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



Step	Action
2.	Employee ID (Empl ID) provides the most accurate search results and should be used whenever possible.
	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 .
	Legal Name The Legal Name field is the name that identifies a person for legal or certain official purposes.
	In UCPath, Legal Name is always labeled as "Legal Name".
	Its presentation and use are restricted to protect confidentiality.
	<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.
	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.
	It is the typical UCPath name field used and presented on pages and reports throughout the system.
3.	When you select a page or component, the system usually defaults to the Advanced Search method in the Find an Existing Value section.
	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.
	You also can click the Add a New Value button to add a new record instead of searching.
	Let's first look at Basic Search.



rsonal Information	New Wi	Idow
Find an Existing Value •• Search Criteria	(b) Add a New Value	
Enter any information you have and click Search. Leave fields blank for a list of all values.	xm saved searches	
Empl ID [bogins with v		
Nothing yet Your search results will appear here		

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.
	Empl ID 🗸

Personal Information	New Window Help
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: Emot D v begins with V Alternate Canacter Name Emot D Last Name Udde History Udde Vane Kame Second Last Name	
Nohing set Your search results will appear here	
	🔍 100% 🔻



Step	Action
6.	In general, a Basic Search section offers most of the fields shown on the Advanced Search section.
	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.
	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".

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]	s v)
Search by: Empt ID Alternate Character Name Empt ID Last Name Name Beccul Last Name	
Notion yet Your search results will appear here	
	\$100% -

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

_



rsonal Information								New Window
Find an Existing Value							Add a New Value	
 Search Criteria 								
Enter any information you have and	click Search. Lea	ave fields blank for a	list of all values					
Recent Searches Choose	from recent sea	rches	v //	Saved S	earches Choos	e from saved search	es v /	
	Name w more options	✓ begins with	TSI					
-	e Sensitive Search	Clear	ory Corr Save Search	ect History				
✓ Search Results								
 Search Results 45 rows - Last Name 	"TSI"							
	"TSI"		View		irst 🛞 1-10 of 4	15 💽 Last		
		Last Name	View Second Last Name	All [3] F Alternate Character Name	irst 🛞 1-10 of 4 Middle Name	45 🕑 Last		
45 rows - Last Name		Last Name TSI	Second Last	Alternate		15 🕟 Last		
45 rows - Last Name	First Name		Second Last Name	Alternate Character Name	Middle Name			
45 rows - Last Name Empl ID Name 10043679 Andrew Tsi	First Name Andrew	Tsi	Second Last Name	Alternate Character Name (blank)	Middle Name P	>		
45 rows - Last Name Empl ID Name 10043679 Andrew Tsi 1032043 Amanda Tsi	First Name Andrew Amanda	Tsi Tsi	Second Last Name P Michelle	Alternate Character Name (blank) (blank)	Middle Name P Michelle	>		
45 rows - Last Name Empl ID Name 10043679 Andrew Tsi 10320943 Amanda Tsi 10422106 Nhu-Y Tsiang	First Name Andrew Amanda Nhu-Y	Tsi Tsi Tsiang	P Michelle (blank)	Alternate Character Name (blank) (blank) (blank)	Middle Name P Michelle (blank)	> > >		

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



onal Informa	tion								New Wind
ind an Existi Search Criter	-	K Search. Leave	e fields blank for a lis	t of all values.				Add a New Value	
🗐 Recent S	earches Choose fro	m recent searcl	hes	~ /	Saved Search	es Choose	from saved sea	ches v /	
▼ Search Re	Nan Last Nan Second Last Nan Iternate Character Nan Middle Nan V Show r Case S Sea	e begins with e begins with nore options ensitive	v TSI v TSI v v	ve Search	nct History				
				View		④ 1-10 ol	45 🕑 Last		
	Name	First Name 🔺	Last Name	Second Last Name	Alternate Character N Name	Aiddle Name			
Empl ID									
	9 Aaron Tsikoreva	Aaron	Tsikoreva	P	(blank) P		>		

