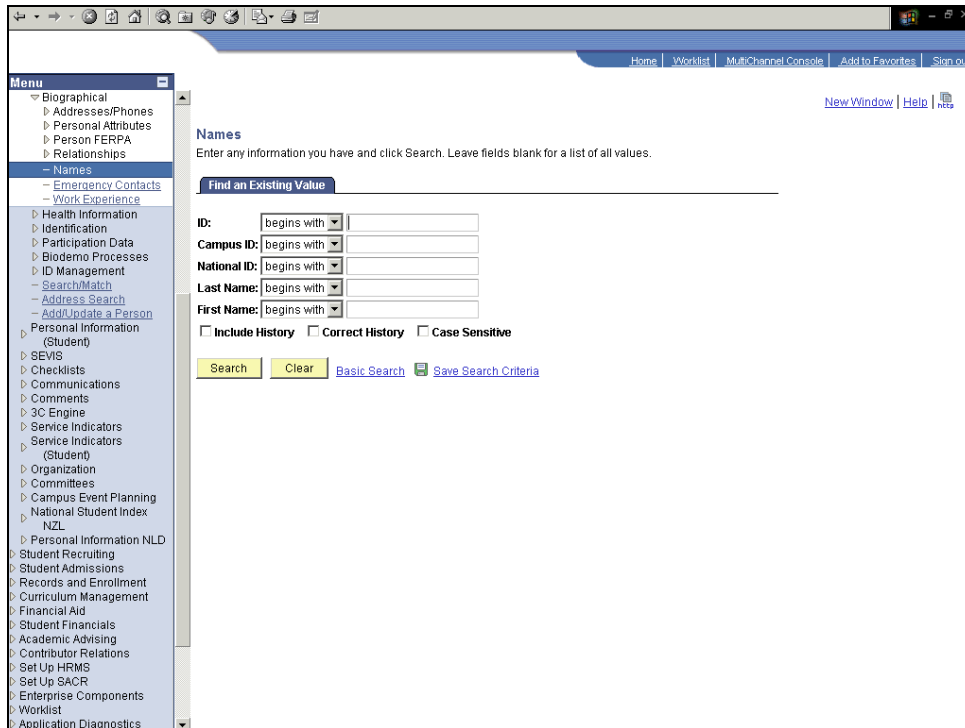
File Name	Using the Find Feature_BUSPROC.doc
Version	8.9
Date Modified	1/18/2008
Last Changed by	ASDS
Status	

