

Using Search Match

In PeopleSoft it is a good practice to go through the Search Match process first to see if that student's information is already in the system. We want to avoid duplicate records as much as possible, because there is not a Merge process in Campus Solutions as there is in Orion.

<p>Navigate to Main Menu → Campus Solutions → Campus Community → Personal Information → Search Match</p> <p>For Search Type always select Person.</p> <p>Then click on the magnifying glass next to Search Parameter.</p>	<p>Search/Match</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Search Type: = Person</p> <p>Search Parameter: begins with []</p> <p>Ad Hoc Search <input type="checkbox"/></p> <p>Description: begins with []</p> <p>Search Clear Basic Search Save Search Criteria</p>																																																																								
<p>Select PSCS Traditional.</p>	<p>Look Up Search Parameter</p> <p>Search Type: Person</p> <p>Search Parameter: begins with []</p> <p>Description: begins with []</p> <p>Look Up Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View: 100 First 1-26 of 26 Last</p> <table border="1"> <thead> <tr> <th>Search Parameter</th> <th>Ad Hoc Search</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>GIBCF_NAME</td><td>N</td><td>GIBCF_NAME</td></tr> <tr><td>FL_PP</td><td>N</td><td>Florida Pre-Paid</td></tr> <tr><td>FSCJ_ACT</td><td>N</td><td>FSCJ ACT Load</td></tr> <tr><td>FSCJ_ACT_LOAD</td><td>N</td><td>FSCJ ACT Load</td></tr> <tr><td>FSCJ_APPL_LOAD</td><td>N</td><td>Orion Application Load</td></tr> <tr><td>FSCJ_ISIR_LOAD</td><td>N</td><td>FSCJ_FA ISIR_LOAD</td></tr> <tr><td>FSCJ_NSLDS_LOAD</td><td>N</td><td>FSCJ_FA NSLDS_LOAD</td></tr> <tr><td>FSCJ_PERS_BASE</td><td>N</td><td>Basic Person Search Match</td></tr> <tr><td>FSCJ_PERS_INTF</td><td>N</td><td>Bio Demo interface search/match</td></tr> <tr><td>FSCJ_PERS_OAA</td><td>N</td><td>OAA Search Match</td></tr> <tr><td>FSCJ_PERT_LOAD</td><td>N</td><td>FSCJ PERT Test Score Load</td></tr> <tr><td>FSCJ_SAT_LOAD</td><td>N</td><td>FSCJ SAT Load</td></tr> <tr><td>PSCS_ADHOC</td><td>Y</td><td>CS_Person Adhoc Search</td></tr> <tr><td>PSCS_ADM</td><td>N</td><td>Admissions Applicants</td></tr> <tr><td>PSCS_ADM_SM</td><td>N</td><td>Admissions Applicants</td></tr> <tr><td>PSCS_CR_SEARCH</td><td>Y</td><td>CR Person Search</td></tr> <tr><td>PSCS_CTM_HRSPLI</td><td>N</td><td>CTM testing in HR split env</td></tr> <tr><td>PSCS_EA</td><td>N</td><td>External Award Stage Rules</td></tr> <tr><td>PSCS_EMAILADDR</td><td>N</td><td>Email Address Only</td></tr> <tr><td>PSCS_NSLDS</td><td>N</td><td>NSLDS Load</td></tr> <tr><td>PSCS_SLC_1</td><td>N</td><td>CS.SLC Search Parameters 1</td></tr> <tr><td>PSCS_TRADITIONAL</td><td>N</td><td>CS_Person Traditional</td></tr> <tr><td>PSCS_UCAS</td><td>N</td><td>UCAS Applicant Import</td></tr> </tbody> </table>	Search Parameter	Ad Hoc Search	Description	GIBCF_NAME	N	GIBCF_NAME	FL_PP	N	Florida Pre-Paid	FSCJ_ACT	N	FSCJ ACT Load	FSCJ_ACT_LOAD	N	FSCJ ACT Load	FSCJ_APPL_LOAD	N	Orion Application Load	FSCJ_ISIR_LOAD	N	FSCJ_FA ISIR_LOAD	FSCJ_NSLDS_LOAD	N	FSCJ_FA NSLDS_LOAD	FSCJ_PERS_BASE	N	Basic Person Search Match	FSCJ_PERS_INTF	N	Bio Demo interface search/match	FSCJ_PERS_OAA	N	OAA Search Match	FSCJ_PERT_LOAD	N	FSCJ PERT Test Score Load	FSCJ_SAT_LOAD	N	FSCJ SAT Load	PSCS_ADHOC	Y	CS_Person Adhoc Search	PSCS_ADM	N	Admissions Applicants	PSCS_ADM_SM	N	Admissions Applicants	PSCS_CR_SEARCH	Y	CR Person Search	PSCS_CTM_HRSPLI	N	CTM testing in HR split env	PSCS_EA	N	External Award Stage Rules	PSCS_EMAILADDR	N	Email Address Only	PSCS_NSLDS	N	NSLDS Load	PSCS_SLC_1	N	CS.SLC Search Parameters 1	PSCS_TRADITIONAL	N	CS_Person Traditional	PSCS_UCAS	N	UCAS Applicant Import
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<p>Click Search.</p> <p>NOTE: One way to save time would be to click "Save Search Criteria" at the bottom of the screen so that you do not have to select PSCS Traditional every time. It will automatically populate. You will be prompted to name your search Criteria. Then in the future, you will be able to</p>	<p>Search/Match</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Search Type: = Person</p> <p>Search Parameter: begins with PSCS_TRADITIONAL</p> <p>Ad Hoc Search <input type="checkbox"/></p> <p>Description: begins with []</p> <p>Search Clear Basic Search Save Search Criteria</p>																																																																								