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



rsonal Information		New Window
Find an Existing Value 	Add a New Value	
Enter any information you have and click Search. Leave fields blank for a list of all values.	es Choose from saved searches	
Empl ID (aogins with v) Name (booins with v) Last Name (contains) Second Last Name (contains) Attendat Character Name (contains) Model Name (contains) Model Name (contains) Second (contains) Clear (contains) Second (contains)		

Step	Action
19.	You can use the search operators to specify search criteria.
	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.
20.	Click in the Empl ID field.
21.	In this example you will enter part of an employee ID number.
	Enter the desired information into the Empl ID field.
	For this example, enter 10000.
22.	Click the Search button.
	Search



											New Wind
sonal Informa	tion										
								(+) Add a Net	v Value		
ind an Existi	-							0			
Search Criter			and California	and the state of a state of the							
Enter any informa	ation you nave a	nd click Search. Le	eave fields blank	or a list or all value	BS.						
🕙 Recent S	earches Cho	ose from recent se	arches	~ 0	🔊 🔲 Saved Sea	ches Choos	e from saved search	BS	v /		
		Empl ID begins w	ith 🗙 10000								
		Name begins w									
	La	st Name begins w									
		st Name begins w									
A		er Name begins w									
		le Name begins w	vith 🗸 🗌								
	~ 5	show fewer options	5								
	~ 5			listory 🗆 Co	errect History						
	~ 5	show fewer options	5	listory 🗌 Co	errect History						
	~ 5	Show fewer options	Include F	listory 🗌 Co	errect History						
▼ Search Re	2 ~ 0 []	Show fewer options	Include F	listory □Cc	errect History						
	sults	Show fewer options Case Sensitive Search	linclude H		errect History	fine your se	earch to see				
	sults	Show fewer options Case Sensitive Search	linclude H			fine your se	earch to see				
300 rows	sults	Show fewer options Case Sensitive Search	linclude H		e displayed. Re	fine your se					
300 rows	sults	Show fewer options Case Sensitive Search	linclude H	0 rows can be View 10 Second Last	e displayed. Re 0 🔊 First (-					
300 rows more. Empl ID	sults - Empl ID	Show fewer options	Clear	0 rows can be View 10 Second Last Name	e displayed. Re 0 (2) First (Alternate Character Midd) 1-10 of 300					

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.
26.	You can use the scroll bar to scroll through the currently displayed list of search results. Click the scroll bar.



										New Window
sonal Informat	tion									
Find an Existir	ng Value							Add a New Value		
Search Criteri	-									
	tion you have and click Se	arch Leave field	blank for a list of al	values						
	,									
🐑 Recent Se	earches Choose from re	ecent searches		🗸 🧷 🗖 Sav	ed Searches	Choose from saved se	arches	v 0		
		begins with 🗸 1	0000							
		begins with ✓								
	Second Last Name									
A1	ternate Character Name									
	Middle Name									
	A Show fewe									
			clude History	Correct Histo	D/					
	Case Sens	itive	cidde History	_ Correct Histo	iy.					
	Search	Clear								
	10 M									
Search Res		. Only the fi	cot 200 cours on	a ha diantawa	d Define u	our approb to page				
300 rows	- Empl ID "10000	" - Only the fi	rst 300 rows ca	n be displaye	ed. Refine y	our search to see				
		" - Only the fi	rst 300 rows ca							
300 rows		" - Only the fi	rst 300 rows ca		/ 100 [키	First ④ 1-10 of 300				
300 rows	- Empl ID "10000	" - Only the fi								
300 rows more. Empl ID	- Empl ID "10000		Last Name •	View Second Last	Alternate Character	First 🕚 1-10 of 300				

