

Search Page Updates in Peopletools 8.60

The general look and feel of the PeopleSoft delivered Search page has changed. One change to highlight is the search results will only return the first 10 results, instead of the 100 results in the previous PeopleTools version. By limiting the search results to 10, it improves the search performance for the page.

Add/Update a Person 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

ID: begins with []
Campus ID: begins with []
Local Campus ID: begins with []
National ID: begins with []
Last Name: begins with []
First Name: begins with []

[Show fewer options](#)

Case Sensitive Include History Correct History



Nothing yet
Your search results will appear here

The features outlined below are available on all search pages in Peopletools 8.60. The update allows for users to have now have options to choose from recent searches or saved searches:

Find an Existing Value

▼ Search Criteria

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

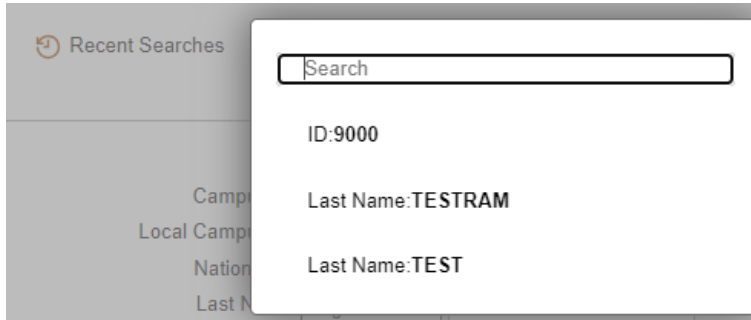
Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

ID: begins with []
Campus ID: begins with []
Local Campus ID: begins with []
National ID: begins with []
Last Name: begins with []
First Name: begins with []

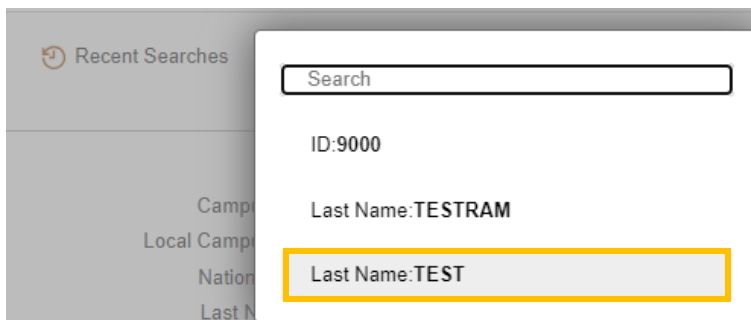
[Show fewer options](#)

Case Sensitive

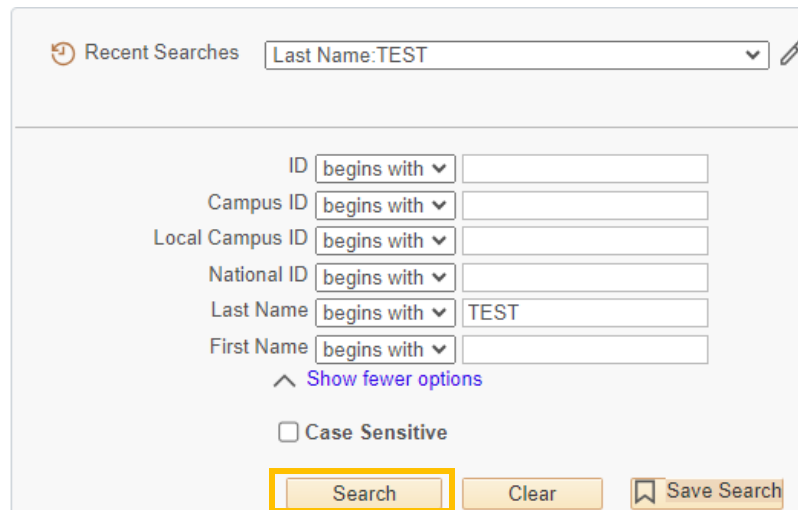
Choose from recent searches by clicking the dropdown:



Highlight and click the row you'd like to use from your recent search list to populate the values on the search page:



Choose the Search button to execute the search:



Save or delete from recent searches:

