Search/Match

Search/Match helps you to prevent the entry of duplicate or multiple records by determining whether a person already exists in the database before creating (or recreating) the record and assigning another EmplID.

You can get to the Search/Match page by following any of these paths:

- Workforce Administration > Personal Information > Search for People
- Campus Community > Personal Information > Search/Match
- Campus Community > Personal Information (Student) > Search/Match

Do not enter anything!

Just click Search
Click the **User Default** link and save this Search Result Code as your default so that the next time you use this page the Search Result Code will be selected already.
The system will search on all of the values that you entered and will retrieve results for the most restrictive search order number defined. This is a “filtered” search. The results are displayed on the Search Results page.

You may see the same person listed multiple times – once for each name type.

Click the tabs to view additional information.

**Carry ID** Click Carry ID to capture and carry the ID to the ID field of the search box on the pages that you subsequently access so that you do not need to remember the ID.

Click the Return to Search Criteria link to search for another person.