Colleague Person Search Quick Reference

Before creating a new person record, it is each user's responsibility to conduct a thorough search of the system so that a duplicate record is not created.

Conduct a person search using the following methods:

	Person Search Options	Format	Sample	Notes
1	Colleague person (or organization) ID #	Numeric	42790	If known. Leading zeroes not required.
2	Social Security number	Numeric	987654321	If known. (Do not ask for SSN for this purpose.) No dashes.
3	Name – Full last name, first initial of first name	Last, F	Smith, C	Not case sensitive
	Name – Three letters of last name, three letters of first name	Las, Fir	Smi, Chr	
	Name – Consider and search initials of possible nicknames	Last, F	Smith, B Smith, L	E.g. for "Elizabeth," B (Beth), L (Liz), etc.
	Name – Consider and search possible alternate spellings	Last, F Las, Fir	Smith, K Smi, Cri	
	Name – If hyphenated or multiple last names, search each last name part separately.	Last1, F Last2, F	Smith, E Jones, E	If applicable
4	Birth date	;birth.date mm/dd/yy	;birth.date 1/1/67	If known. Slashes are required.
5	Advanced Search – allows search with various demographic info: address, email address, alt. ID	Name: Last (e.g.) Zip: 5 digit	Name: Smith Zip: 60050	Always enter last name in Advanced Search field. If using any address fields, must use zip.
6	"Soundex" search – can use if unsure of spelling	/Last	/deveni	Slash required. Use caution if searching for a common name, as a large number of matches may bog down system.
7	Phone	;personal.phone.number XXX-XXX-XXXX	;personal.phone. number 815-455-3700	If known.
8	Email	;person.email.addresses [email address lower case@...]	;person.email.ad dresses csmith@gmail.com	If known.