Using the Find Feature

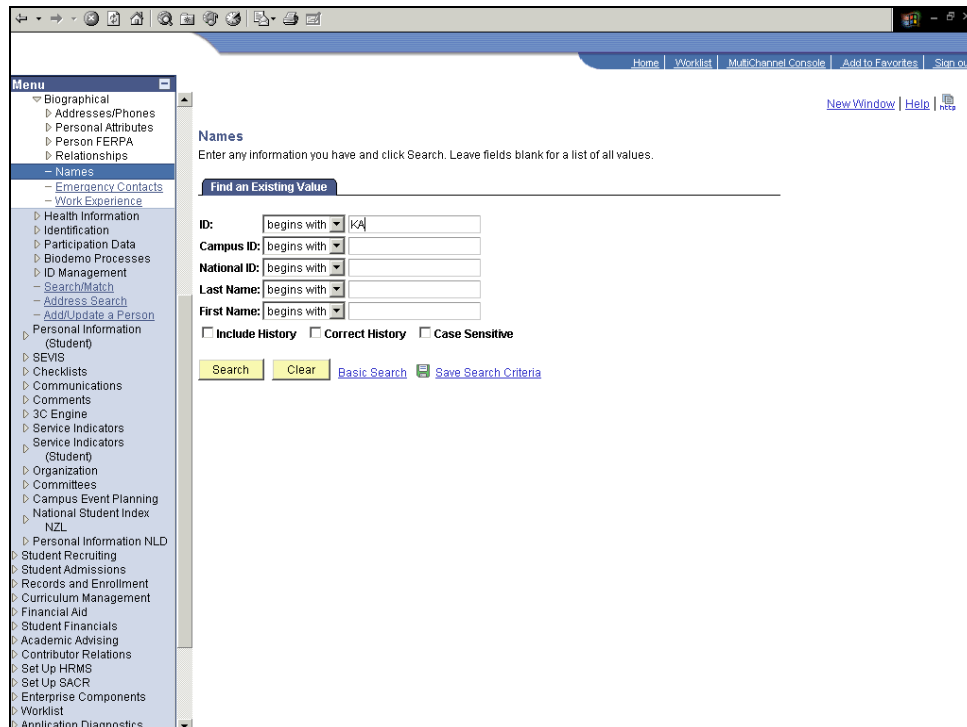
Concept

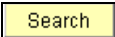
To help you easily find the data you are looking for when there are many rows of data to search through, PeopleSoft provides the **Find** feature.

Procedure



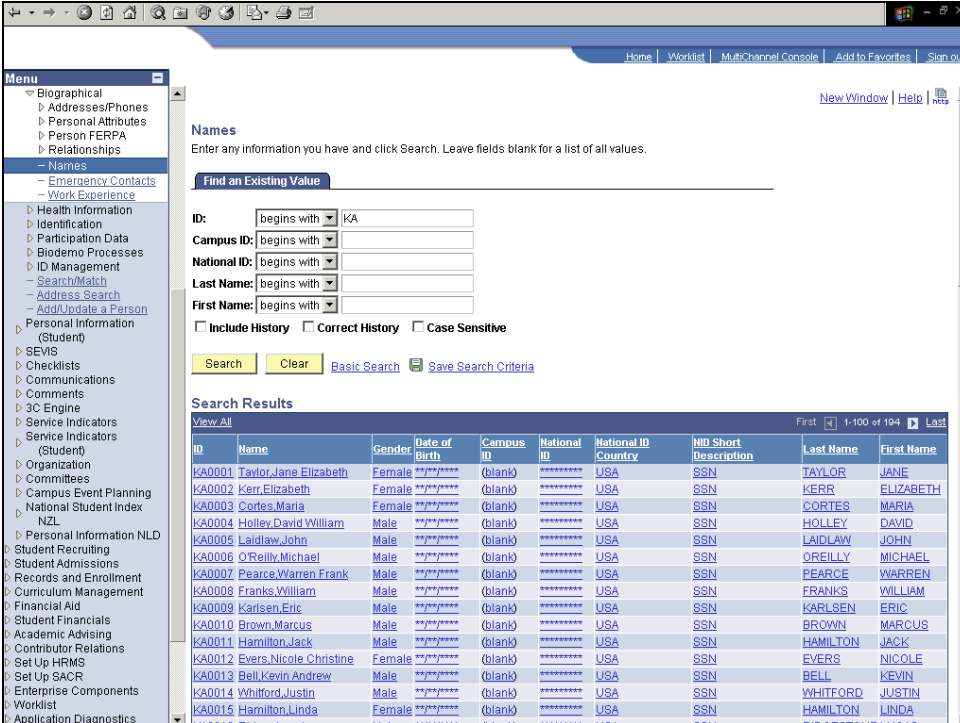
Step	Action
1.	In this example, you are updating name information for a student with the last name of Kroft. You know that the Person ID begins with "KA." Enter the desired information into the ID field. Enter " KA ".



Step	Action
2.	Click the Search button. 

Reference Guide

MaineStreet Fundamentals Using the Find Feature



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

Find an Existing Value

ID: begins with KA
 Campus ID: begins with
 National ID: begins with
 Last Name: begins with
 First Name: begins with

