## Assignments: Find Person

This Learning Cycle teaches the student to:
- Identify the fields on the Find Person window.
- Enter search criteria using the Find Person window.
- Use the Find People by Name intermediate window to limit searches and select the appropriate name, when more than one matching record exists.

Navigation

The first step in viewing someone's Assignment, Work Phone or Address is to locate that person's record in AIS. To display the **Find Person** window from the Navigator, select the **SIU HRMS Department View** responsibility and then click one of the following functions, **View Assignment, View Work Phones, View Address**.

- No matter which function is chosen, the Find Person window opens and you have to perform a search to locate the Employee's record.

- Depending on the function you selected e.g., View Assignment; the corresponding form for the function will appear in the background.

- You can use any of the fields shown to query.
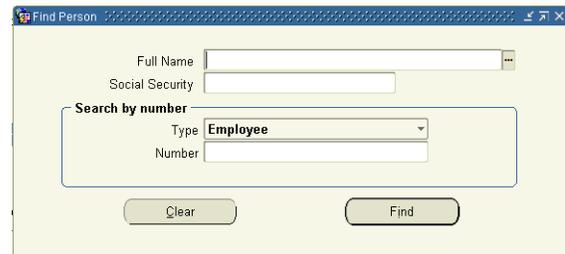
Search Fields

- **Full Name**: Enter the employee's Last Name and First Initial e.g., thies, r.
  - The Full Name field is **not** case sensitive.

- **Social Security:** Enter the employee's number e.g., 111-11-1111.
  - You MUST include the dashes.

- **Search by Number region – Type** field: Defaults to Employee; always accept the default.

- **Search by Number region – Number** field: Use the AIS Employee Number.

- Once the search criterion is entered, click the Find button to execute the search or press Enter on the keyboard.

- The queried employee's Assignment, Work Phone or Address record is displayed, depending on the function chosen earlier.

- To return to the Find Person window and perform another search, click the Flashlight icon on the Toolbar.

Helpful Hints

Full Name Field

- When using the Full Name field, **if more than one record matches** the search criteria entered, the intermediate **Find People by Name** window appears.
  - Select the correct name by highlighting it and then clicking the OK button or pressing Enter; or you can just double-click on the name.
  - You may also use your arrow keys to move up and down the list to highlight the correct name.

- If you click the LOV indicator in the Full Name filed; the intermediate search window, Find People by Name, displays.
  - You can perform a search by only entering "%" in the Find field. This action activates the Find button at the bottom of the window. If the Find button is then selected, all records in the system will be retrieved.
    - However, this process is **not recommended** because it takes a long time to pull up all of the employee records.
  - The best way to use this window is to enter search criteria and "%" to reduce retrieval time.

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