

There are two types of search methods in UCPath: **Basic Search** and **Advanced Search**.

When you select most pages or components in UCPath, the system displays a **Find an Existing Value** section where you can search for the records you want to display. In this section, you can toggle between the basic search and advanced search functionality.

The **Basic Search** method enables you to search by only one field at a time, and then only using the **begins with** operator. To designate the search field, if more than one is available, select the desired field from the **Search by** list of values, enter your search criteria, and then click the **Search** button to display the results.

On the **Advanced Search** section, you can search using multiple fields and using a variety of search operators.

Some search criteria fields also provide a list of valid values for a field. You can use the **Lookup** button to search for specific search criteria.

UCPath also supports three wildcard features when searching for data in character fields.

This topic describes how to effectively use search methods.

Step	Action
1.	<p>The Personal Information search page provides basic and advanced search options.</p> <p>Navigator > Workforce Administration > Personal Information > Modify a Person > Personal Information</p> <p>OR</p> <p>Global Search > Personal Information</p> <p>OR</p> <p>Benefits Administration Homepage > Employee/Dependent Info Tile > Employee Information Folder > Modify a Person > Personal Information</p>

Step	Action
2.	<p>Employee ID (Empl ID) provides the most accurate search results and should be used whenever possible.</p> <p>When Empl ID is not available, a name field can help find an employee. There are two name fields in UCPath: Legal Name and Name.</p> <p><u>Legal Name</u> The Legal Name field is the name that identifies a person for legal or certain official purposes.</p> <p>In UCPath, Legal Name is always labeled as “Legal Name”.</p> <p>Its presentation and use are restricted to protect confidentiality.</p> <p><u>Name</u> The Name field is a self-chosen or personal and/or preferred professional name used instead of a Legal Name and can be one’s first name, middle name and/or last name or surname.</p> <p>If no Name is specified by the employee, it is populated from the Legal Name. This name is used for university business and education whenever possible.</p> <p>It is the typical UCPath name field used and presented on pages and reports throughout the system.</p>
3.	<p>When you select a page or component, the system usually defaults to the Advanced Search method in the Find an Existing Value section.</p> <p>You know this is the Advanced Search method because the Basic Search link, Show fewer options, appears at the bottom of the section so that you can switch to that search method. Also, the appearance of multiple search fields indicates this is the Advanced Search method.</p> <p>You also can click the Add a New Value button to add a new record instead of searching.</p> <p>Let's first look at Basic Search.</p>

Personal Information New Window | Help

Find an Existing Value Add a New Value

▼ Search Criteria

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begins with

Name begins with

Last Name begins with

Second Last Name begins with


Alternate Character Name begins with

Middle Name begins with

[Show fewer options](#)

☐ Case Sensitive ☐ Include History ☐ Correct History

Search Clear



Nothing yet
Your search results will appear here

100%

Step	Action
4.	Click the Show fewer options link. Show fewer options
5.	You can only use one search criteria field for a basic search. Empl ID is the default field for the Personal Information component, but additional fields are available in the list of values. Click the button to the right of the Search by field. <div>Empl ID ▼</div>

Personal Information New Window | Help

Find an Existing Value Add a New Value

▼ Search Criteria

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Search by: Empl ID begins with

Alternate Character Name

Empl ID


Last Name

Middle Name

Name

Second Last Name

☐ Include History ☐ Correct History



Nothing yet
Your search results will appear here

100%

Step	Action
6.	<p>In general, a Basic Search section offers most of the fields shown on the Advanced Search section.</p> <p>The Search by list enables you to select different search keys to search against the database. You also can enter full or partial values for the key field.</p> <p>For this example, you need to locate an employee whose last name is Tsilimparis. You may not know the proper spelling of Tsilimparis, but you know it begins with "tsi".</p>

Step	Action
7.	<p>Click the Last Name list item.</p> <p><u>Last Name</u></p>
8.	<p>Enter the desired information into the begins with field.</p> <p>For this example, enter tsi.</p>
9.	<p>Click the Search button.</p> <p>Search</p>

