

The following steps will explain how to use the Search/Match Alert. A Search/Match Alert informs you that a Search/Match must be completed prior to processing the application. Search/Match is important in the prevention of



1. Click the



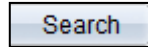
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8. After selecting an application to perform a Search/Match, your Operator Id (Emplid) and name will appear. Select **Save**

13. A list of Search Parameters will be listed. For a more comprehensive Search/Match Select SA - Ad Hoc Search (Person).

Click the **SA - Ad Hoc Search (Person)** link.



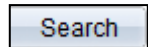
14. Click the **Search** button.



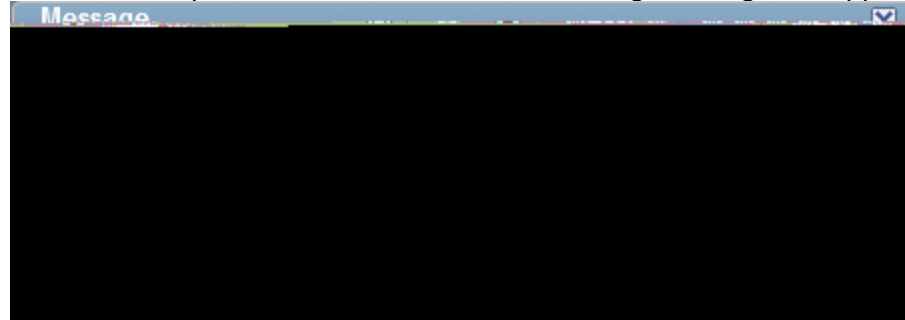
15. Press Search once you have entered the applicable Search Criteria, specifically:
Last Name: contains
First Name: contains
Date of Birth: equals

Tip: Using the operand fields contains allows for a comprehensive search. If possible, always include the Birthdate.

Click the **Search** button.



16. If no other Emplid/Student ID exists, the following Message will appear.




Click the **OK** button.

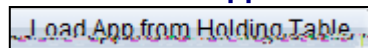


17. Return to the Search/Match Alert component. A **NEW** Emplid can now be assigned if no previous Emplid was found based on the Search/Match.

Click the **Assign NEW EmplID** option.

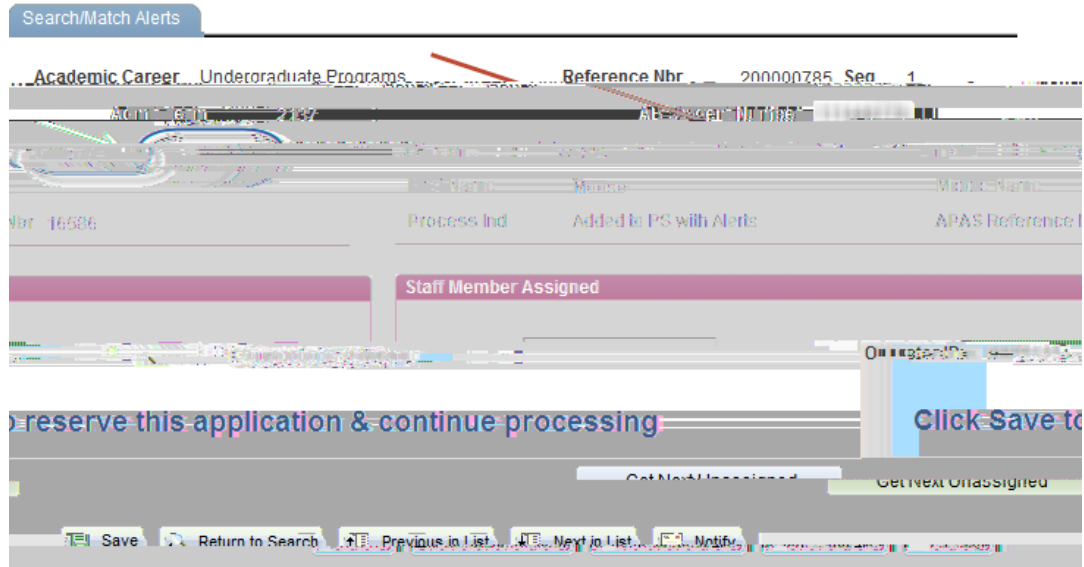


18. Click the **Load App from Holding Table** button.

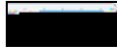




19. The new emplid will appear. Please note this is not an actual student.

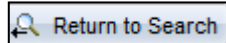


Click the **Save** button.



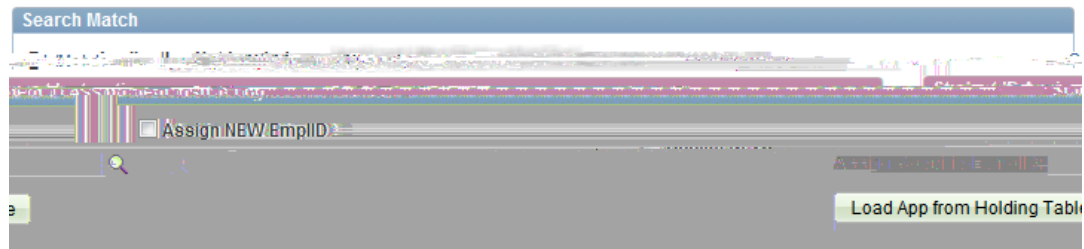
20. The Load App from Holding Table button will appear greyed out indicating the Emplid has been assigned.

Click the **Return to Search** button.

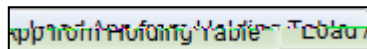


21. If a match is found when entering search information in the Search/Match and you have verified it is the same individual (e.g. names and birthdates match) then you may assign this application to the existing Emplid.

Click the **Look up Assign Specified EmplID** button, or enter the Emplid in the Assign Specific Emplid.



22. Once the Emplid has been entered you may Click the **Load App from Holding Table** button.



This will link the application to the appropriate EmplID.
End of Procedure.