Understanding Keys

Trigger:
This document defines various search keys used with in the myZou system.

Concept

The fields that uniquely identify your data are called keys.

This topic discusses the use of keys in a myZou database.

<table>
<thead>
<tr>
<th>Field(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Output - Results

<table>
<thead>
<tr>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Understanding of search keys</td>
</tr>
</tbody>
</table>

Additional Information

No additional information
Procedure

A field or a combination of fields uniquely identifies every row in a table in your myZou database. For example, a **Person ID** uniquely identifies each row in the **Personal Information** table.

**Step** | **Action**
---|---
1. | The fields that uniquely identify your data are called **keys**. To display a page, you enter the search key(s) on the search page so that the system can retrieve the correct row of data. For example, if you want to review a summary of admissions for an organization, you specify or search for the data by using an **Organization ID**.
Step | Action
---|---
2. | A search record is the list of defined search keys that help you locate data. The search keys are the fields you are prompted for on a search page. For example, you can search for an organization by using one or a combination of the keys displayed on this page.

3. | Most transaction pages or components have search records associated with them. If you select other pages that have a common search record, such as pages within a component or an associated link, you are not prompted to enter search criteria again. You are prompted for new search keys only when you select a new page outside of a component with a different search record.

4. | In summary, the fields that uniquely identify your data are called **keys**.

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End of Procedure.