Personal Information New Window | Help

[Add a New Value](#)

Find an Existing Value

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

Recent Searches [Choose from recent searches](#) [Saved Searches](#) [Choose from saved searches](#)

Search by: [Last Name](#) begins with TSI [Show more options](#)

☐ Case Sensitive ☐ Include History ☐ Correct History

[Search](#) [Clear](#) [Save Search](#)

Search Results
45 rows - Last Name "TSI"

Empl ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	
10043679	Andrew Tsi	Andrew	Tsi	P	(blank)	P	>
10320943	Amanda Tsi	Amanda	Tsi	Michelle	(blank)	Michelle	>
10422106	Nhu-Y Tsiang	Nhu-Y	Tsiang	(blank)	(blank)	(blank)	>
10549117	Alice Tsiantoulas	Alice	Tsiantoulas	(blank)	(blank)	(blank)	>
10564921	Bonnie Tsiao	Bonnie	Tsiao	(blank)	(blank)	(blank)	>

100% ▾

Step	Action
10.	<p>The Search Results show all rows matching your search criteria.</p> <p>In this case, these are all the employees whose last name begins with "tsi".</p> <p>You are looking for Anahid Tsiknia.</p>
11.	<p>You can sort by First Name to quickly find Anahid.</p> <p>Click the First Name column header.</p> <p>First Name</p>
12.	<p>Click the link to display the details for any person on the list.</p> <p>></p>
13.	<p>Click the Return to Search button.</p> <p>Return to Search</p>

Personal Information New Window | Help

Find an Existing Value Add a New Value

▼ Search Criteria

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begins with

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

▼ Show more options

☐ Case Sensitive ☐ Include History ☐ Correct History

Search Clear Save Search

▼ Search Results

45 rows - Last Name "TSI"

View All | 25 First 1-10 of 45 Last

Empl ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	
10613619	Aaron Tsikoreva	Aaron	Tsikoreva	P	(blank)	P	>
10549117	Alice Tsiantoulas	Alice	Tsiantoulas	(blank)	(blank)	(blank)	>

100%

Step	Action
14.	<p>The system returns you to the Advanced Search section with the criteria from the previous search displayed.</p> <p>To search again with new criteria, use the Clear button to refresh the page.</p> <p>Click the Clear button.</p> <p>Clear</p>
15.	<p>The Advanced Search section contains several fields to search for your data.</p> <p>The options enable you to narrow your search by entering values in more than one field.</p>
16.	<p>Click the Search button.</p> <p>Search</p>
17.	<p>UCPath prompts you to enter at least one search criterion.</p> <p>Click the OK button.</p> <p>OK</p>
18.	<p>Click the button to the right of the Empl ID search operators field.</p> <p>begins with ▼</p>

Personal Information New Window | Help

Find an Existing Value Add a New Value

Search Criteria

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begin with

Name begin with

Last Name contains

Second Last Name not =

Alternate Character Name <

Middle Name >

Show between

☐ Case Sensitive ☐ Include History ☐ Correct History

Search Clear Save Search

Step	Action
19.	<p>You can use the search operators to specify search criteria.</p> <p>The default operator searches for records that begin with your search criteria, but you may want to use other operators to find the desired records.</p>
20.	<p>Click in the Empl ID field.</p> <div></div>
21.	<p>In this example you will enter part of an employee ID number.</p> <p>Enter the desired information into the Empl ID field.</p> <p>For this example, enter 10000.</p>
22.	<p>Click the Search button.</p> <div>Search</div>

Personal Information New Window | Help

Find an Existing Value Add a New Value

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begins with
 Name begins with
 Last Name begins with
 Second Last Name begins with
 Alternate Character Name begins with
 Middle Name begins with
[Show fewer options](#)

☐ Case Sensitive ☐ Include History ☐ Correct History

Search Clear

Search Results
300 rows - Empl ID "10000" - Only the first 300 rows can be displayed. Refine your search to see more.