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 Informati	ion								New Window Help
Find an Existin	g Value							Add a New Value	
Search Criteria									
Enter any informat	ion you have and click Sea	rch. Leave fields	blank for a list of a	Il values.					
Necent Se	arches Choose from re-	cent searches		🗸 🖉 🛛 Sav	ed Searches	Choose from saved	searches	▼ Ø	
Alb		egins with v egins with v egins with v options		Correct Histor	у				
 Search Res 300 rows more. 	ults - Empl ID "10000"	- Only the fir	st 300 rows ca			our search to se First ④ 1-10 of 3			
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	Jaqueline Acharva	Jaqueline	Acharva	A	(blank)	A	>		



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

	New Window Help
Personal Information	
Find an Existing Value	0
The Search Criteria	
Enter any information you have and click Search. Leave fields blank for a list of all values.	
🕐 Recent Searches Choose from recert searches 🗸 🖉 🖓 Saved Searches Choose from saved searches	
Empl ID [Bagato with v] Name [bagins with v] Last Name [bagins with v] Second Last Name [bagins with v] Alternate Character Name [bagins with v] Middle Name [bagins with v] Show fewer options Case Senattive Include History Correct History	
Nothing yet Your search results will appear here	
	€,100% ▼ .

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.



			New Window He
ave Search			
	Name		
	Last Name WILLIAMS		
Cancel		Save	

Step	Action
34.	Click in the Name field.
35.	Enter the desired information into the Name of Search field. For this example, enter Williams .
36.	Click the Save button.
37.	Click the OK button.

	Informati									New Window
Find a	n Existing	J Value							(+) Add a New Value	
	ch Criteria any informati	on you have and click	Search, Leave fie	elds blank for a	ist of all value	s.				
	Recent Sea		m recent searches		~ 0		Searches C	noose from saved search	ies V	
3	earch Resu	Nam Last Nam Second Last Nam mate Character Nam didde Nam Show m Case Su Sear Its - Last Name "N	e begins with v e begins with v ore options ensitive ch Cle	Include Histo	ave Search	rrect History can be disp	olayed. Re	īne your		
					View 100	First	④ 1-10 of 3	600 🛞 Last		
	Empl ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name			



Step	Action
38.	Click the Clear button.
	Clear

		Add a New Value	
Find an Existing Value	•	Add a New Value	
r Search Criteria Enter any information you h	ave and click Search. Leave fields blank for a list of all values.		
Recent Searches	Choose from recent searches V Saved Searches Choose from saved se	arches 🗸	
	Empl ID begins with v		
	Last Name begins with V		
	nd Last Name begins with v		
	Middle Name begins with V		
	A Show fewer options		
	Case Sensitive Include History Correct History		
	Search Clear		

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

	New Window Help
ersonal Information	
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	Bearch
Empl ID begins with 🗸	Williams
Name begins with v	Last Name: WILLIAMS
Last Name begins with V	
Second Last Name begins with V	
Alternate Character Name begins with v	
Show fewer options	
Case Sensitive Include History Correct History	
Search Clear Save Search	



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

										 New Wir
onal Informa	ation									
nd an Existi	ing Value							(+) Add a New	Value	
Search Criter	ria									
nter any inform	ation you ha	ave and click Search. Leave	e fields blank for	a list of all value	IS.					
Precent S	Bearches (Choose from recent searc	hes	~ /	> 🔲 Saved S	Searches Willi	iams			
		Empl ID begins with Name begins with								
		Last Name begins with								
	Secon	nd Last Name begins with								
A		aracter Name begins with								
		Middle Name begins with Show fewer options	~							
		Show fewer opcions								
		Case Sensitive	Include His	tory Co	rrect History					
		Search	Clear							
Search Re	sults									
	s - Last	t Name "WILLIAMS" re.	- Only the fi	rst 300 rows	can be disp	played. Refir	ne your			
				View 10	0 🕼 Firs'	st 🕢 1-10 of 3	00 🛞 Last			
					Alternate					
Empl ID	Name	First Name	Last Name	Second Last Name	Character Name	Middle Name				

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.



