

## Search Match

Search/Match is the main way to search for a person record. After you select the type and parameter of the search, you will get to the Search Criteria page. The top portion of the page allows you to search on name, city, date of birth (DOB), gender, National ID (social security number) or a combination of these values. You can search using only the National ID, but otherwise, you must enter at least two of the values (First and Last Name or DOB and ID).

### Navigation

Main Menu -> Student Admissions -> Application Entry -> Search/Match

Select the Search Type Person and the Search Parameter of UAMS\_Search

The screenshot shows a web browser window displaying the UAMS Search/Match page. The browser's address bar shows the URL: `https://cs.uams.edu/psp/CS/EMPLOYEE/HRMS/c/PROCESS_APPLICATIONS.HCR_SM_SEARCH.GBL?FolderPath=PORTAL_ROOT_OBJECT.HCAD_STUDENT_ADMISSIONS.HCAD_AI`. The browser's address bar also shows several tabs: "Intranet | Connectin...", "My Yahoo", "University of Arkans...", "Academic Affairs - ...", "Home - Academic A...", "GUS Shared Docum...", "Student Information...", and "Search/Match". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Suggested Sites", "Get more Add-ons", "Free Hotmail", "Yahoo! Mail", and "Pin It". The browser's status bar shows "Page", "Safety", and "Tools".

The UAMS logo is visible in the top left corner of the page. The page title is "Search/Match". The page content includes a search form with the following fields:

- Search Criteria:** A dropdown menu with a downward arrow.
- Search Type:** A dropdown menu with a downward arrow, currently set to "Person".
- Search Parameter:** A dropdown menu with a downward arrow, currently set to "begins with".
- Ad Hoc Search:** A checkbox that is currently unchecked.
- Description:** A dropdown menu with a downward arrow, currently set to "begins with".

At the bottom of the search form, there are three buttons: "Search", "Clear", and "Basic Search". There is also a link to "Save Search Criteria".

The browser's status bar at the bottom of the window shows the text: `javascript:doUpdateParent(document.win0,'ICRow15');` and a zoom level of "100%".

## Search Result Code is required

The first time you do a Search Match you can set the Search Result Code User Default to UAMS\_Search. The *next time you log in*, you will not have to select Search Result Code – it will be populated for you.

The screenshot shows the UAMS Search/Match interface. The 'Search Criteria' section includes a 'Search Type' dropdown set to 'Person', a 'Search Parameter' dropdown set to 'UAMS\_PERSON\_SEARCH', and a 'Search Result Rule' dropdown set to 'UAMS\_Search'. A red circle highlights the 'Ad Hoc Search' checkbox and the 'UAMS\_PERSON\_SEARCH' dropdown. Below this is a 'Search Criteria' table with fields for First Name Search, Last Name Search, City, Date of Birth, Gender, and National Id. A 'Search by Order Number' table is also visible, listing search orders and their descriptions.

Enter values in at least two of the search fields. The more values you enter, the more specific your results

Enter M in first name and Mouse in last name you will get both Mickey and Minnie. Enter Mic in first name and you will only get Mickey.

Search Order	Description
10	Name, City, DOB, Gender, SSN
20	Name, Gender, SSN
30	SSN only
40	Name, DOB, Gender
50	Name, Gender
60	Name Only

[Favorites](#) > [Main Menu](#) > [Student Admissions](#) > [Application Entry](#) > [Search/Match](#)



### Search Results

Search Type: Person  Ad Hoc Search  
 Search Parameter: UAMS\_SEARCH UAMS\_Person\_Search  
 Result Code: UAMS\_SEARCH UAMS Search