View 100 | First 1-10 of 300 Last

Empl ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	
10000252	Aaron Xu	Aaron	Xu	A	(blank)	A	>
10000068	Artem Chu	Artem	Chu	M	(blank)	M	>

100%

Step	Action
23.	The search function retrieves up to 300 entries from the database displaying the results in groups of 100 in the Search Results grid.
24.	You can sort the results using any heading in the Search Results grid. To sort ascending by Last Name , click the Last Name column header. Last Name
25.	To sort descending, click the Last Name column header again. Last Name
26.	You can use the scroll bar to scroll through the currently displayed list of search results. Click the scroll bar.

Personal Information New Window | Help

Find an Existing Value Add a New Value

▼ Search Criteria

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begins with 10000

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

[Show fewer options](#)

☐ Case Sensitive ☐ Include History ☐ Correct History



Search Clear

▼ Search Results

300 rows - Empl ID "10000" - Only the first 300 rows can be displayed. Refine your search to see more.

View 100 | [1-10 of 300](#) | [First](#) | [Last](#)

Empl ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	
10000163	Vanessa Abu-Zeid	Vanessa	Abu-Zeid	E	(blank)	E	>

Step	Action
27.	Click the Show next rows button to display the next 100 results. 
28.	You also can use the First and Last links to move from the first entries to the last entries in the Search Results grid. To return to the first 100 entries, click the Show previous rows button. 

Personal Information New Window | Help

Find an Existing Value Add a New Value

▼ Search Criteria

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begins with 10000

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

[Show fewer options](#)

☐ Case Sensitive ☐ Include History ☐ Correct History

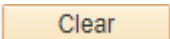

Search Clear

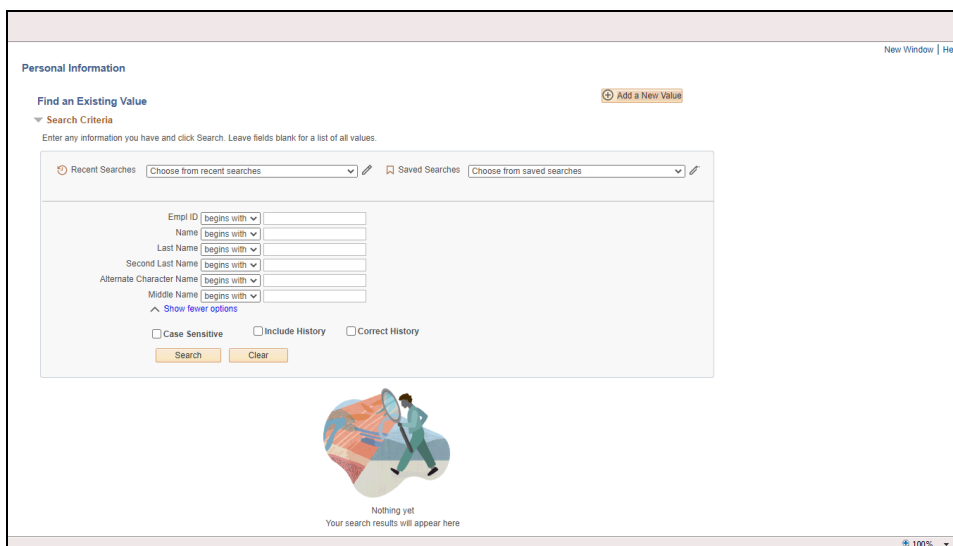
▼ Search Results

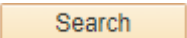
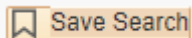
300 rows - Empl ID "10000" - Only the first 300 rows can be displayed. Refine your search to see more.

View 100 | [1-10 of 300](#) | [First](#) | [Last](#)

Empl ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	
10000163	Vanessa Abu-Zeid	Vanessa	Abu-Zeid	E	(blank)	E	>
10000073	Isaiah Abu-Zeid	Isaiah	Abu-Zeid	A	(blank)	A	>

Step	Action
29.	To search using new criteria, click the Clear button. 
30.	Click in the Last Name field. 