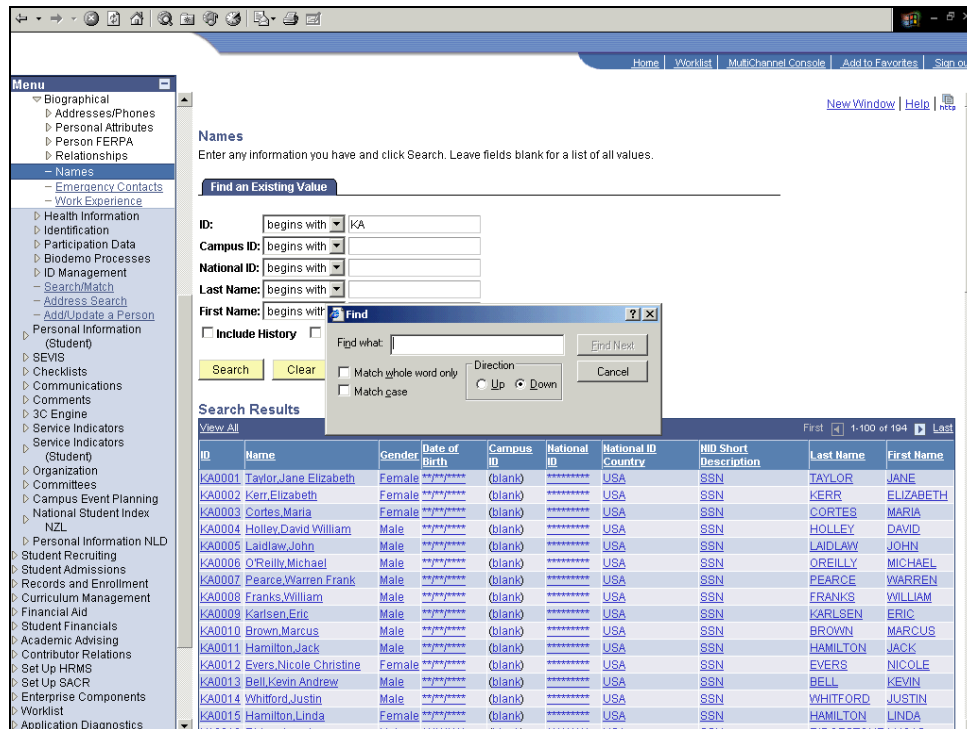
Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results
View All First 1-100 of 194 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
KA0001	Taylor,Jane Elizabeth	Female	****	(blank)	*****	USA	SSN	TAYLOR	JANE
KA0002	Kerr,Elizabeth	Female	****	(blank)	*****	USA	SSN	KERR	ELIZABETH
KA0003	Cortes,Maria	Female	****	(blank)	*****	USA	SSN	CORTES	MARIA
KA0004	Holley,David William	Male	****	(blank)	*****	USA	SSN	HOLLEY	DAVID
KA0005	Laidlaw,John	Male	****	(blank)	*****	USA	SSN	LAIDLAW	JOHN
KA0006	O'Reilly,Michael	Male	****	(blank)	*****	USA	SSN	O'REILLY	MICHAEL
KA0007	Pearce,Warren Frank	Male	****	(blank)	*****	USA	SSN	PEARCE	WARREN
KA0008	Franks,William	Male	****	(blank)	*****	USA	SSN	FRANKS	WILLIAM
KA0009	Karlsen,Eric	Male	****	(blank)	*****	USA	SSN	KARLSEN	ERIC
KA0010	Brown,Marcus	Male	****	(blank)	*****	USA	SSN	BROWN	MARCUS
KA0011	Hamilton,Jack	Male	****	(blank)	*****	USA	SSN	HAMILTON	JACK
KA0012	Evers,Nicole Christine	Female	****	(blank)	*****	USA	SSN	EVERS	NICOLE
KA0013	Bell,Kevin Andrew	Male	****	(blank)	*****	USA	SSN	BELL	KEVIN
KA0014	Whitford,Justin	Male	****	(blank)	*****	USA	SSN	WHITFORD	JUSTIN
KA0015	Hamilton,Linda	Female	****	(blank)	*****	USA	SSN	HAMILTON	LINDA

Step	Action
3.	<p>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.</p> <p>You press [Ctrl+F] to open the Find dialog box. In this example, this will be done for you.</p>



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

Find an Existing Value

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Include History

Match whole word only Match case

Direction:

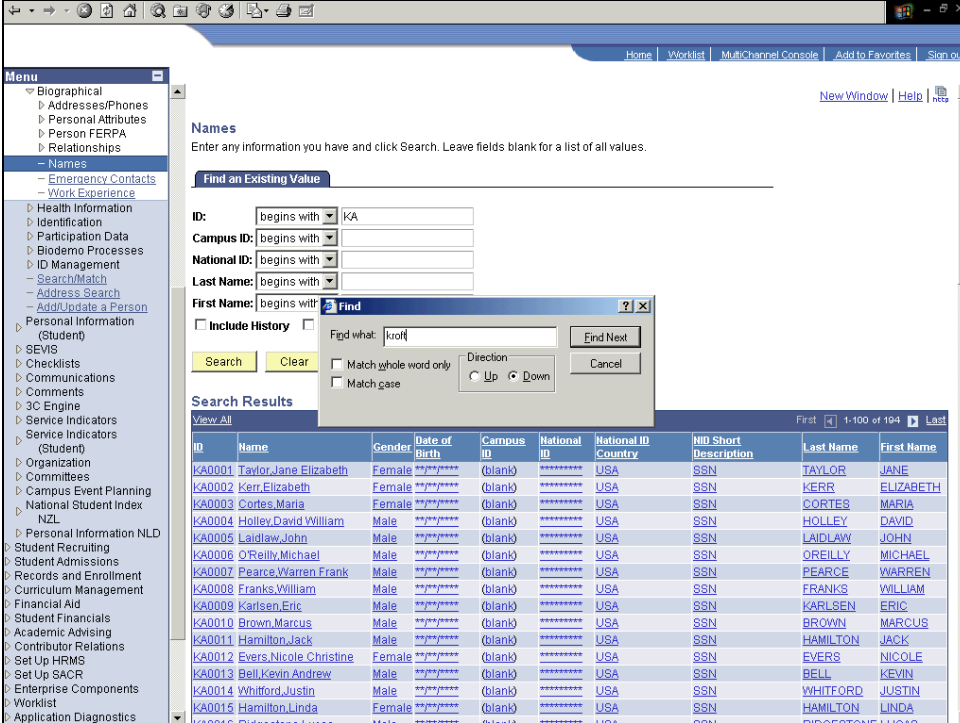
Search Results

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
KA0001	Taylor,Jane Elizabeth	Female	***	(blank)	*****	USA	SSN	TAYLOR	JANE
KA0002	Kerr,Elizabeth	Female	***	(blank)	*****	USA	SSN	KERR	ELIZABETH
KA0003	Cortes,Maria	Female	***	(blank)	*****	USA	SSN	CORTES	MARIA
KA0004	Holley,David William	Male	***	(blank)	*****	USA	SSN	HOLLEY	DAVID
KA0005	Laidlaw,John	Male	***	(blank)	*****	USA	SSN	LAIDLAW	JOHN
KA0006	O'Reilly,Michael	Male	***	(blank)	*****	USA	SSN	OREILLY	MICHAEL
KA0007	Pearce,Warren Frank	Male	***	(blank)	*****	USA	SSN	PEARCE	WARREN
KA0008	Franks,William	Male	***	(blank)	*****	USA	SSN	FRANKS	WILLIAM
KA0009	Karlsen,Eric	Male	***	(blank)	*****	USA	SSN	KARLSEN	ERIC
KA0010	Brown,Marcus	Male	***	(blank)	*****	USA	SSN	BROWN	MARCUS
KA0011	Hamilton,Jack	Male	***	(blank)	*****	USA	SSN	HAMILTON	JACK
KA0012	Evers,Nicole Christine	Female	***	(blank)	*****	USA	SSN	EVERS	NICOLE
KA0013	Bell,Kevin Andrew	Male	***	(blank)	*****	USA	SSN	BELL	KEVIN
KA0014	Whitford,Justin	Male	***	(blank)	*****	USA	SSN	WHITFORD	JUSTIN
KA0015	Hamilton,Linda	Female	***	(blank)	*****	USA	SSN	HAMILTON	LINDA

Step	Action
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".