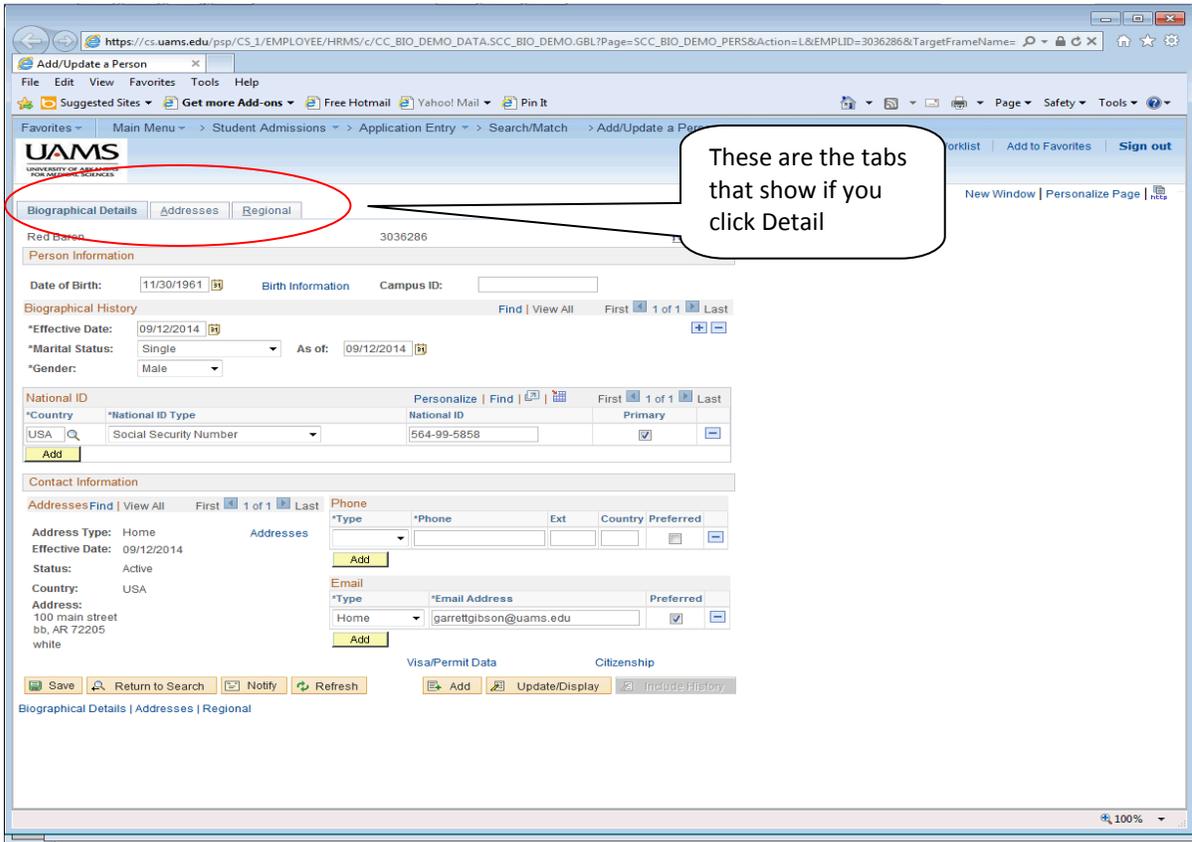
Search Results Summary  
 Number of ID's Found: 3  
 Search Order Number: 80 Name Only

Search Results [Personalize](#) | [Find](#) | [View All](#) | [21](#) First 1-3 of 3 Last

Results	Results2	Additional Information	Empl ID	Name Type	Name Effective Date	First Name	Middle Name	Last Name
1	<a href="#">Carry ID</a>	<a href="#">Detail</a>	3007922	PRI	01/01/1901	GROVER	C	GARRISON
2	<a href="#">Carry ID</a>	<a href="#">Detail</a>	3012343	PRI	01/01/1901	George		Garrett
3	<a href="#">Carry ID</a>	<a href="#">Detail</a>	3023752	PRI	01/01/1901	Gibson		Garrett

Click this icon to see the information on the 3 tabs all on one screen (may have to scroll to the right)

The search results may or may not have the person for which you are looking. If there is a record that looks similar, you can click on Detail to see more information about the person. If you are sure it is the person you want to use, click Carry ID [Carry ID](#) to navigate to another section of GUS and continue to use that specific person.



Once you click Detail and are on the Bio/Demo page, you can close this window if this is not the person for which you were looking. You will be returned to the Search page.