			New Wind
e Saved Searches			
Display By	lewest on top 🗸		
wed Searches		Delete All	
illiams: Last Name(BGN):WILLIAMS	⊏∮ <u>Rename</u> ×		
Save Cancel			
			% 100

Step	Action
43.	Select the saved search criteria.
	In this example, only your Williams criteria exists.
	Click the Delete button.
	×
44.	Click the Save button.
45.	Click the Clear button to erase the previous search criteria.
46.	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. Click in the Empl ID field.
47.	Enter the desired information into the Empl ID field. For this example, enter 1000 .
48.	Click the Search button.



												New Wind
sonal Informa	tion											
Find an Existi	ng Value								🕀 Add a l	New Value		
Search Criter	-											
Enter any inform	ation you have and cli	ck Search. Lea	ve fields blank	for a list of	all values.							
🔊 Recent S	earches Choose fr	om recent sear	ches		~ <i>I</i>	Saved Sea	ches Choo	e from saved searche	35	v //		
	Na Last Na Second Last Na Iternate Character Na		h V h V h V									
	Case	fewer options Sensitive arch	Clear	History	Correct	t History						
 Search Re 300 rows more. 	sults - Empl ID "10	00" - Only 1	he first 30	0 rows c		blayed. Refi						
Empl ID	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name						
	Hailey Legal Perez	the first second		(historic)	(blank)	test	>					

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

onal Informatio	on										New Wind	low
ind an Existing	Value							Add a New Y	/alue			
Search Criteria												
Enter any informatio	on you have and d	lick Search. Lea	ve fields blank for a l	ist of all values.								
 Recent Sear 	rches Choose t	from recent sear	ches	~ /	Saved Sea	ches Choose from s	aved searches		v //			
-												
	Emp	pl ID begins with	h ✔ 1000									
		ame begins with										
		ame begins with										
	Second Last Na	ame begins with	h 🗸									
Alter	rnate Character N	ame begins with	h 🗸									
Alter	Middle Na	ame begins with										
Alter	Middle Na											
Alter	Middle Na Show	ame begins with		ny Com	rect History							
Alter	Middle Ni Show	ame begins with v fewer options e Sensitive	Include Histor		rect History							
Alter	Middle Ni Show	ame begins with v fewer options	Include Histor	ry Corr	rect History							
	Middle N: A Show Case Se	ame begins with v fewer options e Sensitive	Include Histor		rect History							
 Search Result 	Middle N: Show Case Se Its	ame begins with v fewer options e Sensitive earch	lınclude Histor		rect History							
 Search Result 	Middle N: A Show Case Se	ame begins with v fewer options e Sensitive earch	lınclude Histor		ect History							
 Search Result 	Middle N: Show Case Se Its	ame begins with v fewer options e Sensitive earch	lınclude Histor	ave Search	rect History	 Last 						
Search Result 26 rows -	Middle N: Show Case State Sta	ame begins with v fewer options e Sensitive earch	h v Include Histor Clear S Imme "JOHN" View A	ave Search		() Last						
Search Result 26 rows -	Middle N: Show Case St Ks Empl ID "100 Name F	ame begins with v fever options • Sensitive earch 00° Last Na First Name Last	Include Histor Clear Second	ave Search	st ④ 1-10 of 26	▲ Last						



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



Biographical Detail	Is <u>Contact Information</u> Regional UC Personal D	ata	New Window Help Personaliz
Payton Bahra	mi	Person ID 10000693	
🛄 USA			
thnic Group		Find View All First ④ 1 of 1 ⑥ Last	
	Regulatory Region USA Q. United States		
	Ethnic Group BLACK Q Black or Afric	an American	
	Primary		
listory		Find View All First ④ 1 of 1 ④ Last	
	Effective Date 05/05/2023	Date Entitled to Medicare	
	Citizenship (Proof 1)	Citizenship (Proof 2)	
	Eligible to Work in U.S.		
Veteran			
	Military Status	v	
	Military Discharge Date	Edit Discharge Date	
	minury bischarge bate		
Smoker History		Personalize Find View All 🗇 🧱 First 🛞 1 of 1 🕢 Last	
Smoker History *Smoker		Personalize Find View All [2] 📰 First 🚯 1 of 1 🛞 Last	

