

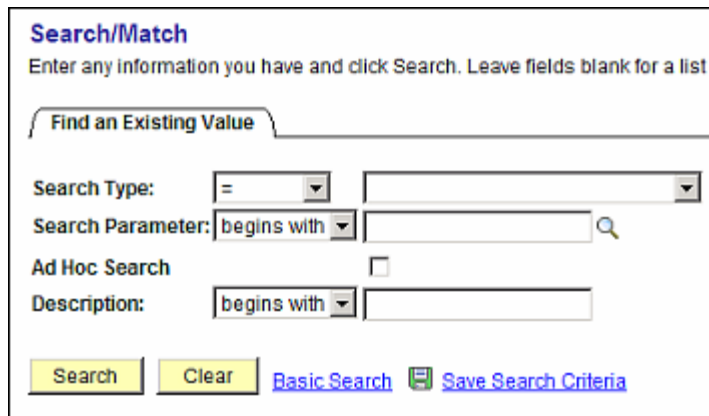
## SEARCH/MATCH

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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**



The screenshot shows a web form titled "Search/Match" with the instruction "Enter any information you have and click Search. Leave fields blank for a list of". Below the instruction is a tabbed interface with the "Find an Existing Value" tab selected. The form contains the following fields and controls:

- Search Type:** A dropdown menu set to "=" and a text input field.
- Search Parameter:** A dropdown menu set to "begins with", a text input field, and a search icon.
- Ad Hoc Search:** A checkbox that is currently unchecked.
- Description:** A dropdown menu set to "begins with" and a text input field.
- Buttons:** "Search" (highlighted in yellow), "Clear" (highlighted in yellow), "Basic Search" (a blue link), and "Save Search Criteria" (a blue link with a document icon).

**Do not enter anything!**

Just click **Search**

**Search Criteria**

Search Type: Person  Ad Hoc Search

Search Parameter: FIND\_PERSON Find Person Reduced Options

Search Result Rule

Search Result Code:   General Core HR Results

[User Default](#)

Search Fields	Value
First Name Search	<input type="text" value="JAMES"/>
Last Name Search	<input type="text" value="BROWN"/>
National Id	<input type="text" value="123456789"/>
Address Line 1	<input type="text"/>
City	<input type="text"/>

Click the **Lookup button** and choose the **Search Result Code**

Enter the **First Name, Last Name and National ID**

Remember to **tab** out of each field

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**.

**Search Results**

Search Type: Person  Ad Hoc Search

Search Parameter: FIND\_PERSON Find Person - Reduced Options

Result Code: PSHR\_GENERAL General Core HR Results

Search Results Summary [Return to Search Criteria](#)

Number of ID's Found: 26

Search Order Number: 10

Name Only

Results	Results2	Additional Information	EmplID	Name Type	Name Effective Date
1	Carry ID			PRF	07/30/1999
2	Carry ID			PRI	07/30/1999
3	Carry ID			PRI	09/22/2002
4	Carry ID			DEG	02/27/2003
5	Carry ID			PRI	08/16/2001
6	Carry ID			PRF	08/16/2001
7	Carry ID			PRF	01/01/1958
8	Carry ID			PRI	01/01/1958

Look here to see the **Search Order Number** at which results were found. This will give you an idea of how precise your search was. The lower the number, the more restrictive the search.

In this example, we entered First name, Last Name and National ID as our three criteria. Our results show many matches on Name Only. This means that no match was found on National ID.

If no results are found on any of the criteria that you enter, it will say “No Matches” here.

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.