Step	Action
31.	Enter the desired information into the Last Name field. For this example, enter Williams .
32.	Click the Search button. 
33.	If the search criteria you selected is something you think you may use frequently, you can save the specifics of the search. Click the Save Search link. 

Save Search

Name

Last Name WILLIAMS

Step	Action
34.	Click in the Name field. <input type="text"/>
35.	Enter the desired information into the Name of Search field. For this example, enter Williams .
36.	Click the Save button. <input type="button" value="Save"/>
37.	Click the OK button. <input type="button" value="OK"/>

Personal Information

Find an Existing Value

Search Criteria

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

Recent Searches

Empl ID

Name

Last Name WILLIAMS

Second Last Name

Alternate Character Name

Middle Name

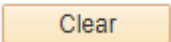
☐ Case Sensitive ☐ Include History ☐ Correct History

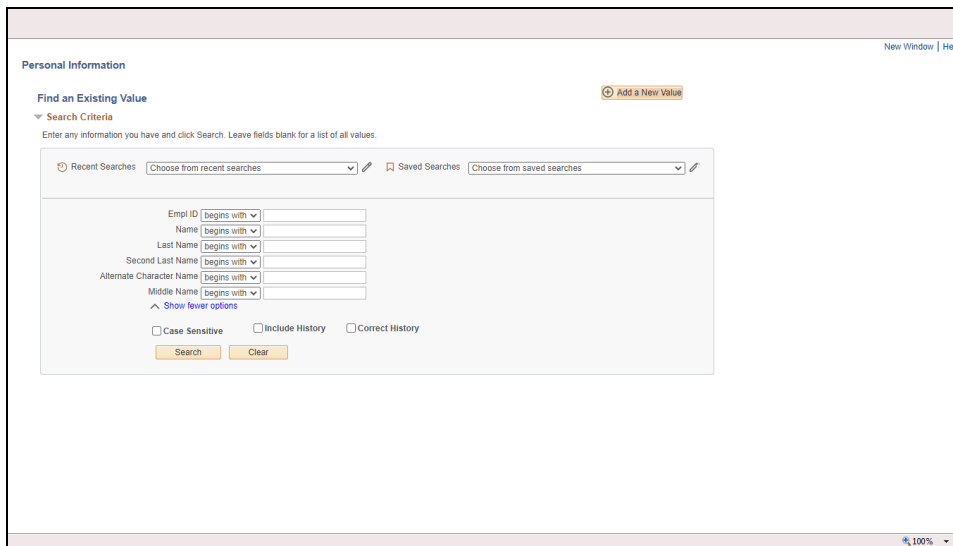
Search Results


300 rows - Last Name "WILLIAMS" - Only the first 300 rows can be displayed. Refine your search to see more.