Step	Action
60.	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.
	Click the Look up Ethnic Group button.
	Q

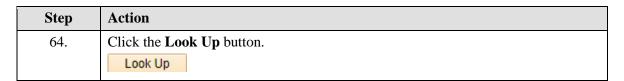
Payton Bahrami Help Usa Secio USA Ehnic Group Bagna with v Decreption (Explose with v) Decreption (Explose with v) Decreption (Explose with v) Benic Group BLACK Baar Pinter Matter Minter Minter Minter Minter Minter Chrinte	Biographical Details	Contact Information	Regiona	I UC Perso		Lo	ok Up Eth	nic Group	×		New Window Help Personalize
Ethnic Group Eldok Up Ciear Cancel Basic Losiup II Ethnic Group ELdok Up Ciear Cancel Basic Losiup II Primary Ethnic Group ELdok Up Ciear Cancel Basic Losiup II Bacrytein Cancel Basic Losiup II Primary Ethnic Group ELdok Up Ciear Cancel Basic Losiup II Bacrytein Cancel Basic Losiup III Citizenskip (Priori 3) Ethectory Date OSUT70203 G Citizenskip (Priori 4) III Citizenskip (Priori 4) Ethectory Date OSUT70203 G Citizenskip (Priori 4) IIII Veteran Eligibie to Work kit III Eligibie to Work kit III Eligibie to Work kit III Millary Status Hills Liti Annercian Indon of Alasta Native Annercian Chienee Chienee Status Docimete Decime Status Millary Discharge Date Hills Liti Annercian Indon of Alasta Native Annercian Chienee Chienee Status Annercian Chienee Chienee Status Millary Discharge Date Hills Liti Annercian Indon of Alasta Native Annercian Chienee Chienee Status Annercian Indon of Alasta Panetes Millary Discharge Date Hills Chienee Status Liti Annalis Millary Status Millary Discharge Date Hills Chienee Status Docimete Chienee Status Millary Status Millary Discharge Date Hills Chienee Chienee Status Docimete Chienee Status Milla	Payton Bahram	<u>i</u>							Help		
Regulatory Region UMA United U	T USA									_	
Ethnic Group BLACK Black Search Results We to Frat in Stard 21 in Last We to Constrain of the Stard 21 in Last Ethective Date 0507/022 in Citizenship (Pood 50) Ethective Date 0507/022 in Citizenship (Pood 50) Ethol Content of the Specified (Conversion Use One) Unking (Pood 50) Ethective Date 0507/022 in Citizenship (Pood 50) Ethective Date 0507/022 in Ethective Date 0507/022 in Ethe	Ethnic Group					Clear	Cancel	Basic Lookup		ast	
Ethnic Group IELCX Bick C Weer 100 First is tart at 1 Bick T History Ethective Date 0007/022 is Ethective Date 0007/022 is Ethective Date 0007/022 is Ethective Date 0007/022 is Citizenship (Proof 1) Ethective Date 0007/022 is Ethective Date 0007/022 is Ethective Date 0007/022 is Ethective Date 0007/022 is Citizenship (Proof 1) Ethective Date 0007/022 is Ethective Date 0007/022 is Ethective Date 0000 is Citizenship (Proof 1) Ethective Date 0000 is Ethective Date 0000 is Ethective Date 0000 is Veteran Ethective Date 0000 is Ethective Date 0000 is Ethective Date 0000 is Military Discharge Date Hexander American Mexican/Mecian American Mexican/Mecian American Military Discharge Date Ethective Date 0000 is Military Citize 0000 is Military Citize 0000 is Military Citize 0000 is Smoker History First Notification 0000 is Military Citize 0000 is Military Citize 0000 is Military Citize 0000 is 1 V First First 0000 is Particion 0000 is Military Citize 0000 is Military Citize 0000 is						culte					
Primary Enset Description Description History Effective Date (55077822) Effective Date (5507782) Effective Date (5507781) E		Ethnic Group	BLACK	🔍 🔍 Black or		Juita		First (4)	1.21 of 21 (A) [ast		
History Effective Date (5507/023) Effective			Primary		Ethnic	Description		T liac 🐨	Short		
Effective Date (05:07/2023 © Clitizenship (Proof 1) Clitizensh	History					American India	an or Alaska N	lative		ast	