Manage Recent Searches

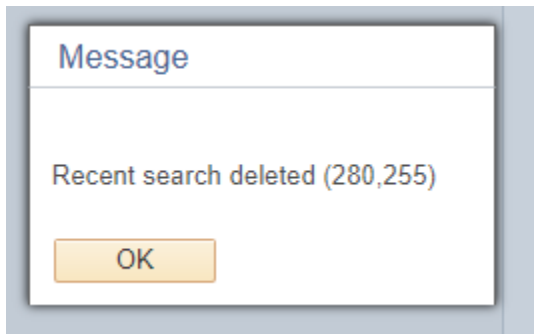
Recent Searches

Recent Searches

Last Name(BGN):TESTRAM	X
Last Name(BGN):TEST	X

Save Cancel

If you delete an item and save, this is confirmed with a pop-up window:



Choose the Save Search button to save your search criteria for future use:

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

ID begins with
Campus ID begins with
Local Campus ID begins with
National ID begins with
Last Name begins with TESTRAM
First Name begins with

Show fewer options

Case Sensitive

Search Clear Save Search

If you have existing saved searches, you will be asked whether to create a new saved search or replace an existing search previously saved:

Save Search

Criteria Text Display Do you want to replace or want to create a new one?

Next, you will be asked on the following page to name your saved search:

Save Search

Name

Last Name TESTRAM

After saving, you will see a confirmation pop-up window:

Message

Search saved as "Test Search" (280,245)

You can now choose your saved search using the drop down menu on the search page. Choose the desired saved search by clicking the row from your saved search list:

Search

✓ Test Search
Last Name: TESTRAM

Search by EMPLID 9000
ID: 9000

After choosing your saved search, values will be populated in the search criteria fields, choose the Search button to continue:

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 Test Search

ID begins with
Campus ID begins with
Local Campus ID begins with
National ID begins with
Last Name begins with TESTRAM
First Name begins with

[Show fewer options](#)

Case Sensitive

Search Clear Save Search

When a search result comes back with more than 300 rows, only the first 300 are returned, but the search results will now state the total possible values that exist.

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 Test Search

ID begins with 9000
Campus ID begins with
Local Campus ID begins with
National ID begins with
Last Name begins with
First Name begins with

[Show fewer options](#)

Case Sensitive

Search Clear Save Search

Search Results

Only the first 300 results of a possible 5016 can be displayed. ID "9000"

Search result lists are displayed differently:

Search Results
6 results Last Name "TESTRAM"

ID	Name	Gender	Date of Birth	Campus ID	Local Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name	
906749836	Testram, Jenny C	Female	06/21/1960	(blank)	(blank)	XXXXXXXXXX	USA	SSN	TESTRAM	JENNY	>
906749849	Testram, Rudeen	Female	06/06/1966	(blank)	(blank)	XXXXXXXXXX	USA	SSN	TESTRAM	RUDEEN	>
906757519	Testram, Gina Primary	Female	07/23/1969	(blank)	(blank)	123211235	USA	SSN	TESTRAM	GINA	>
906943263	Testram, Triplecrown M	Male	10/23/1962	(blank)	(blank)	XXXXXXXXXX	USA	SSN	TESTRAM	TRIPLECROWN	>
907610826	Testram, Delaina	Female	05/05/1955	(blank)	(blank)	XXXXXXXXXX	USA	SSN	TESTRAM	DELAINA	>
915765232	Testram, Step	Male	08/02/1997	915765232	(blank)	XXXXXXXXXX	USA	SSN	TESTRAM	STEP	>

Click the highlighted row to drill into the desired result from your search:

Search Results
6 results Last Name "TESTRAM"

ID	Name	Gender	Date of Birth	Campus ID	Local Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name	
906749836	Testram, Jenny C	Female	06/21/1960	(blank)	(blank)	XXXXXXXXXX	USA	SSN	TESTRAM	JENNY	>
906749849	Testram, Rudeen	Female	06/06/1966	(blank)	(blank)	XXXXXXXXXX	USA	SSN	TESTRAM	RUDEEN	>
906757519	Testram, Gina Primary	Female	07/23/1969	(blank)	(blank)	123211235	USA	SSN	TESTRAM	GINA	>
906943263	Testram, Triplecrown M	Male	10/23/1962	(blank)	(blank)	XXXXXXXXXX	USA	SSN	TESTRAM	TRIPLECROWN	>
907610826	Testram, Delaina	Female	05/05/1955	(blank)	(blank)	XXXXXXXXXX	USA	SSN	TESTRAM	DELAINA	>
915765232	Testram, Step	Male	08/02/1997	915765232	(blank)	XXXXXXXXXX	USA	SSN	TESTRAM	STEP	>

After drilling into the desired results, you can perform the same functions on the following page that currently exists. Options to 'Return to Search' or reviewing the 'Previous in List' or 'Next in List' remain available: