

# Using Search Pages

## Entering Search Criteria

When entering search criteria, you can enter a full or partial value for any key field. Based on what you enter, the system uses the search record to present a list of possible matches or, if there is only one match, the page you requested. Often, however, you don't have all the needed information. For example, if you are searching for vendor whose *name* contains "Black", you may find more than one such vendor. By entering some of the vendor's name and clicking the Search button, the system may display several results in the Search Results grid. With this information, you may be able to determine which company is correct based on the additional data that appears in the Search Results grid. To access this data, click any of the links.

Kie Veen (11439)  
it Accessed: 11/23/2004 09:10:34

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### Vendor Information

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

[Find an Existing Value](#) [Add a New Value](#)

**SetID:** [=] FRSNO

**Vendor ID:** [contains]

**Short Vendor Name:** [contains] BLACK

**Our Customer Number:** [begins with]

**Name 1:** [begins with]

Include History  Case Sensitive

[Basic Search](#)

### Search Results

[View All](#) First  1-17 of 17  Last

SetID	Vendor ID	Short Vendor Name	Our Customer Number	Name 1
<a href="#">FRSNO 0000000288</a>	<a href="#">BLACK-001</a>	(blank)		<a href="#">Black Box Corp</a>
<a href="#">FRSNO 0000000290</a>	<a href="#">BLACK-003</a>	(blank)		<a href="#">Black Issues In Higher Educ</a>
<a href="#">FRSNO 0000009154</a>	<a href="#">BLACK-004</a>	(blank)		<a href="#">Black Faculty &amp; Staff Assn *DO NOT USE*</a>
<a href="#">FRSNO 0000010246</a>	<a href="#">BLACK-005</a>	(blank)		<a href="#">Blackburn Press</a>
<a href="#">FRSNO 0000010264</a>	<a href="#">BLACK-006</a>	(blank)		<a href="#">Blacksmith Software Consulting</a>
<a href="#">FRSNO 0000012040</a>	<a href="#">BLACK-007</a>	(blank)		<a href="#">Black Perspective</a>
<a href="#">FRSNO 0000007776</a>	<a href="#">BLACKBOARD-001</a>	(blank)		<a href="#">Blackboard</a>
<a href="#">FRSNO 0000008586</a>	<a href="#">BLACKBOARD-002</a>	(blank)		<a href="#">Blackboard Campuswide PLEASE USE #7776</a>
<a href="#">FRSNO 0000003183</a>	<a href="#">BLACKSTONE-001</a>	(blank)		<a href="#">Blackstone Tire</a>
<a href="#">FRSNO 0000000291</a>	<a href="#">BLACKWELL-001</a>	(blank)		<a href="#">Blackwell North America Inc</a>
<a href="#">FRSNO 0000000292</a>	<a href="#">BLACKWELL-002</a>	(blank)		<a href="#">Blackwell Science Inc</a>
<a href="#">FRSNO 0000002062</a>	<a href="#">BLACKWELL-003</a>	(blank)		<a href="#">Blackwell Publishers</a>
<a href="#">FRSNO 0000006406</a>	<a href="#">BLACKWELL-004</a>	(blank)		<a href="#">Blackwell Science Ltd</a>
<a href="#">FRSNO 0000009900</a>	<a href="#">BLACKWELL-005</a>	(blank)		<a href="#">Blackwell Jessalee E</a>
<a href="#">FRSNO 0000012758</a>	<a href="#">BLACKWELL-007</a>	(blank)		<a href="#">Blackwell Publishing Journals</a>
<a href="#">FRSNO 0000003281</a>	<a href="#">BLACKWELLS-001</a>	(blank)		<a href="#">Blackwells Book Services</a>
<a href="#">FRSNO 0000000294</a>	<a href="#">BLACKWOOD-002</a>	(blank)		<a href="#">Blackwood, Sarah</a>

[Find an Existing Value](#) | [Add a New Value](#)

## Search Results

The search function can retrieve up to 300 entries from the database, displaying a number of 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.