select that Saved Search by clicking the drop down box next to “Use Saved Search.”

Click the Search Result Code Magnifying Glass and choose **PSCS_TRAD_RESULT**

NOTE: You can also select User Default underneath Search Result Code to set this as a default so that you do not have to enter it each time.

Enter the student’s first and last name (or any other search criteria that you have), then tab or click into another field. The search button will be greyed out until your cursor is in another field.

Click **Search**.

NOTE: You know that the search is in process when you see a spinning wheel off to the right hand side of your screen.

Search Criteria

Search Type: Person Ad Hoc Search

Search Parameter: PSCS_TRADITIONAL CS_Person_Traditional

Search Result Rule

Search Result Code: PSCS_TRAD_RESULT CS_Person Traditional Results

[User Default](#) Search Clear All Carry ID Reset

Search Criteria

Search Fields	Value
Address Line 1	<input type="text"/>
City	<input type="text"/>
First Name Search	<input type="text"/>

FLORIDA STATE COLLEGE Employees Resources Help Center

Search Criteria

Search Type: Person Ad Hoc Search

Search Parameter: PSCS_TRADITIONAL CS_Person_Traditional

Search Result Rule

Search Result Code:

Search Criteria

Search Fields	Value
Address Line 1	<input type="text"/>
City	<input type="text"/>
First Name Search	MIYA
Last Name Search	HOLMES

Identify your student on the list.

IMPORTANT: If you see that the student has multiple accounts, please submit a Help Desk ticket.

FLORIDA STATE COLLEGE OF JACKSONVILLE

Employees Resources Help Center

Search Parameter: PSCS_TRADITIONAL CS_Person_Traditional
Result Code: PSCS_TRAD_RESUL CS_Person Traditional Results

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

Number of ID's Found: 170
Search Order Number: 50 Name Only

Search Results Personalize | Find | View 100 | First 254/273 of 273 | Last

Results	Results	Additional Information	Name	Type	Name Effective Date	First Name	Middle Name	Last Name
254	Carry ID	Detail	3177914	PRI	06/16/2013	Michelle	Charron	Hollie
255	Carry ID	Detail	3177914	PRI	01/01/1901	Michelle	Charron	Hollie
256	Carry ID	Detail	3187297	PRI	01/01/1901	Milisa	Chantel	Holzendorf
257	Carry ID	Detail	3187297	PRI	02/24/2014	M/Lisa	Chantel	Holzendorf
258	Carry ID	Detail	3197400	PRI	04/18/2016	Michael	A	Holmes
259	Carry ID	Detail	3197400	PRI	01/01/1901	Michael	A	Holmes
260	Carry ID	Detail	3197400	PRI	07/22/2015	Michael	A	Holmes
261	Carry ID	Detail	3198639	PRI	01/09/2003	Michael	Armstrong	Holness
262	Carry ID	Detail	3198639	PRI	01/01/1901	Michael	Armstrong	Holness
263	Carry ID	Detail	3200699	PRI	10/16/2007	Michael	A	Holt
264	Carry ID	Detail	3200699	PRI	01/01/1901	Michael	A	Holt
265	Carry ID	Detail	3201031	PRI	02/12/2008	Michael	H	Holland
266	Carry ID	Detail	3201031	PRI	01/01/1901	Michael	H	Holland
267	Carry ID	Detail	3207733	PRI	10/04/2016	Mikayla	Carole	Holness
268	Carry ID	Detail	3207733	PRI	08/07/2015	Mikayla	Carole	Holness
269	Carry ID	Detail	3228081	PRI	01/29/2016	Michelle	Kenyetta	Holley
270	Carry ID	Detail	3228826	FR1	03/14/2016	MIKKYLA	LOREN	HOLLIDAY
271	Carry ID	Detail	3228826	PRI	05/04/2016	Mikkyla	Loren	Holliday
272	Carry ID	Detail	3281908	PRI	10/17/2016	Michael	Andrew	Holbrook
273	Carry ID	Detail	9500601	PRI	02/21/2017	Miya	Michelle	Holmes