

Staff and Faculty – Search Match

Setup (FIRST time only) and Future Use


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Basic Navigation

Home > Campus Community > Personal Information (Student) > Search/Match

Setup for FIRST-time only

This process is ONLY for the FIRST time you do a search/match. Once you save the info, you will never have to do this process again!!!

1. Search Type: Choose “Person”.
2. Search Parameter: Enter or choose “USM_CC_PARMS” or choose from magnifying glass lookup feature.
3. Click on the  [Save Search Criteria](#) link.

Search/Match

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


Find an Existing Value _____


Search Type: = Person

Search Parameter: begins with USM_CC_PARMS 🔍

Ad Hoc Search

Description: begins with _____

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

4. Enter a title for this process.
5. Click on the  **Save** button.

Search/Match

Save Search As

Name the search and then click Save.

Name of Search:

The saved search will contain these values:

Search Type: = Person
Search Parameter: begins with USM_CC_PARMS
Ad Hoc Search
Description: begins with

 [Return to Advanced Search](#)

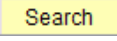
- 6. Click on the [Return to Advanced Search](#) link.

Search/Match

Save Search As

Search saved as Search match.

[Return to Advanced Search](#)

- 7. Click on the  button.

Search/Match

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

Find an Existing Value

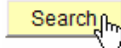
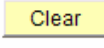

Use Saved Search:

Search Type: = Person

Search Parameter: begins with USM_CC_PARMS

Ad Hoc Search

Description: begins with

  [Basic Search](#)  [Save Search Criteria](#) [Delete Saved Search](#)


- 8. Click on the [User Default](#) link.


Search Criteria

Search Type: Person Ad Hoc Search



Search Parameter: USM_CC_PARMS USM Campus Community Params

Search Result Rule

Search Result Code: 

[User Default](#) 

Search Criteria

Search Fields	Value
First Name Search	<input type="text"/> 
Last Name Search	<input type="text"/> 

9. Search Result Code: Enter “USM_CC_RESULTS” or choose from magnifying glass lookup.


10. Click on the button.

Search Criteria


Default Search Result

User ID: W301906 Northrop,Marlissa F

Search Type: Person


Search Result Code:  USM Campus Community Results


Future use of search match



1. Navigate to search/match.
2. Use Saved Search: Choose your saved title from the  box.

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


Find an Existing Value


Use Saved Search: 

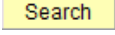
Search Type:  Search Match

Search Parameter: begins with  

Ad Hoc Search

Description: begins with 


[Basic Search](#)  [Save Search Criteria](#) [Delete Saved Search](#)










3. The system will take you automatically to the search/match page and you are ready to begin searching.
4. Enter the appropriate information into the appropriate fields.
5. Click on the  button.

Search Criteria

Search Type: Person Ad Hoc Search
 Search Parameter: USM_CC_PARMS USM Campus Community Params

Search Result Rule [Return to Search Results](#)

Search Result Code:  USM Campus Community Results
[User Default](#)

Search Fields	Value
First Name Search	<input type="text" value="SEYMOUR"/> 
Last Name Search	<input type="text" value="EAGLE"/> 
Middle Name	<input type="text"/> 
National Id	<input type="text"/> 
City	<input type="text"/> 
State	<input type="text"/> 
Date of Birth	<input type="text"/> 
Country	<input type="text"/> 
Gender	<input type="text"/> 

- Find the student you were searching for. If you want to carry the student ID to another page, click on the button.
- When you have completed your search, click on the [Return to Search Criteria](#) link.

Search Results

Search Type: Person

Ad Hoc Search

Search Parameter: USM_CC_PARMS

USM Campus Community Parms

Result Code: USM_CC_RESULTS

USM Campus Community Results

▼ Search Results Summary

[Return to Search Criteria](#)

Number of ID's Found: 2

Search Order Number: 130 LName,FName

Search Results							
Results	Results2	Additional Information					
	EmpID	Full Name	SSN	City	State	Address 1	
1	Carry ID	74447	Eagle,Seymour Golden	*****8787	test	MS	Test
2	Carry ID	474447	Eagle,Seymour Golden	*****8787	Purvis	MS	Po Box 123
3	Carry ID	474447	Eagle,Seymour Goldie	*****8787	Hattiesburg	MS	1234 Eagle Alley
4	Carry ID	474447	Eagle,Seymour Goldie	*****8787	test	MS	Test
5	Carry ID	474447	Eagle,Seymour Golden	*****8787	Hattiesburg	MS	1234 Eagle Alley
6	Carry ID	474447	Eagle,Seymour Goldie	*****8787	Purvis	MS	Po Box 123