Reference Guide

MaineStreet Fundamentals Using the Find Feature



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

Find an Existing Value

ID: begins with

Campus ID: begins with

National ID: begins with

Last Name: begins with

First Name: begins with

Include History

Find what:

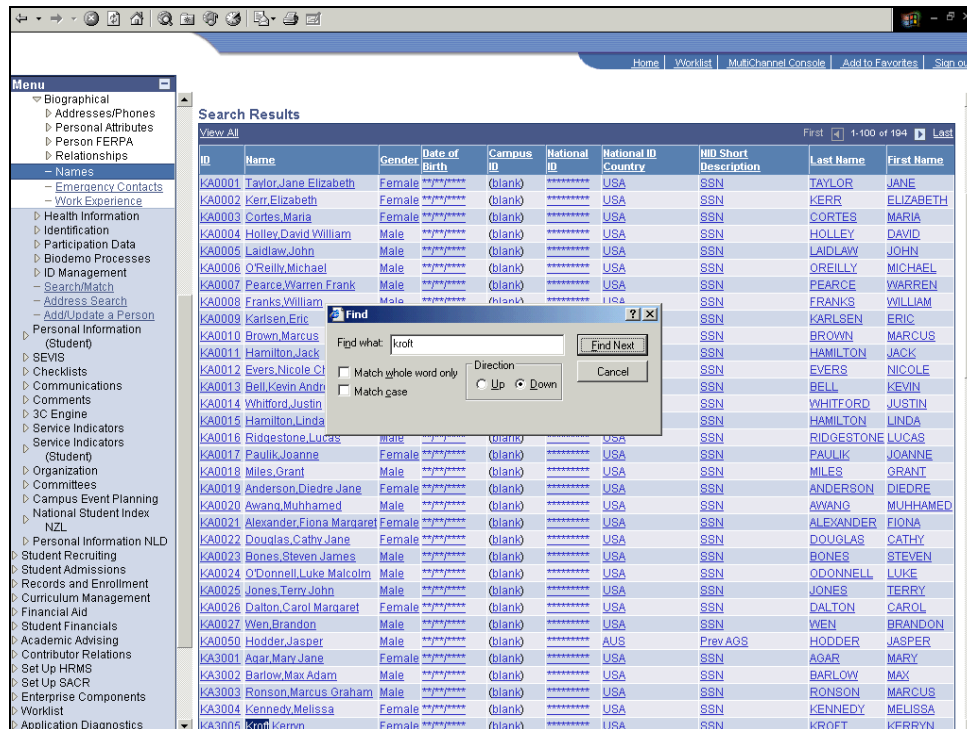
Match whole word only Direction:

Match case

Search Results

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
KA0001	Taylor,Jane Elizabeth	Female	****	(blank)	*****	USA	SSN	TAYLOR	JANE
KA0002	Kerr,Elizabeth	Female	****	(blank)	*****	USA	SSN	KERR	ELIZABETH
KA0003	Cortes,Maria	Female	****	(blank)	*****	USA	SSN	CORTES	MARIA
KA0004	Holley,David William	Male	****	(blank)	*****	USA	SSN	HOLLEY	DAVID
KA0005	Laidlaw,John	Male	****	(blank)	*****	USA	SSN	LAIDLAW	JOHN
KA0006	O'Reilly,Michael	Male	****	(blank)	*****	USA	SSN	OREILLY	MICHAEL
KA0007	Pearce,Warren Frank	Male	****	(blank)	*****	USA	SSN	PEARCE	WARREN
KA0008	Franks,William	Male	****	(blank)	*****	USA	SSN	FRANKS	WILLIAM
KA0009	Karlsen,Eric	Male	****	(blank)	*****	USA	SSN	KARLSEN	ERIC
KA0010	Brown,Marcus	Male	****	(blank)	*****	USA	SSN	BROWN	MARCUS
KA0011	Hamilton,Jack	Male	****	(blank)	*****	USA	SSN	HAMILTON	JACK
KA0012	Evers,Nicole Christine	Female	****	(blank)	*****	USA	SSN	EVERS	NICOLE
KA0013	Bell,Kevin Andrew	Male	****	(blank)	*****	USA	SSN	BELL	KEVIN
KA0014	Whitford,Justin	Male	****	(blank)	*****	USA	SSN	WHITFORD	JUSTIN
KA0015	Hamilton,Linda	Female	****	(blank)	*****	USA	SSN	HAMILTON	LINDA

Step	Action
5.	Click the Find Next button.



