

Entering and Saving Search Criteria

There are two searches on the *Find an Existing Value* page – **Basic Search** and **Advanced Search**. Basic Search gives you one or two key fields as the criteria to search by. With Advanced Search you can narrow down your search by using multiple search fields and a variety of search operators. You can change from Basic Search to Advanced Search by clicking the respective link on the *Find an Existing Value* page.

When specifying search criteria, you can enter a full or partial value for any key field. Based on what you enter, the system presents a list of possible matches or, if there is only one match, the page that you requested.

By default, the search function can display up to **300 matching entries** from the database. If your search retrieves more than the maximum 300 entries, you must attempt to narrow your search in another way.

The screenshot shows the 'Find an Existing Value' search interface. It includes the following fields and options:

- Academic Institution:** Operator dropdown set to '=', input field containing 'USBNY'.
- Term:** Operator dropdown set to '=', empty input field.
- Subject Area:** Operator dropdown set to '=', empty input field.
- Catalog Nbr:** Operator dropdown set to 'begins with', empty input field.
- Academic Career:** Operator dropdown set to '=', empty input field.
- Campus:** Operator dropdown set to 'begins with', empty input field.
- Description:** Operator dropdown set to 'begins with', empty input field.
- Course ID:** Operator dropdown set to 'begins with', empty input field.
- Course Offering Nbr:** Operator dropdown set to '=', empty input field.
- Case Sensitive
- Buttons: Search, Clear, Basic Search, Save Search Criteria

Enter the search criteria

Click **Search**

Search fields are not case sensitive but you can speed up your search by entering mixed characters and selecting the **Case Sensitive** option before you click Search.

Using Operators

For most of the fields in Advanced Search the default operators are “**begins with**” or “**=**”. Below is a complete list of operators:

begins with	Used for Character fields only.
contains	Used for Character fields only.
= (equals)	Used for all field types.
not= (not equal to)	Used for all field types.
< (less than)	Used for all field types.
<= (less than or equal to)	Used for all field types.
> (greater than)	Used for all field types.
>= (greater than or equal to)	Used for all field types.

between	Used for all field types.
in	Used for all field types.

Saving Search Criteria

If you plan to use the same search criteria over and over again, click the **Save Search Criteria** link to name and save the search.

The screenshot shows a search form with the following fields and options:

- Use Saved Search:** A dropdown menu currently showing "mus 101".
- Academic Institution:** = [USBNY]
- Term:** = [1078]
- Subject Area:** = [MUS]
- Catalog Nbr:** [begins with] [101]
- Academic Career:** = [Undergraduate]
- Campus:** [begins with] []
- Description:** [begins with] []
- Course ID:** [begins with] []
- Course Offering Nbr:** = []
- Case Sensitive
- Buttons: Search, Clear, Basic Search, **Save Search Criteria**, Delete Saved Search

To use the saved search criteria, click the **Use Saved Search** drop-down list box and select the search name.

To remove any saved searches, click the **Delete Saved Search** link.

Add a New Value

Use **Add A New Value** when you enter a new high level key to the database. For instance, in the example below, a new person is being added to the database and a new EmplID will be automatically assigned after the information is entered and saved.

The screenshot shows the "Modify Employee Personal Data" form with the following elements:

- Two tabs: "Find an Existing Value" and "Add a New Value" (selected).
- Field: EmplID: [NEW]
- Button: Add