Using Search Pages

Trigger:
This document demonstrates the use of search pages in the myZou application.

Concept
When you open a page or component, a search page appears prompting you for the search keys needed to locate the data.

This topic describes how to effectively use search pages.

<table>
<thead>
<tr>
<th>Field(s)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fields will vary depending on the data to be found.</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Output - Results</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will find the desired data.</td>
<td>You will be able to locate desired data using search keys, operators, and criteria accurately and efficiently.</td>
</tr>
</tbody>
</table>

Additional Information
No additional information
Procedure

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the <strong>Update Prospects (UM)</strong> link. Begin by navigating to the <strong>Location</strong> search page.</td>
</tr>
</tbody>
</table>
### Step 2

2. **Click the Collapse button.**

Collapse the menu pagelet to better view the search results on this page.
Step 3.

There are two types of search pages: the basic search page and the advanced search page. When you select a page, the system often displays an advanced search page on the **Find an Existing Value** tab. You may also click the **Add a New Value** tab to add a new row of data to the table if the tab is available.

Click the **Basic Search** link.

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**myZou Introduction & Basics: Using Search Pages**

**Find an Existing Value**

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

- **ID:**
- **Academic Institution:**
- **Academic Career:**
- **Campus ID:**
- **National ID:**
- **Last Name:**
- **First Name:**

Include History

Correct History

Case Sensitive

Search

Clear

Basic Search

New Search Criteria
### Step 4
In general, a basic search page offers just one or two fields in which you may perform your search. You designate which key field you want to search with by entering text in the **Search By** edit box. Enter the desired information into the **begins with** field. Enter "14".

### Step 5
Click the **Search** button.

### Step 6
A list of **IDs** that begin with **14** are displayed in the Search Results grid.

### Step 7
With a basic search, you have the option of changing your search criteria. The **Search by** drop-down list enables you to select different search keys to search against the database. You can also enter full or partial values for the key field. For example, you may not know the ID, but you know that the academic institution is **COLUM**. Click the **Search by** list.

### Step 8
Select "**Academic Institution**" from the list.
### Step 9
Enter the academic institution into the criteria field.

Enter "COLUM".

### Step 10
Click the **Search** button.

### Step 11
**The Search Results** show all rows matching your search criteria. In this case, these are all the ID records associated with the academic institution COLUM. You want to review the data for Scholarship Prospect. With a basic search, only the first column in the Search Results list is displayed as a link.

Click the **Search Results** table.

### Step 12
**The Biographical Details** page is displayed for Scholarship Prospect. Notice that the key field from the search page appear as the uppermost display-only field on the page.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>13.</td>
<td>If you want to look at data for another ID, you can click the <strong>Return to Search</strong> button at the bottom of the page. Click the <strong>Return to Search</strong> button.</td>
</tr>
</tbody>
</table>
Step | Action
---|---
14. | The system returns you to the advanced search page with the criteria from the previous search displayed.
   |
   | If you want to search again with new criteria, you can use the **Clear** button. The **Clear** button refreshes the page without saving so you can enter new criteria.
   | Click the **Clear** button.

15. | The options on the advanced search page enable you to narrow your search by entering values in more than one type of criteria. The advanced search page contains several keys to search for your record.
   |
   | If you do not know any criteria for your search, you can just click the **Search** button to display a list of all records in the database.
   | See **WARNING** Below!
   | Click the **Search** button.
WARNING! Performing a search with no criteria is not recommended. This type of search may cause slow system performance, may take an extended amount of time, and the probability of the results containing the desired record is low.

Step | Action
--- | ---
16. | Some search records require that at least one key field be entered to conduct a search. This helps ensure a manageable search results list. Click the **OK** button.
Step | Action
---|---
17. | Enter the academic institution into the **Academic Institution** field.

Enter "**COLUM**".

18. | Click the **Search** button.

19. | The search function can retrieve up to 300 entries from the database, displaying several results at a time in the Search Results grid. Use your browser's scroll bar to view all listings on the current page. If the list is subdivided, click the right arrow above the grid to view the next set of listings.

Click the **Show Next** button.

20. | The next set of locations is displayed.