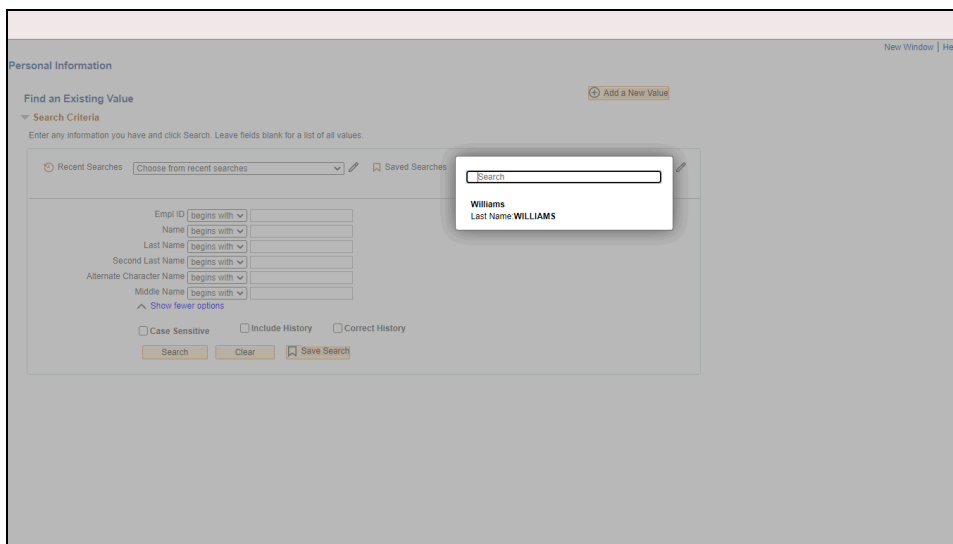
View 100 1-10 of 300

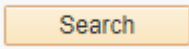
Empl ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
10031468	Elizabeth Williams	Elizabeth	Williams	(blank)	(blank)	(blank)

Step	Action
38.	Click the Clear button. 



Step	Action
39.	Click the button to the right of the Saved Searches field. 



Step	Action
40.	Click the Williams list item. Williams Last Name: WILLIAMS
41.	Click the Search button. 

Personal Information New Window | Help

Find an Existing Value Add a New Value

▼ Search Criteria

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

Recent Searches Choose from recent searches Saved Searches Williams

Empl ID begins with
Name begins with
Last Name begins with WILLIAMS
Second Last Name begins with
Alternate Character Name begins with
Middle Name begins with
[Show fewer options](#)

☐ Case Sensitive ☐ Include History ☐ Correct History

Search Clear


▼ Search Results


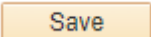
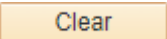

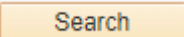
300 rows - Last Name "WILLIAMS" - Only the first 300 rows can be displayed. Refine your search to see more.

View 100 | 1-10 of 300

Empl ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	
10001041	Marzia Williams	Marzia	Williams	M	(blank)	M	>

100%

Step	Action
42.	The Search Results grid contains only employees with the last name Williams. When you no longer need a saved search, click the Edit Saved Searches link. 

Step	Action
43.	<p>Select the saved search criteria.</p> <p>In this example, only your Williams criteria exists.</p> <p>Click the Delete button.</p> 
44.	<p>Click the Save button.</p> 
45.	<p>Click the Clear button to erase the previous search criteria.</p> 
46.	<p>It is better to narrow your search if the results display too many rows to effectively review. In this example, enter a partial employee ID.</p> <p>Click in the Empl ID field.</p> 
47.	<p>Enter the desired information into the Empl ID field.</p> <p>For this example, enter 1000.</p>
48.	<p>Click the Search button.</p> 

Personal Information New Window | Help

Find an Existing Value Add a New Value

▼ Search Criteria

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

Recent Searches Choose from recent searches Save Searches Choose from saved searches

Empl ID begins with 1000

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

[Show fewer options](#)

☐ Case Sensitive ☐ Include History ☐ Correct History

Search Clear

▼ Search Results

300 rows - Empl ID "1000" - Only the first 300 rows can be displayed. Refine your search to see more.

View 100 | 1-10 of 300 | First Last

Empl ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	
10000001	Hailey Legal Perez Legal	Hailey Legal	Perez Legal	(blank)	(blank)	test	>

100%

Step	Action
49.	<p>The Search Results grid contains 300 entries.</p> <p>You are looking for Christine Johnson. To narrow your search enter part of her last name.</p> <p>Click the Last Name column header.</p> <div></div>
50.	<p>Enter the desired information into the Last Name field.</p> <p>For this example, enter John.</p>
51.	<p>Click the Search button.</p> <div>Search</div>

Personal Information New Window | Help

Find an Existing Value Add a New Value

▼ Search Criteria

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

Recent Searches Choose from recent searches Save Searches Choose from saved searches

Empl ID begins with 1000

Name begins with

Last Name begins with JOHN

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

[Show fewer options](#)