Citizenship (Proof 1)											
EUROPEAN European EUROPEAN EIngelie to Work 10.4 High_LLT HoseinL, Latin Not Specified(Conversion Lio Chil) Univisual EUROPEAN European EUROPEAN European EUROPEAN		Effective Date		E	CHINESE	Chinese/Chine	ese American		Chinese		
Eligible to Wonk IU High Let A European Eligible to Wonk IU High Let A		Citizenshin (Proof 1)			DECLINE	Decline to Stat	te		Decline		
Veteran Japanese American Japanese KOPEAN Military Status Lamanese American Korean Military Status Lamanese American Korean Military Status Lamanese American Lamanese American Military Discharge Date MEXAMER MecianMerican American NAFRCEN Mole asternin MecianMerican Smoker History Not Spece Offender Conversion Lacoff) Not Spece *Smoker Yaord PACIF Nathanescher Conversion American Pari 1 V Pillupin Eripino American Pilpino American Pilpino American Pilupine 2					EUROPEAN	European			European		
Veteran Korsan/Korpan American Korsan/Korpan American Korsan/Korpan American Military Status LATINAME LATINAME LATINAME Military Discharge Date MCEAST McEAST McEastern Military Discharge Date MCEAST MCEAST MCEAST Smoker History OTHERSPA Other Spanith/Spanith American OTHERSPA OTHERSPA Other Spanith/Spanith American OTHASIA "Smoker Yao of PACIF Nather Howaian or Other Pacific Islande Pacifier 1 V PiluPil Filipino American/Pilpino American Pacifier Pakatan Pakata			Eligible	to Work in U.S							
Military Status Notesitive Notesitari								an			
Millitary Status Mec/LANER Mec/ant American Mec/ant Millitary Discharge Date MIDEAST Midle Satism Midle Satism Millitary Discharge Date NAFRICAN North African NAfrican NSFEC N North Specified (Conversion Use Only) Nort Specified (Conversion Use Only) Nort Specified (Conversion Use Only) Smoker History OTHERSPA, Other Spanish American OTHASIAN OTHASIAN "Smoker Yak of PACIF Native Hiverainan C Other Pacific Liander Pacif 1 V Pilipine American Pilipine American Pilipine American Pacifier Palvice (Conversion Use Only) UNK	veteran										
Military Discharge Date MICAST		Military Status									
Military Discharge Date NAFRICAN North Ancian NAFRICAN NSFEC AN North Ancian North Specified (Conversion Use Only) Not Specified (Conversin Use Only) Not Specified (Convers											
NMSPEC NMSSpectifiel(Conversion Use Ohly) NMS Spectifiel(Conversion Use Ohly) <td>1</td> <td>Wilitary Discharge Date</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	1	Wilitary Discharge Date									
Smoker History OTHERSPA Other Spanishi American OTHERSPA "Smoker OTHERSPA Other Spanishi American Oth Asian "Smoker Yaod PACIF Native Havasian or Other Asian (Jana Hancindhan American Oth Asian 1 PALND Palsatam/Palsatam/American American Palsatam/Palsatam/American American Palsatam/Palsat							Conversion I	ise Only1			
OTHRAS Other Astani Asian American Oth Asian "Smoker PACE PACE Pace PAND Pakstann/Pakstani American Indian Indian America Pakstani 1 PHILIP Filipina American Pilipina American Pilipina American Pakstani UNINXOVMU Pilipina American Pilipina American Pilipina Pakstani	Concluse History									et	
PAXIND Pakistani Americani Manafani Indean Indean Americani Paku Saind 1 PHILIP Filipino Filipino Americani Pilipino Americani	Smoker History								Oth Asian	01	
PHILIPI Filipino/Filipino American Pilipino American Philipina UNKNOWN Unknown Ethnic Group (Conversion Use Only) UNK	*Smoker			As of		Native Hawaiia	an or Other Pa	acific Islander			
UNKNOWN Unknown Ethnic Group [Conversion Use Only] UNK											
			~								
VETRAM Vetalanese vetala								ierican	Vietnam		
					WHITE	White (Not Spi	echieu)		vvinte		

