

Entering and Saving Search Criteria

There are two searches on the *Find an Existing Value* page – **Basic Search** and **Advanced Search**. Basic Search gives you one or two key fields as the criteria to search by. With Advanced Search you can narrow down your search by using multiple search fields and a variety of search operators. You can change from Basic Search to Advanced Search by clicking the respective link on the *Find an Existing Value* page.

When specifying search criteria, you can enter a full or partial value for any key field. Based on what you enter, the system presents a list of possible matches or, if there is only one match, the page that you requested.

By default, the search function can display up to **300 matching entries** from the database. If your search retrieves more than the maximum 300 entries, you must attempt to narrow your search in another way.

Find an Existing Value

Academic Institution: = USBNY

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

Search Clear Basic Search Save Search Criteria

Enter the search criteria.

Click **Search**.

Search fields are not case sensitive but you can speed up your search by entering mixed characters and selecting the **Case Sensitive** option before you click Search.

Using Operators

For most of the fields in Advanced Search the default operators are “begins with” or “ = ”. Below is a complete list of operators:

begins with	Used for Character fields only.
contains	Used for Character fields only.
= (equals)	Used for all field types.
not= (not equal to)	Used for all field types.
< (less than)	Used for all field types.
<= (less than or equal to)	Used for all field types.
> (greater than)	Used for all field types.
>= (greater than or equal to)	Used for all field types.
between	Used for all field types.
in	Used for all field types.

Saving Search Criteria

If you plan to use the same search criteria over and over again, click the **Save Search Criteria** link to name and save the search.

The screenshot shows the Advanced Search interface. At the top, there is a section titled "Find an Existing Value" with a dropdown menu labeled "Use Saved Search:" containing the value "mus 101". Below this, there are several search criteria fields, each with a dropdown operator and a text input field. The criteria are: Academic Institution (operator: =, value: USBNY), Term (operator: =, value: 1078), Subject Area (operator: =, value: MUS), Catalog Nbr (operator: begins with, value: 101), Academic Career (operator: =, value: Undergraduate), Campus (operator: begins with, value:), Description (operator: begins with, value:), Course ID (operator: begins with, value:), and Course Offering Nbr (operator: =, value:). At the bottom, there are buttons for "Search", "Clear", "Basic Search", "Save Search Criteria", and "Delete Saved Search". The "Save Search Criteria" and "Delete Saved Search" buttons are circled in red.

To use the saved search criteria, click the **Use Saved Search** drop-down list box and select the search name.

To remove any saved searches, click the **Delete Saved Search** link.

Add a New Value

Click the **Add A New Value** tab when you want to enter a new high level key to the database. For instance, in the example below, a new person is being added to the database and a new EmplID will be automatically assigned after the information is entered and saved.

Modify Employee Personal Data

Find an Existing Value **Add a New Value**

EmplID:

Add