☐ Case Sensitive ☐ Include History ☐ Correct History

Search Clear Save Search

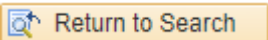
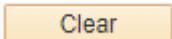
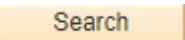

▼ Search Results

26 rows - Empl ID "1000" Last Name "JOHN"

View All | 1-10 of 26 | First Last

Empl ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	
10000134	Yue See Johnson	Yue See	Johnson	(blank)	(blank)	(blank)	>
10001371	Melissa Johnson	Melissa	Johnson	Edith	(blank)	Edith	>

100%

Step	Action
52.	<p>The results decrease to 26 entries - much easier to find the employee.</p> <p>Click the Melissa Johnson link.</p> <p>></p>
53.	<p>Click the Return to Search button.</p> <p></p>
54.	<p>Click the Clear button.</p> <p></p>
55.	<p>If you know the full value, enter it in the Search Criteria.</p> <p>In this example you have the exact ID for Payton Bahrami.</p> <p>Click in the Empl ID field.</p> <p><input type="text"/></p>
56.	<p>Enter the desired information into the Empl ID field.</p> <p>For this example, enter 10000693.</p>
57.	<p>Click the Search button.</p> <p></p>
58.	<p>The search results table will always display, even if only one row is returned.</p> <p>Click the Payton Bahrami link.</p> <p>></p>
59.	<p>Some fields provide a Lookup button to help you select criteria.</p> <p>Go to the Regional page to learn how to use this feature.</p> <p>Click the Regional tab.</p> <p></p>

Biographical Details | Contact Information | **Regional** | UC Personal Data

Payton Bahrami | Person ID 10000693

USA

Ethnic Group Find | View All | First 1 of 1 | Last

Regulatory Region USA United States

Ethnic Group BLACK Black or African American

Primary

History Find | View All | First 1 of 1 | Last

Effective Date 05/05/2023 Date Entitled to Medicare 05/05/2023

Citizenship (Proof 1) Citizenship (Proof 2)

Eligible to Work in U.S.

Veteran

Military Status


Military Discharge Date Edit Discharge Date

Smoker History Personalize | Find | View All | 201 | First 1 of 1 | Last

*Smoker *As of

1 05/05/2023

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

Step	Action
60.	<p>The Ethnic Group field uses a Lookup (magnifying glass) button to provide a list of valid values for the field and also restrict the values entered into the field.</p> <p>Click the Look up Ethnic Group button.</p> 

Biographical Details | Contact Information | **Regional** | UC Personal Data

Payton Bahrami | Person ID 10000693

USA

Ethnic Group Find | View All | First 1 of 1 | Last

Regulatory Region USA United States

Ethnic Group BLACK Black or African American

Primary

History Find | View All | First 1 of 1 | Last

Effective Date 05/05/2023 Date Entitled to Medicare 05/05/2023

Citizenship (Proof 1) Citizenship (Proof 2)

Eligible to Work in U.S.

Veteran

Military Status

Military Discharge Date Edit Discharge Date

Smoker History Personalize | Find | View All | 201 | First 1 of 1 | Last

*Smoker *As of

1 05/05/2023

Save Return to Search Notify Refresh Add Update/Display Include History Correct History