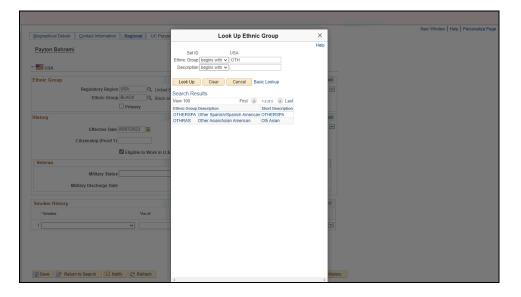
Step	Action
61.	On the Look Up Ethnic Group page you can search for a value by using the Search Operators and entering all or part of a value in a search field.
62.	Click in the Ethnic Group field.



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

		UC Person		Look Up Ethnic Group	×		
					Help		
Payton Bahrami			Set II) USA	Those		
				p begins with v oth			
- 📰 USA			Descriptio	n begins with 🗸			
Ethnic Group			Look Up	Clear Cancel Basic Lookup		ast	
Regulatory Regio		Q United S	Search Re	sults			
Ethnic Grou		Q Black or	View 100	First 🕢 1-21	of 21 🛞 Last		
	Primary		Ethnic		Short		
			Group	Description	Description		
History			AMIND	American Indian or Alaska Native	Am Ind/Ala	ast	
Citrative Dat	e 05/07/2023	100	BLACK	Black or African American	Blk/AfAmer		
Effective Dat	e 05/07/2025	<u>_</u>	CHINESE	Chinese/Chinese American	Chinese		
Citizenship (Proof 1	D			Decline to State	Decline		
			EUROPEAN		European		
	🛛 🖬 Eligible te	Work in U.S		Hispanic_Latino Not Specified[Conversion Use Only			
Veteran				Japanese/Japanese American	Japanese		
veteran			KOREAN	Korean/Korean American	Korean		
Military Statu	IS			Latin American/Latino	LATINAMR		
				Mexican/Mexican American	MexAmer		
Military Discharge Dat	te			Middle Eastern	MidEastern		
				North African	NAfrican		
				Not Specified [Conversion Use Only] Other Spanish/Spanish American	Not Spec OTHERSPA		
Smoker History			OTHERSPA	Other Spanish/Spanish American Other Asian/Asian American	Oth Asian	st	
*Smoker	*6	s of	PACIF	Native Hawaiian or Other Pacific Islander	Pacif		
			PAKIND	Pakistani/Pakistani Americn/Indian/Indian Americn	Paki/EaInd		
1	~		PHILIPI	Filipino/Filipino Americn/Pilipino/Pilipino Amercn	Philippine		
				Unknown Ethnic Group [Conversion Use Only]	UNK		
				Vietnamese/Vietnamese American	Vietnam		
			WHITE	White (Not Specified)	White		