The screenshot shows the 'Search Results' window with a table of student records. A 'Find' dialog box is open over the table, with 'kroft' entered in the search field. The entry for 'Kroft, Kerrn' (ID KA3006) is highlighted in the table.

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
KA0001	Taylor, Jane Elizabeth	Female	****	(blank)	*****	USA	SSN	TAYLOR	JANE
KA0002	Kerr, Elizabeth	Female	****	(blank)	*****	USA	SSN	KERR	ELIZABETH
KA0003	Cortes, Maria	Female	****	(blank)	*****	USA	SSN	CORTES	MARIA
KA0004	Holley, David William	Male	****	(blank)	*****	USA	SSN	HOLLEY	DAVID
KA0005	Laidlaw, John	Male	****	(blank)	*****	USA	SSN	LAIDLAW	JOHN
KA0006	O'Reilly, Michael	Male	****	(blank)	*****	USA	SSN	O'REILLY	MICHAEL
KA0007	Pearce, Warren Frank	Male	****	(blank)	*****	USA	SSN	PEARCE	WARREN
KA0008	Franks, William	Male	****	(blank)	*****	USA	SSN	FRANKS	WILLIAM
KA0009	Karlsen, Eric	Male	****	(blank)	*****	USA	SSN	KARLSEN	ERIC
KA0010	Brown, Marcus	Male	****	(blank)	*****	USA	SSN	BROWN	MARCUS
KA0011	Hamilton, Jack	Male	****	(blank)	*****	USA	SSN	HAMILTON	JACK
KA0012	Evers, Nicole Cj	Female	****	(blank)	*****	USA	SSN	EVERS	NICOLE
KA0013	Bell, Kevin Andri	Male	****	(blank)	*****	USA	SSN	BELL	KEVIN
KA0014	Whitford, Justin	Male	****	(blank)	*****	USA	SSN	WHITFORD	JUSTIN
KA0015	Hamilton, Linda	Female	****	(blank)	*****	USA	SSN	HAMILTON	LINDA
KA0016	Ridgestone, Lucas	Male	****	(blank)	*****	USA	SSN	RIDGESTONE	LUCAS
KA0017	Paulik, Joanne	Female	****	(blank)	*****	USA	SSN	PAULIK	JOANNE
KA0018	Miles, Grant	Male	****	(blank)	*****	USA	SSN	MILES	GRANT
KA0019	Anderson, Diedre Jane	Female	****	(blank)	*****	USA	SSN	ANDERSON	DIEDRE
KA0020	Awang, Muhamed	Male	****	(blank)	*****	USA	SSN	AWANG	MUHAMMAD
KA0021	Alexander, Fiona Margaret	Female	****	(blank)	*****	USA	SSN	ALEXANDER	FIONA
KA0022	Douglas, Cathy Jane	Female	****	(blank)	*****	USA	SSN	DOUGLAS	CATHY
KA0023	Bones, Steven James	Male	****	(blank)	*****	USA	SSN	BONES	STEVEN
KA0024	O'Donnell, Luke Malcolm	Male	****	(blank)	*****	USA	SSN	ODONNELL	LUKE
KA0025	Jones, Terry John	Male	****	(blank)	*****	USA	SSN	JONES	TERRY
KA0026	Dalton, Carol Margaret	Female	****	(blank)	*****	USA	SSN	DALTON	CAROL
KA0027	Wen, Brandon	Male	****	(blank)	*****	USA	SSN	WEN	BRANDON
KA0050	Hodder, Jasper	Male	****	(blank)	*****	AUS	Prev AGS	HODDER	JASPER
KA3001	Agar, Mary Jane	Female	****	(blank)	*****	USA	SSN	AGAR	MARY
KA3002	Barlow, Max Adam	Male	****	(blank)	*****	USA	SSN	BARLOW	MAX
KA3003	Ronson, Marcus Graham	Male	****	(blank)	*****	USA	SSN	RONSON	MARCUS
KA3004	Kennedy, Melissa	Female	****	(blank)	*****	USA	SSN	KENNEDY	MELISSA
KA3006	Kroft, Kerrn	Female	****	(blank)	*****	USA	SSN	KROFT	KERRY