Look Up Ethnic Group

Set ID USA

Ethnic Group begins with


Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1 of 21 | Last

Ethnic Group	Description	Short Description
AMIND	American Indian or Alaska Native	Am Ind/Ala
BLACK	Black or African American	Blk/Amer
CHINESE	Chinese/Chinese American	Chinese
DECLINE	Decline to State	Decline
EUROPEAN	European	European
HISP_LAT	Hispanic/Latino Not Specified (Conversion Use Only)	UnkHispLat
JAPANESE	Japanese/Japanese American	Japanese
KOREAN	Korean/Korean American	Korean
LATINAMR	Latin American/Latino	LATINAMR
MEXAMER	Mexican/Mexican American	Mex/Amer
MIDEAST	Middle Eastern	MidEastern
NAFRICAN	North African	Nfrican
NSPEC	Not Specified (Conversion Use Only)	Not Spec
OTHERSPA	Other Spanish/Spanish American	OTHERSPA
OTHRAS	Other Asian/Asian American	Oth Asian
PACIF	Native Hawaiian or Other Pacific Islander	Pacif
PAKIND	Pakistani/Pakistani American/Indian American	Paki/Ind
PHILIPIN	Filipino/Filipino American/Pilipino/Pilipino American	Philippine
UNKNOWN	Unknown Ethnic Group (Conversion Use Only)	UNK
VIETNAM	Vietnamese/Vietnamese American	Vietnam
WHITE	White (Not Specified)	White

Step	Action
61.	<p>On the Look Up Ethnic Group page you can search for a value by using the Search Operators and entering all or part of a value in a search field.</p>
62.	<p>Click in the Ethnic Group field.</p> 

Step	Action
63.	Enter the desired information into the Ethnic Group field. For this example, enter oth .

Look Up Ethnic Group

Set ID: USA

Ethnic Group: begins with **OTH**

Description: begins with

Look Up **Clear** **Cancel** Basic Lookup

Search Results

View 100 First 1-21 of 21 Last

Ethnic Group	Description	Short Description
AMIND	American Indian or Alaska Native	Am Ind/Ala
BLACK	Black or African American	Blk/Amer
CHINESE	Chinese/Chinese American	Chinese
DECLINE	Decline to State	Decline
EUROPEAN	European	European
HISP_LAT	Hispanic/Latino Not Specified (Conversion Use Only)	UnkHispLat
JAPANESE	Japanese/Japanese American	Japanese
KOREAN	Korean/Korean American	Korean
LATINAMER	Latin American/Latino	LATINAMER
MEXAMER	Mexican/Mexican American	Mex/Amer
MIDEAST	Middle Eastern	MidEastern
NAFRICAN	North African	NAfrican
NSPEC	Not Specified (Conversion Use Only)	Not Spec
OTHERSPA	Other Spanish/Spanish American	OTHERSPA
OTHRAS	Other Asian/Asian American	Oth Asian
PACIF	Native Hawaiian or Other Pacific Islander	Pacif
PAKIND	Pakistani/Pakistani American/Indian/Indian American	Pak/Ind
PHILIP	Filipino/Filipino American/Pilipino/Pilipino American	Philippine
UNKNOWN	Unknown Ethnic Group (Conversion Use Only)	UNK
VIETNAM	Vietnamese/Vietnamese American	Vietnam
WHITE	White (Not Specified)	White

Step	Action
64.	Click the Look Up button. Look Up

Look Up Ethnic Group

Set ID: USA

Ethnic Group: begins with **OTH**


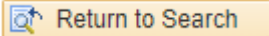
Description: begins with

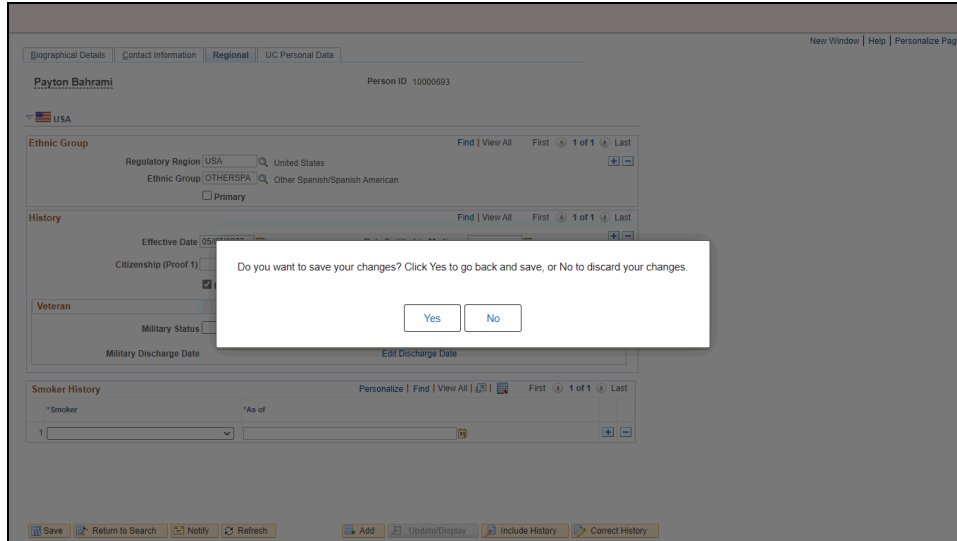
Look Up **Clear** **Cancel** Basic Lookup