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

		New Window Help Person
Biographical Details Contact Information	Regional UC Personal Data	
Payton Bahrami	Person ID 10000893	
USA		
Ethnic Group	Find View All First 🛞 1 of 1 🛞 Last	
Regulatory Region US	SA Q. United States	
	THERSPA Q Other Spanish/Spanish American	
	Primary	
History	Find View All First 🚯 1 of 1 🚯 Last	
Effective Date 05/		
Effective Date 050 Citizenship (Proof 1)	Do you want to save your changes? Click Yes to go back and save, or No to discard your changes.	
Citizenship (Proof 1)		
Citizenship (Proof 1)	Do you want to save your changes? Click Yes to go back and save, or No to discard your changes.	
Citizenship (Proof 1)	Do you want to save your changes? Click Yes to go back and save, or No to discard your changes. Yes No Edit Discharge Date	
Citizenship (Proof 1)	Do you want to save your changes? Click Yes to go back and save, or No to discard your changes. Yes No Edit Discharge Date	

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



	nformation										
									Add a New Value		
	Existing Valu	e									
	n Criteria										
Enter any	y information you	have and click Sear	h. Leave field	s blank for a l	st of all values						
10 R	Recent Searches	Choose from rece	nt searches		~ /	Saved Sea	ches Ch	cose from saved searches	~	T	
		Empl ID beg		0000693							
		Name beg									
		Last Name beg									
		ond Last Name beg									
	Alternate C	haracter Name beg Middle Name beg									
		▲ Show fewer o									
			_								
		Case Sensitiv	e 💷	nclude Histor	y Con	ect History					
		Search	Clear								
		_	Clear								
		_	Clear								
	rch Results	Search	Clear								
		_	Clear								
		Search	Clear		aw All	First (1 of	I 🕑 Last				
1 ro		Search	Last Name		aw All [2] Alternate Character Name	First (1 of Middle Name	I 🕑 Last				

Step	Action			
68.	Click the Clear button.			
	Clear			

Wildcard	Definition	
Wildcard % (percent sign)	Definition Match one or more characters	
% (percent sign)	Match one or more characters	
% (percent sign) _ (underscore)	Match one or more characters Match any single character Escape character—don't treat the next	
% (percent sign) _ (underscore)	Match one or more characters Match any single character Escape character—don't treat the next	
% (percent sign) _ (underscore)	Match one or more characters Match any single character Escape character—don't treat the next	
% (percent sign) _ (underscore)	Match one or more characters Match any single character Escape character—don't treat the next	

Step	Action
69.	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. 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).



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

				Add a New Value	
nd an Existing Valu	•			O Add a New Value	
Search Criteria					
inter any information you	ave and click Search. Leave fields blank for a list	of all values.			
Recent Searches	Choose from recent searches	V / 🛛 Saved Sea	arches Choose from saved searches	· · ·	
	Empl ID begins with v				
	Name begins with V				
	Last Name begins with 🗸				
	nd Last Name begins with V				
Alternate C	Middle Name begins with v				
	A Show fewer options				
		Correct History			
		Conect History			
	Search Clear				

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



	on						
ind an Existin	u Value					Add a New Value	
Search Criteria	-						
Enter any informa	ion you have and click S	earch. Leave fields b	lank for a list of all values.				
🕙 Recent Se	arches Choose from	ecent searches	~ //	Saved Searches	Choose from saved searches	v /	
	Empl ID	begins with 🗸 🔤	1401				
		begins with V	1451				
		begins with 🗸					
	Second Last Name						
All	ernate Character Name						
	Middle Name						
			ude History Corr	ect History			
	Case Sen	intro		oct matory			
	Search	Clear					
 Search Res 	ults						
	ults Empl ID "1%149	1"					
		1"	View 100 [2] Fin	it 🚯 1-10 of 23 🛞	Last		
			View 100 (2) Fin Second Last Name Atternate Name	it (1.10 of 23)) Middle Name	Last		

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.