If your search retrieves more than the maximum 300 listings, the Search Results grid prompts you to enter additional criteria to reduce the number of search results.
<table>
<thead>
<tr>
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</tr>
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<tbody>
<tr>
<td>21.</td>
<td>Click the <strong>Lookup</strong> button. It is better to narrow your search if the results display too many rows to effectively review. One way to narrow your search is to use a key or combination of keys with full or partial values. One way you can select criteria is by using the <strong>Lookup</strong> (magnifying glass) buttons provided for some of the fields. For example, suppose you know that the person you are looking for is associated with the academic institution COLUM and wants to enroll in the Graduate academic career.</td>
</tr>
</tbody>
</table>

Look Up Academic Career

<table>
<thead>
<tr>
<th>Academic Institutions</th>
<th>COLUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Career</td>
<td>begins with:</td>
</tr>
<tr>
<td>Description</td>
<td>begins with:</td>
</tr>
</tbody>
</table>

Look Up Academic Career Description

<table>
<thead>
<tr>
<th>Academic Career Description</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAW</td>
<td>Law</td>
</tr>
<tr>
<td>MED</td>
<td>Medical School</td>
</tr>
<tr>
<td>MEDD</td>
<td>Medicine</td>
</tr>
<tr>
<td>VETM</td>
<td>Veterinary Medicine</td>
</tr>
</tbody>
</table>
22. You use the **Look Up** page to search for and select key values to use in your search criteria.

   Click UGRD link in the **Search Results** table.

| UGRD | Undergraduate |

23. Click the **Search** button.
## Step 24

The seven IDs that match this criteria are displayed in the **Search Results** list. With an advanced search, all the columns in the Search Results list are displayed as links. Click the **Search Results** table.

## Step 25

The **Biographical Details** page for **Schlarship Prospect** is displayed.

**Search List Navigation** buttons are available to process your search. They are displayed below the transaction area of the page.

## Step 26

The **Return to Search** button returns you to the search page for the transaction type.

## Step 27

The **Previous in List** button displays the data for the previous data row in your search list box. This push button appears gray if you did not select the data row from a list box, if there was only one row in the list, or if the data displayed is the first row on the list.

## Step 28

The **Next in List** button displays the data for the next data row in your search list box. This push button appears gray if you did not select the data row from a list box, if there was only one row in the list, or if the data displayed is the last row on the list.
29. Because the search results displayed seven matches for your search, and ID AD1077 was listed first, notice that the **Next in List** button is active, but the **Previous in List** button is not. If you want to view data for the other IDs listed in the search results, you can use these buttons to navigate between the rows of data. Click the **Next in List** button.

30. The next ID record in the list is for **Charlotte Prospect**.

You can continue to use the **Next in List** and **Previous in List** buttons to navigate between all the rows in the search list. You can also return to the search page for additional searches. Click the **Return to Search** button.
<table>
<thead>
<tr>
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<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>31.</td>
<td>Click the <strong>Clear</strong> button.</td>
</tr>
<tr>
<td>32.</td>
<td>Suppose you want to search for all Person IDs associated with the academic institution COLUM who have last names that begin with &quot;Pros&quot;. Click in the Academic Institution field.</td>
</tr>
<tr>
<td>33.</td>
<td>Enter the academic institution into the Academic Institution field. Enter &quot;COLUM&quot;.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
34. | Click in the **Last Name** field.

35. | Enter the desired information into the **Last Name** field.
   
Enter "**Pros**".

36. | Click the **Search** button.
Step 37. If the search criteria you selected is something that you think you can use again, you can save the specifics of the search. Click the **Save Search Criteria** button.
### Step 38
Enter the desired information into the **Name of Search** field. Enter "Last name beginning with Pros".

### Step 39
Click the **Save** button.
### Step 40

**Action**: Click the **Return to Advanced Search** link.

**Return to Advanced Search**
Step | Action
--- | ---
41. | Notice that a **Use Saved Search** drop-down list appears so that you can select a saved search. Once a search has been saved, that specific search record is available for use in other search pages that use the same search record.

42. | You can also delete any saved search by using the **Delete Saved Search** link.

43. | For any of the criteria, you also can use the **Case Sensitive** option. This ensures that the search results are based on matching the case you enter in the criteria.

44. | In summary, you can search for data by using **Basic** or **Advanced** search pages. When conducting a search, you can enter **full** or **partial** values for any of the search keys. Once you open a page or component, you can use the **Next in List** and **Previous in List** buttons to navigate between the rows in the search results. You can also save search criteria.

**End of Procedure.**