

PROCESSING STUDENT RECORDS

Search Match Process

Step by Step Guide

Search Match

1. Navigate to Campus Community > Personal Information (Student)> Search/Match or Campus Community > Personal Information > Search/Match, depending on your security access. The Search/Match "Find an Existing Value" page appears.

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

Find an Existing Value

Search Type: =

Search Parameter: begins with

Ad Hoc Search

Description: begins with

Search Clear Basic Search Save Search Criteria

2. Select the search type of "Person" from the drop-down menu provided.

3. Press the Search icon (🔍) to the right of the Search Parameter field. The Look Up Search Parameter page appears.

Look Up Search Parameter

Search Type: Person

Search Parameter: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

4. Press the **Lookup** button. A list of Search Results is returned.

Search Results

View All First 1-7 of 7 Last

Search Parameter	Ad Hoc Search	Description
PSCS_ADHOC	Y	CS Person Adhoc Search
PSCS_CR_SEARCH	Y	CR Person Search
PSCS_FA	N	External Award Stage Rules
PSCS_TRADITIONAL	N	CS Person Traditional
PSHR_HIRE	N	Template-Based Hire person
PSHR_SAVE_TIME	N	HR Auto Run at Save Time
PSRS_HIRE	N	Prepare For Hire

NOTE: To save these settings as your default, click Save Search Criteria now. You will be taken to the “Save Search As” page.

Save Search As

Name the search and then click Save.

Name of Search:

The saved search will contain these values:

Search Type: = Person
Search Parameter: begins with PSCS_TRADITIONAL
Ad Hoc Search
Description: begins with

 Save [Return to Advanced Search](#)

Create a name for your search (i.e. Search Match default) and click the Save button. You will then see the “Use Saved Search” field appear on the Search/Match page. The next time you use Search/Match you will simply select the name of your saved Search from the drop down.


Search/Match

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

Find an Existing Value

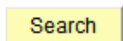
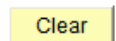

Use Saved Search:

Search Type: = Person


Search Parameter: begins with PSCS_TRADITIONAL 

Ad Hoc Search

Description: begins with

  [Basic Search](#)  [Save Search Criteria](#) [Delete Saved Search](#)


6. Press the  button. The Search Criteria page appears.

7. Use the Search icon () to the right of the “Search Result Code” field to select the Search Result code of: “PSCS_TRAD_RESULTS”.

NOTE: To save the search result code as a default, click on “User Default”. The “Default Search Result” page appears.

Search Criteria

Default Search Result

User ID: SESASO
Search Type: Person
Search Result Code: 







Click on the **Lookup** button for search result code. The “Look Up Search Result Code” page appears. Click on the **Lookup** button and select “PSCS_TRAD_RESULTS”, and then click on OK. This result will default in the field the next time you use the Search Match feature.

8. Enter the criteria you wish to search on (First Name, Last Name, etc.), tab out of each field and press the **Search** icon. Your search results will appear in a new page.

Search Criteria

Search Type: Person Ad Hoc Search
Search Parameter: PSCS_TRADITIONAL CS_Person_Traditional

Search Result Rule
Search Result Code: 
[User Default](#)

Search Fields	Value
Address Line 1	<input type="text"/> 
City	<input type="text"/> 
First Name Search	<input type="text"/> 
Last Name Search	<input type="text"/> 
Date of Birth	<input type="text"/> 
Gender	<input type="text"/> 
National Id	<input type="text"/> 