

**Person LookUp:** Enter the individual's ID number, name, or other identifying data.

Before you add a record, use any of the following options to find a person's record to prevent duplicate records. Follow your institution's record search procedures before you add a record.

**System ID.** Enter the person's ID number (leading zeroes are optional).

**Name.** Enter the name in any combination and any order of first, last, and middle name/initial:

- lastname (at least the first 2 letters)
- lastname, firstname
- lastname, firstname middlename
- lastname, firstname middleinitial
- firstname lastname
- firstname middlename lastname
- firstname middleinitial lastname

To search for multi-part names, either use an underscore for the spaces or leave out the spaces (**van\_buren** or **vanburen** for the name Van Buren).

To further limit a name search, enter a semicolon followed by one of these abbreviations listed after the name:

- **c** = city
- **st** = state
- **f** = foreign country code
- **y** = reunion class code
- **z** = zipcode/postal code
- **ss** = Social Security or Social Insurance number
- **ps** = status
- **s** = source

Separate each element of your search with a semicolon. For example, enter **sarah buchannon ;st me ;y 2017** to search for a record for a Sarah Buchannon with a preferred residence in Maine and whose reunion class is 2017.

**Social Security or Social Insurance number.** Enter the number or **;ss** followed by the number with or without dashes.

Enter **@** to retrieve the last record you worked on. You can use this option to retrieve the last record you worked with on a different form if the second form is keyed by the same file as the first.

You can also use the Advanced Person Search dialog box (Ctrl+Alt+A) to search for person-related records using additional criteria defined by your institution.

## **DATES**

When entering dates, use the format defined for your institution. You must use one of the following delimiters between the month, day, and year components of the date:

- slash (/)
- period(.)
- comma (,)
- colon (:)
- semicolon (;)
- dash (-)

If you omit the year, Colleague uses the current year as the default.

## **Using LookUp**

LookUp is the mechanism for retrieving records from specific files within the Colleague database. The most direct way to retrieve a record is to enter the record's ID at the LookUp prompt. When you enter a valid record ID, Colleague retrieves the record and displays the appropriate data on the screen.

Sometimes, you might not remember the exact ID or can only remember a part of it. In this case, you may supply as much as you know in the form of a search string and let Colleague help you get the ID you want.

When you enter a search string, Colleague searches the database for matching records. If more than one record matches your search criteria, you are presented with a resolution screen that lists the records Colleague found. You can choose a record from the resolution screen by entering the number to the left of your choice. If you do not see the record you want, return to the LookUp prompt and enter a new selection criterion.

In some cases, you can add a new record to the database from the LookUp prompt. If you enter an ID that does not currently exist in the database, and you can add new records from the screen you are on, Colleague displays the following prompt:

Record not found--Enter (A)dd or to Reenter

Enter **A** to add a new record with the ID that you entered at the LookUp prompt.

## LookUp Selection Options

The LookUp Processor gives you full query-language selection capabilities along with full data field and record security. Many of the selection options available with LookUp are similar to using database management query language and retrieval. See your system administrator if you need assistance using any of these options.

You may enter one of the following at the LookUp prompt:

- the actual ID
- @ to display the last record filed
- . . . to view all IDs you may access
- **ABC** . . . to select all IDs that begin with ABC
- . . . **ABC** to select all IDs that end with ABC
- . . . **ABC** . . . to select all IDs that contain the characters ABC
- **ABC** . . . **XYZ** to select all IDs that begin with ABC and end with XYZ
- ; to display all available dictionary elements for this file
- ; dictname to 1) Select all IDs with a value for this dictionary element or 2) If dictname is an indexed field, to display a resolution screen showing all the values indexed for this dictname. For example, you might enter ";SCHOOLS.DEPTS" at the Schools LookUp prompt to find all the schools in your institution associated with one or more departments.
- ; dictname datavalue to select all IDs with a value like the datavalue for this dictionary element. For example, you might enter ";SCHOOLS.DEPTS MATH" at the Schools LookUp prompt to find all the schools in your institution associated with the math department.
- ; dictname operand datavalue to select all IDs whose value of dictname matches the operand and datavalue(s). A datavalue may be any string containing alphanumeric characters or ellipsis (...). For example, you might enter ";SCHOOLS.DEPTS NE MATH" at the Schools LookUp prompt to find all the schools in your institution not associated with the math department.

Valid operands are:

- = or **EQ** (Equal)
- <> or **NE** (NOT Equal)
- > or **GT** (Greater Than)
- >= or **GE** (Greater or Equal)
- < or **LT** (Less Than)
- <= or **LE** (Less or Equal)
- **MATCHES**
- **LIKE**
- **UNLIKE**