Step	Action
6.	<p>The Find feature quickly highlighted the entry for Kroft in the search results list. Click the Cancel button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Cancel</div>

Reference Guide

MaineStreet Fundamentals Using the Find Feature



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

Menu

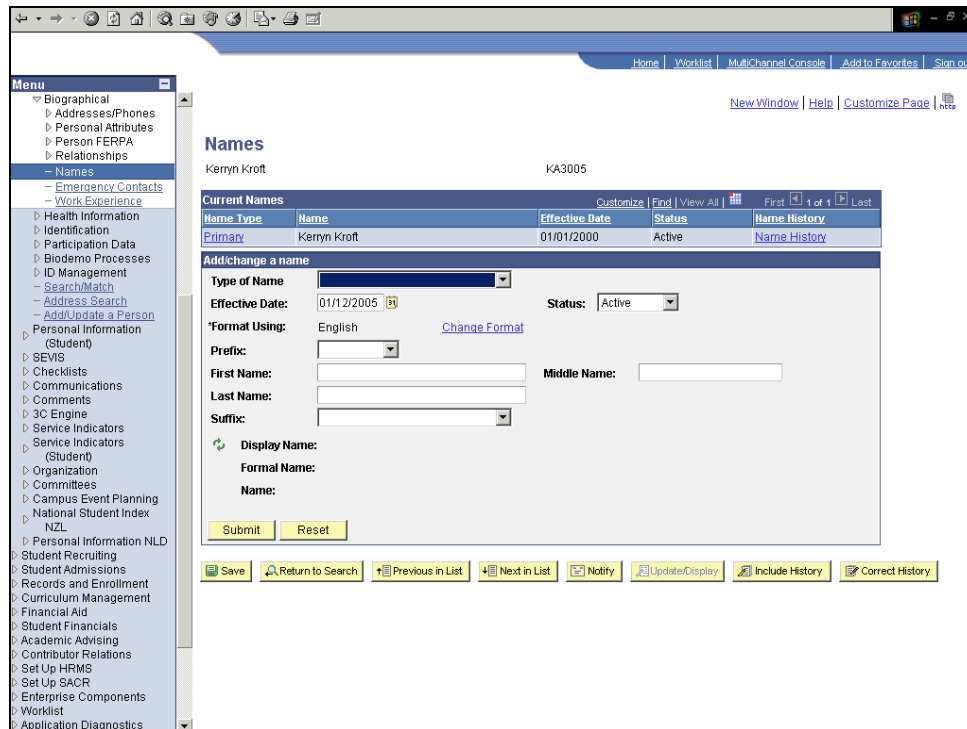
- Biographical
 - Addresses/Phones
 - Personal Attributes
 - Person FERPA
 - Relationships
- Names
 - Emergency Contacts
 - Work Experience
- Health Information
- Identification
- Participation Data
- Biodemo Processes
- ID Management
 - Search/Match
 - Address Search
- Add/Update a Person
- Personal Information (Student)
 - SEVIS
 - Checklists
 - Communications
 - Comments
 - 3C Engine
 - Service Indicators
 - Service Indicators (Student)
 - Organization
 - Committees
 - Campus Event Planning
 - National Student Index NZL
- Personal Information NLD
- Student Recruiting
- 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

