Search/Match

The Search/Match functionality is used when looking up records for a person in the UAConnect database. Before entering a new prospect or applicant into the system, always search the database using Search/Match to see if a record already exists for the person.
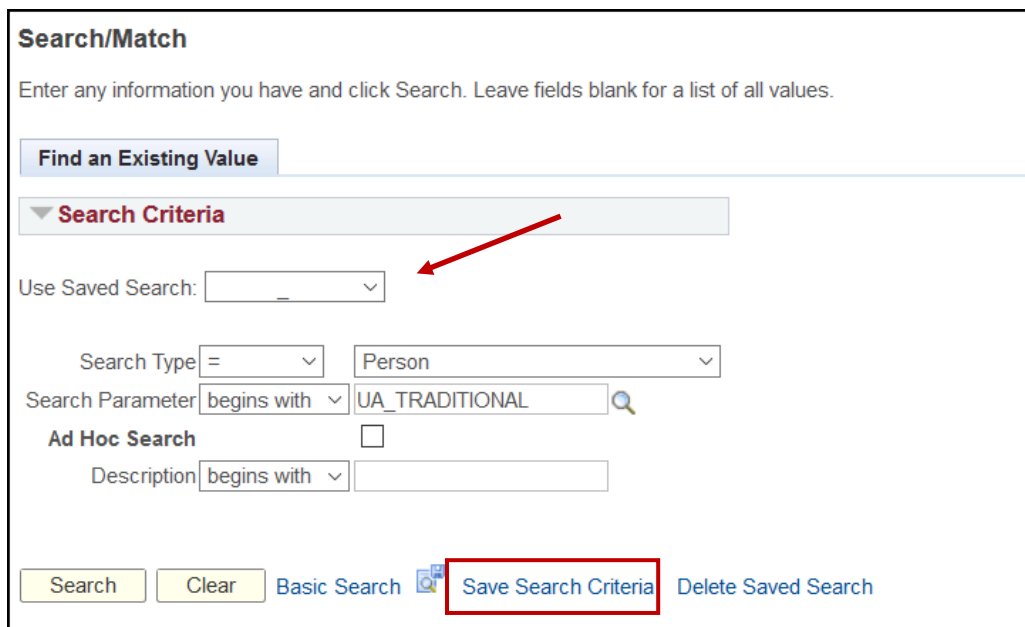
NOTE: Although many departments and offices use the Search/Match function, the information contained in this document specifically addresses Graduate Admissions procedures.

Creating a Search/Match Saved Search

1. The navigation path you use will depend on your security.

    Campus Community > Personal Information > Search/Match
    Campus Community > SEVIS > Search Tools > Search/Match
    Student Recruiting > Maintain Prospects > Search/Match
    Student Admissions > Application Entry > Search/Match

2. Select **Person** from the **Search Type** drop-down menu.

3. Input **UA Traditional** in the **Search Parameter** field. Or, click the magnifying glass icon 🔍 to select that value.

4. Once you define your search parameters, click the **Save Search Criteria** link. You will then be able to access this search without reentering the parameters each time

Search/Match

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

Find an Existing Value

▼ **Search Criteria**

Use Saved Search: [_ ▼]

Search Type [= ▼] [Person ▼]
Search Parameter [begins with ▼] [UA_TRADITIONAL] 🔍
Ad Hoc Search [ ]
Description [begins with ▼] [   ]

[Search]   [Clear]   Basic Search 🔍 **Save Search Criteria**   Delete Saved Search

5. After saving the search, click the **Use Saved Search** drop-down menu to select your search. The search fields are then populated.

6. Click **Search** to open the *Search Criteria* page. This will vary for each search type.

Entering Search/Match Criteria

When conducting a search, you have the choice of selecting a **Search Result Code** in the Search Result Rule group box. The **Search Result Code** contains information regarding how to display the IDs retrieved by the Search/Match and what data to return to help you quickly determine whether an ID already exists for the person you are looking for.

1. The **Search Result Code** field should default to **UA_TRADITIONAL**. If not, click the magnifying glass icon 🔍 and select that value.

Variations using Search/Match

1. First Name, Last Name, Date of Birth and National ID (SSN) are the recommended fields to use when conducting a search/match. Use additional data such as, Address and Gender to help identify possible matches when looking at your search results.

2. When conducting a search/match, try all name combinations. In addition to the first and last name, there may be additional names you can include, such as Middle, Previous, or multiple first and last names.

> **Example 1** - **First/Last Name**: *If the person's name is John Smith,*
> *(1) Enter John in the First Name field and Smith in the Last Name field.*
> *(2) Then conduct a second search by switching the names, John in the Last Name field and Smith in the First Name field.*
>
> **Example 2** – **Previous Name:** If you know of a previous name, include that in your search combinations. If Jane Smith lists a previous name as Jane Miller, you will need to conduct four separate searches.
> *(1) Enter Jane in the First Name field and Smith in the Last Name field.*
> *(2) Then enter Smith in the First Name field and Jane in the Last Name field.*
> *(3) Enter Jane in the First Name field and Miller in the Last Name field.*
> *(4) Enter Miller in the First Name field and Jane in the Last Name field.*
>
> **Example 3** – **Middle Name**: If a middle name is provided, it can be entered in the Middle Name field. However, we recommended that a middle name be treated as an additional name. If your person is John James Smith, conduct a search according to Example 1. Conduct additional search as follows:
> *(1) Enter John in the First Name field and James in the Last Name field.*
> *(2) Enter James in the First Name field and John in the Last Name field.*
> *(3) Enter James in the First Name field and Smith in the Last Name field.*
> *(4) Enter Smith in the First Name field and James in the Last Name field.*
>
> **Example 4** – **More than Three Names**: If more than three names are given, the steps listed above should still be followed. Use every name given in the first name field in combination with every other name in the Last Name field. For Jane Judith Smith Washington, your searches will look like:
> *(1) Enter Jane in the First Name field and Judith in the Last Name field.*
> *(2) Enter Jane in the First Name field and Smith in the Last Name field.*
> *(3) Enter Jane in the First Name field and Washington in the Last Name field.*
> *(4) Enter Judith in the First Name field and Jane in the Last Name field.*
> *(5) Enter Judith in the First Name field and Smith in the Last Name field.*
> *(6) Enter Judith in the First Name field and Washington in the Last Name field.*
> *(7) Enter Smith in the First Name field and Jane in the Last Name field.*
> *(8) Enter Smith in the First Name field and Judith in the Last Name field.*
> *(9) Enter Smith in the First Name field and Washington in the Last Name field.*
> *(10) Enter Washington in the First Name field and Jane in the Last Name field.*
> *(11) Enter Washington in the Frist Name field and Judith in the Last Name field.*
> *(12) Enter Washington in the First Name field and Smith in the Last Name field.*

3. After entering your search criteria, all the available search field buttons will be yellow.

NOTE: At the top of the page is a generic **Search** button. *Do not use this search alone*. It will search until it finds the first match and then stop regardless of whether or not there are additional matches found in the system.

Use only the available active searches found in the bottom half of the page. Do not use any one of these searches alone *unless* only one of the search buttons is active (yellow).

Search by each available active button. Compare the results you find from each search to make sure that you are getting the correct match. This will also help identify if duplicate IDs exist in the system.

If you find a duplicate ID in the system, notify your supervisor of the duplicate ID so that it can be resolved. Do not continue until you have been notified that the duplicate has been resolved.