

Performing Search/Match under Campus Community (Persons)

Before creating a new EmplID (WesID), it is **essential** that you verify that the individual does not exist in the system. There can be no duplicates within SFIS. If a preliminary search indicates the individual does not exist in the database, investigate further using the Search/Match process.

Starting the Search:

To begin the process, navigate as follows:

Campus Community > Personal Information > Search/Match

1. On the Find an Existing Value page, click the yellow **Search** button.

Search/Match

WESLEYAN UNIVERSITY

Favorites | Main Menu > Campus Community > Personal Information > Search/Match

Search/Match

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

Find an Existing Value

▼ Search Criteria

Search Type: = [dropdown]

Search Parameter: begins with [dropdown] [search icon]

Ad Hoc Search

Description: begins with [dropdown]

Search Clear Basic Search Save Search Criteria

2. Select Search Type of "Person".
3. The Search Criteria page opens. Note that the Search button on this page is grayed out at this point. The top of the page looks like this:

Wesleyan University Student/Faculty Information System

The screenshot shows the Wesleyan University Student/Faculty Information System interface. The breadcrumb trail is: Favorites | Main Menu > Campus Community > Personal Information > Search/Match. The page title is "Search Criteria".

Search Type: Person Ad Hoc Search

Search Parameter: WES_PERS_SRCH Wesleyan Search

Search Result Rule

Search Result Code: Wes Standard Search Results
[User Default](#)

Search Criteria

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

4. The first time you perform a Search/Match, in the box headed "Search Result Rule," click the [User Default](#) link. Click the magnifying glass. Select WES_PERS_RSLTS and click OK. That portion of the page will now appear as follows. (You won't be required to enter this value again once this page has been saved.)

The screenshot shows the Wesleyan University Student/Faculty Information System interface. The breadcrumb trail is: Favorites | Main Menu > Campus Community > Personal Information > Search/Match. The page title is "Search Criteria".

Search Type: Person Ad Hoc Search

Search Parameter: WES_PERS_SRCH Wesleyan Search

Search Result Rule

Search Result Code: Wes Standard Search Results
[User Default](#)

5. In order to perform the search/match function, you must enter data in at least the Last Name Search field, as well as any other information available that will narrow your search. Tab out of the field to have the system acknowledge the entry.

6. Once you have tabbed out of the field, the grayed out Search button will turn yellow. Click the **Search** button.

WESLEYAN UNIVERSITY

Favorites | Main Menu > Campus Community > Personal Information > Search/Match

Search Criteria

Search Type: Person Ad Hoc Search

Search Parameter: WES_PERS_SRCH Wesleyan Search

Search Result Rule

Search Result Code: WES_PERS_RSLT Wes Standard Search Results
[User Default](#)

Search Criteria

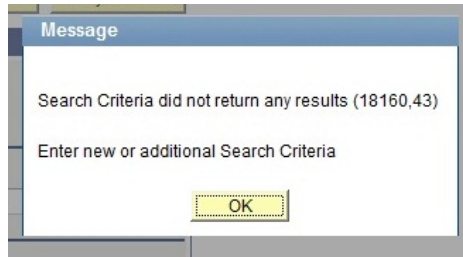
Search Fields	Value
Date of Birth	<input type="text"/>
National Id	<input type="text"/>
First Name Search	<input type="text"/>
Phone	<input type="text"/>
Gender	<input type="text"/>
Last Name Search	ZXYLM <input type="text"/>

Important: Enter all information that is available in order to prevent creating a duplicate record.

Following the Search:


A. No Match Found

If there is no match found, a message will pop up:



Click OK and return to the main menu. You may enter the new information into PeopleSoft.

B. Results Found

If there is a match, the Search Results page will open, displaying any potential matching records. To see additional data relating to the person, click on the Results 2 and Additional Information tabs (or click  to see all of the data).

WESLEYAN UNIVERSITY

Favorites | Main Menu > Campus Community > Personal Information > Search/Match

Search Results

Search Type: Person Ad Hoc Search


Search Parameter: WES_PERS_SRCH Wesleyan Search

Result Code: WES_PERS_RSLTS Wes Standard Search Results

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

Number of ID's Found: 2

Search Order Number: 40 Lname,Fname(3),BDate

Search Results							
Personalize Find View All First 1-2 of 2 Last							
Results	Results2	Additional Information 					
		Empl ID	Name	Class	City	State	Phone
1	Carry ID Detail	290888	Test Test	None	Middletown	CT	
2	Carry ID Detail	742243	TEST TEST	None	Asdf	AE	333/333-3333

Review the data of the matches to determine if the individual has an existing EmplID.

1. To see more details, click on the Detail link and the “Add/Update a Person” page will open in a new page.
2. On the “Add/Update a Person” page, you can review and compare the Biographical Details and Addresses.
3. If all matches are deemed inappropriate, follow the steps to enter the individual’s data.

Additional note about the Search/Match Result page: To reduce the number of matches, go back to the Search/Match page and complete any additional fields that you can. (Remember to tab out of field prior to clicking on the Search button.)