Search Results

View 100 First 1-2 of 2 Last

Ethnic Group Description	Short Description
OTHERSPA Other Spanish/Spanish American	OTHERSPA
OTHRAS Other Asian/Asian American	Oth Asian

Step	Action
65.	Select the correct value from the Search Results grid. Click the OTHERSPA list item. 
66.	Click the Return to Search button. 



Step	Action
67.	You do not want to save your change. Click the No button. 

Personal Information New Window | Help

Find an Existing Value Add a New Value

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begins with
 Name begins with
 Last Name begins with
 Second Last Name begins with
 Alternate Character Name begins with
 Middle Name begins with
[Show fewer options](#)

☐ Case Sensitive ☐ Include History ☐ Correct History

Search Clear

Search Results
1 rows - Empl ID "10000693"

View All | First 1 of 1 Last

Empl ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
10000693	Payton Bahrami	Payton	Bahrami	(blank)	(blank)	(blank)

100%

Step	Action
68.	Click the Clear button.
	Clear

Wildcard	Definition
% (percent sign)	Match one or more characters
_ (underscore)	Match any single character
\ (back slash)	Escape character—don't treat the next character as a wildcard.

Step	Action
69.	<p>UCPath applications support three wildcard features when searching for data in character fields. These wildcards can be helpful in finding the exact information you want to process.</p> <p>The table below displays the supported standard wildcard features: the percent sign to match one or more characters, the underscore to match any single character, and the backslash as an escape character (meaning it doesn't treat the next character as a wildcard).</p>

Step	Action
70.	<p>For example, suppose you are looking for a specific employee but can't remember their ID.</p> <p>You know that the ID begins with "1" and contains the numbers "149".</p> <p>You can use the % wildcard to locate the employee.</p> <p>Click in the Empl ID field.</p> <p>_____</p>

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▼ Search Criteria

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

Recent Searches [Choose from recent searches](#) [Saved Searches](#) [Choose from saved searches](#)

Empl ID [begins with](#)

Name [begins with](#)

Last Name [begins with](#)

Second Last Name [begins with](#)

Alternate Character Name [begins with](#)

Middle Name [begins with](#)

[Show fewer options](#)

☐ Case Sensitive ☐ Include History ☐ Correct History

[Search](#) [Clear](#)

100%

Step	Action
71.	<p>Enter the desired information into the Empl ID field.</p> <p>For this example, enter 1%149.</p>
72.	<p>Click the Search button.</p> <p>Search</p>

Personal Information New Window | Help

Find an Existing Value Add a New Value

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

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Empl ID begins with
 Name begins with
 Last Name begins with
 Second Last Name begins with
 Alternate Character Name begins with
 Middle Name begins with
[Show fewer options](#)

☐ Case Sensitive ☐ Include History ☐ Correct History

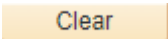
Search Clear

Search Results
23 rows - Empl ID "1%1491"

View 100 | 23 First 1-10 of 23 Last

Empl ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	
10001491	Rachel Void	Rachel	Void	(blank)	(blank)	(blank)	>

100%

Step	Action
73.	There are 23 employees who match this criterion.
74.	Click the Clear button. 
75.	You have successfully searched for data using both Basic Search and Advanced Search methods, the Lookup button and wildcards. End of Procedure.