

Search/ Match

Overview Search/Match helps 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. The database contains all Students, Applicants, & Employees.

Navigation Student Information Systems > Student Admissions.> Application Entry > Search/ Match

Campus Community > Personal Information > Search/ Match

Terminology All new terms are defined within each section and additionally on the SIS Project website.

The screenshot shows the 'Search/Match' interface. At the top, it says 'Search/Match' and 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a tab labeled 'Find an Existing Value'. The form contains several fields: 'Search Type:' with a dropdown set to '=', a text input, and another dropdown; 'Search Parameter:' with a dropdown set to 'begins with', a text input, and a search icon; 'Ad Hoc Search' with an unchecked checkbox; and 'Description:' with a dropdown set to 'begins with' and a text input. At the bottom, there are buttons for 'Search' (circled in red), 'Clear', and links for 'Basic Search' and 'Save Search Criteria'.

Do not enter anything!
Just click Search

Search Criteria

Search Type: Person Ad Hoc Search

Search Parameter: NCSTATE SIS Search Match

Search Result Rule [Return to Search Results](#)

Search Result Code: [User Default](#)

Search Fields	Value
National Id	<input type="text"/>
Last Name Search	WILLIAMS
First Name Search	JOHN
Date of Birth	<input type="text"/>
Middle Name	<input type="text"/>
Gender	<input type="text"/>

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

Due to inconsistencies in data entry you may need to perform a search several different ways to ensure that a record does not exist.

Search by National ID (SSN)

Click **Search**

if no match >

Search by Last Name & First Name

The system will search on all of the values that you entered and will retrieve results. The results are displayed on the **Search Results** page.



Click the [User Default](#) link and save the **PSCS_TRAD_RESUL** Search Result Code as your default so that the next time you use this page the Search Result Code will be selected already.

Search Results

Search Type: Person Ad Hoc Search

Search Parameter: NCSTATE SIS Search Match

Result Code: PSCS_TRAD_RESUL CS_Person Traditional Results

Search Results Summary

Number of ID's Found: 99

Search Order Number: 60

[Return to Search Criteria](#)

Search Results Customize | Find | View 100 First 1-20 of 109 Last

	EmpID	Name	Type	Time Effective			
1	Carry ID	Detail	PRI				
2	Carry ID	Detail	PRI	05/15/2005			
3	Carry ID	Detail	PRI	01/01/1901			
4	Carry ID	Detail	PRI	01/12/2000			
5	Carry ID	Detail	PRI	12/01/1900			
6	Carry ID	Detail	PRI	01/01/1901			
7	Carry ID	Detail	PRI	03/15/2002			
8	Carry ID	Detail	PRI	01/01/1901			
9	Carry ID	Detail	PRI	01/01/1901			
10	Carry ID	Detail	PRI	05/15/2005			
11	Carry ID	Detail	PRI	02/13/2002			
12	Carry ID	Detail	PRI	08/30/2003	Johnathan	E	Willis
13	Carry ID	Detail	PRI	03/15/2004	John	Dean	Willingham
14	Carry ID	Detail	PRI	01/01/1901	John	Dillard	Williams
15	Carry ID	Detail	PRI	09/07/2001	John	Michael	Williams

Look here to see the number of records found for your search.

The **Search Order Number** shows how results were found. This will give you an idea of how precise your search was. The lower the number, the more restrictive the search.

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

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.