Search Results

View All First 1-100 of 164 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
KA0001	Taylor,Jane Elizabeth	Female	**/**/****	(blank)	*****	USA	SSN	TAYLOR	JANE
KA0002	Kerr,Elizabeth	Female	**/**/****	(blank)	*****	USA	SSN	KERR	ELIZABETH
KA0003	Cortes,Maria	Female	**/**/****	(blank)	*****	USA	SSN	CORTES	MARIA
KA0004	Holley,David William	Male	**/**/****	(blank)	*****	USA	SSN	HOLLEY	DAVID
KA0005	Laidlaw,John	Male	**/**/****	(blank)	*****	USA	SSN	LAIDLAW	JOHN
KA0006	O'Reilly,Michael	Male	**/**/****	(blank)	*****	USA	SSN	O'REILLY	MICHAEL
KA0007	Pearce,Warren Frank	Male	**/**/****	(blank)	*****	USA	SSN	PEARCE	WARREN
KA0008	Franks,William	Male	**/**/****	(blank)	*****	USA	SSN	FRANKS	WILLIAM
KA0009	Karlsen,Eric	Male	**/**/****	(blank)	*****	USA	SSN	KARLSEN	ERIC
KA0010	Brown,Marcus	Male	**/**/****	(blank)	*****	USA	SSN	BROWN	MARCUS
KA0011	Hamilton,Jack	Male	**/**/****	(blank)	*****	USA	SSN	HAMILTON	JACK
KA0012	Evers,Nicole Christine	Female	**/**/****	(blank)	*****	USA	SSN	EVERS	NICOLE
KA0013	Bell,Kevin Andrew	Male	**/**/****	(blank)	*****	USA	SSN	BELL	KEVIN
KA0014	Whitford,Justin	Male	**/**/****	(blank)	*****	USA	SSN	WHITFORD	JUSTIN
KA0015	Hamilton,Linda	Female	**/**/****	(blank)	*****	USA	SSN	HAMILTON	LINDA
KA0016	Ridgestone,Lucas	Male	**/**/****	(blank)	*****	USA	SSN	RIDGESTONE	LUCAS
KA0017	Paulik,Joanne	Female	**/**/****	(blank)	*****	USA	SSN	PAULIK	JOANNE
KA0018	Miles,Grant	Male	**/**/****	(blank)	*****	USA	SSN	MILES	GRANT
KA0019	Anderson,Diedre Jane	Female	**/**/****	(blank)	*****	USA	SSN	ANDERSON	DIEDRE
KA0020	Awang,Muhammed	Male	**/**/****	(blank)	*****	USA	SSN	AWANG	MUHAMMED
KA0021	Alexander,Fiona Margaret	Female	**/**/****	(blank)	*****	USA	SSN	ALEXANDER	FIONA
KA0022	Douglas,Cathy Jane	Female	**/**/****	(blank)	*****	USA	SSN	DOUGLAS	CATHY
KA0023	Bones,Steven James	Male	**/**/****	(blank)	*****	USA	SSN	BONES	STEVEN
KA0024	O'Donnell,Luke Malcolm	Male	**/**/****	(blank)	*****	USA	SSN	ODONNELL	LUKE
KA0025	Jones,Terry John	Male	**/**/****	(blank)	*****	USA	SSN	JONES	TERRY
KA0026	Dalton,Carol Margaret	Female	**/**/****	(blank)	*****	USA	SSN	DALTON	CAROL
KA0027	Wen,Brandon	Male	**/**/****	(blank)	*****	USA	SSN	WEN	BRANDON
KA0050	Hodder,Jasper	Male	**/**/****	(blank)	*****	AUS	Prev AGS	HODDER	JASPER
KA3001	Agar,Mary Jane	Female	**/**/****	(blank)	*****	USA	SSN	AGAR	MARY
KA3002	Barlow,Max Adam	Male	**/**/****	(blank)	*****	USA	SSN	BARLOW	MAX
KA3003	Ronson,Marcus Graham	Male	**/**/****	(blank)	*****	USA	SSN	RONSON	MARCUS
KA3004	Kennedy,Melissa	Female	**/**/****	(blank)	*****	USA	SSN	KENNEDY	MELISSA
KA3006	Kroft,Kerrin	Female	**/**/****	(blank)	*****	USA	SSN	KROFT	KERRYIN

Step	Action
7.	Click any of the links for employee Kroft to access the page. Click the Search Results table.



Step	Action
8.	The Names component for Kerry 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.