Using Search/Match

1.	Click the **Campus Community** link. Campus Community
2.	Click the **Personal Information** link. Personal Information
3.	Click the **Search/Match** link. Search/Match
4.	Click the **Search Type** drop-down list.
5.	Select **Person** from the list. Person
6.	Click the **Search** button. Search
7.	***IF*** the **Search Criteria** page is not automatically displayed, select **SMU SRCH/MATCH** from the displayed list. SMU SRCH/MATCH
8.	Before entering the search values, you will need to select a **Search Result Code**. A **Search Result Code** can be attached to your **User Defaults** and will automatically populate each time you run the **SMU SRCH/MATCH** after it has been setup one time. ***If*** the **Search Result Code** does not populate with **SMU SRCH SRULTS**, Click the **User Default** link. User Default
9.	Click the **Look up Search Result Code (Alt+5)** button.
10.	Click the **Look Up** button. Look Up
11.	Click on **SMU SRCH RSULTS**. SMU SRCH RSULTS
12.	Click the **OK** button. The **Search Result Code** field will populate with **SMU SRCH RSULTS**. OK

13.	Enter data in any of the search fields. **NOTE:** The most restrictive search is **NID(SSN)** only. The next level of search is **Last Name** and **First Name**. The least restrictive search is **Last Name** and **First Inital**. **You cannot search on Last Name only.** To perform the least restrictive search, enter the Last Name and the First Name Initial.
14.	Press **[Tab]**.
15.	Type the First Initial into the **First Name Search field.**
16.	Press **[Tab]**. **Note:** Tab out of the field or **Search** will not work.
17.	Click the **Search** button. Search
18.	The Search Results are displayed on 2 pages, **Results** and **Results2**. You can use the right scroll bar to view all rows on the page. If the returned list is more than 20 rows, click the **View All** or View 100 (on the blue bar) to view up to 100 rows on the page. Click the right arrow on the blue bar to see the next group. The left arrow moves you to the previous group.
19.	After reviewing the **Results** page, click the **Results2** tab to see the **Search Results** fields displayed on the second page. Results2
20.	After reviewing the **Results2** page, click the **Additional Information** tab to see the last page of **Search Results** fields. Additional Information
21.	Click the appropriate entry in the **Relations With Institution** link. The **Person Organizational Summary** is not available. Relations With Institution
22.	This page displays the person's relationship with SMU. Click the **Return** button to return to the **Search Match Results2** page. Return
23.	Click the **Show all columns** button to view all data in one screen without the individual tabs.
24.	Click the **Collapse Menu** button to view more columns on the screen.
25.	Move the horizontal scroll bar to the right and left to view all columns on the page.
26.	After viewing the information displayed on the right side of the page, use the horizontal scroll bar to move back to the left side of the page.

27.	Click the **Show Tabs** button to return to the original screen with tabs.
28.	Click the **Expand Menu** button to return to the original screen.
29.	Click the **Results** tab. Results
30.	Click the **Detail** button to review the bio/demographic information for a person. Detail
31.	This a pop-up page. Click the **Maximize** button to expand the page.
32.	When you have finished reviewing the bio/demographic information, click the **Close** button to close this page.
33.	If you find the person for whom you were searching, click the **Carry ID** button and the system will 'carry the ID' to the next page you access. Carry ID
34.	**End of Procedure.**