If your search retrieves more than the maximum 300 listings, the Search Results grid indicates this by displaying the number of results in the grid header. Attempt to narrow your search in another way if you cannot retrieve the data you need on the first attempt.

When you access a page, notice that the key fields from the search page appear as the uppermost display-only fields on the page, most often just below the tabs.

The options on the search page enable you to narrow your search by entering values in more than one type of criteria. The search page contains several keys to search for your record. The options included on the advanced search page are **Include History** and **Case Sensitive**. Select the appropriate check box to designate the type of action you want to perform on your record. If you are unsure, do not select either option. You'll have an opportunity to select these options again when you open the page for which you are searching.

## Using Operators

Operators allow you to search on limited amounts of information, such as first letters for customer, company, or state names. The following operators are available:

Operator	Field Use
begins with	Character fields
contains	Character fields
=	All field types
not=	All field types
<	All field types
<=	All field types
>	All field types
>=	All field types
between	All field types
in	All field types

Using an operator for more than one field helps to make your search even more specific. For example, a search for a company with a *name* that contains the word "Dell" could be further narrowed by selecting the "contains" operator for the *Short Vendor Name* and entering *Dell* and selecting the "begins with" operator for the *Purchase Order Reference* and entering 83440 (the Department number).

## Using Wildcards

PeopleSoft applications support three wildcard features when searching for data in character fields. These wildcards can be helpful in finding the exact information you want to process. The following are the supported standard wildcard features.

Wildcard	Definition
% (percent sign)	Match one or more characters.
_ (underscore)	Match any single character.
\ (back slash)	Escape character—don't treat the next character as a wildcard.

For example, you can enter a number string of *Short Vendor Name* along with the % sign, such as *Black%*, and the system returns a list of vendors whose names match that criterion.

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

Find an Existing Value [Add a New Value](#)

SetID: [=] FRSNO

Vendor ID: begins with

Short Vendor Name: begins with BLACK%

Our Customer Number: begins with

Name 1: begins with

Include History  Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**  
View All First 1-17 of 17 Last

SetID	Vendor ID	Short Vendor Name	Our Customer Number	Name 1
FRSNO 0000000288	BLACK-001	(blank)	(blank)	Black Box Corp
FRSNO 0000000290	BLACK-003	(blank)	(blank)	Black Issues In Higher Educ
FRSNO 0000009154	BLACK-004	(blank)	(blank)	Black Faculty & Staff Assn *DO NOT USE*
FRSNO 0000010246	BLACK-005	(blank)	(blank)	Blackburn Press
FRSNO 0000010264	BLACK-006	(blank)	(blank)	Blacksmith Software Consulting
FRSNO 0000012040	BLACK-007	(blank)	(blank)	Black Perspective
FRSNO 0000007776	BLACKBOARD-001	(blank)	(blank)	Blackboard
FRSNO 0000008586	BLACKBOARD-002	(blank)	(blank)	Blackboard Campuswide PLEASE USE #7776
FRSNO 0000003183	BLACKSTONE-001	(blank)	(blank)	Blackstone Tire
FRSNO 0000000291	BLACKWELL-001	(blank)	(blank)	Blackwell North America Inc
FRSNO 0000000292	BLACKWELL-002	(blank)	(blank)	Blackwell Science Inc
FRSNO 0000002062	BLACKWELL-003	(blank)	(blank)	Blackwell Publishers
FRSNO 0000006406	BLACKWELL-004	(blank)	(blank)	Blackwell Science Ltd
FRSNO 0000009900	BLACKWELL-005	(blank)	(blank)	Blackwell Jessalee E
FRSNO 0000012758	BLACKWELL-007	(blank)	(blank)	Blackwell Publishing Journals
FRSNO 0000003281	BLACKWELLS-001	(blank)	(blank)	Blackwells Book Services
FRSNO 0000000294	BLACKWOOD-002	(blank)	(blank)	Blackwood, Sarah

[Find an Existing Value](#) | [Add a New Value](#)