


The following steps will explain how to use the Search/Match Alert. A Search/Match Alert informs you that a Search/Match must be completed prior to processing the application. Search/Match is important in the prevention of duplication of Empl/Student ID's.

1. Click the **Student Admissions** link.  
[▶ Student Admissions](#)
2. Click the **Application Entry** link.  
[Application Entry](#)
3. Click the **Web Application Summaries** link.  
[Web Application Summaries](#)
4. Click the **Search/Match Alerts** link.  
[Search/Match Alerts](#)
5. Enter desired Search Criteria. You may enter the term directly or use the Look Up tool.  

- Click the **Look up Admit Term** button. A list of Terms will appear, you may scroll to the desired Term or enter it directly.
6. Once you have completed the desired Search Criteria.  
Click the **Search** button.
7. The Search Results will display any applications that require a Search/Match. Search/Match must be completed to avoid duplication of Empl/Student ID's in the system. The grid will display any applications that are unassigned to a staff member for processing (e.g. blank). The grid will also display any applications that are assigned to a staff member for processing (e.g. staff member's name will appear).

**Search Results**

View All First 1-28 of 28 Last

Admit Term	Description	TS131 Processed	Academic Career	Academic Program	Web Application Reference Nbr	Sequence #	Empl ID	Cross Reference Number
2137		2012/09/11	Undergrad	ARBCH	200000735	1	(blank)	(blank)
2137		2012/09/14	Undergrad	LABCH	L00000002	1	(blank)	500054426.1
2137		2012/09/17	Undergrad	LABCH	L00000004	1	(blank)	70001002.1
2137	(blank)	2012/09/24	Undergrad	ARBCH	200000785	1	(blank)	(blank)
2137		2012/09/24	Undergrad	ARBCH	200000787	1	(blank)	(blank)
2137	(blank)	2012/09/24	Undergrad	LABCH	L00000007	1	(blank)	70001005.1
2137	(blank)	2012/09/24	Undergrad	LABCH	L00000008	1	(blank)	70001006.1
2137	(blank)	2012/09/24	Undergrad	LABCH	L00000010	1	(blank)	70001008.1
2137	(blank)	2012/09/24	Undergrad	LABCH	L00000012	1	(blank)	70000221.1
2137	(blank)	2012/09/24	Undergrad	NUBCH	200000789	1	(blank)	(blank)
2137	(blank)	2012/09/25	Undergrad	ARBCH	200000794	1	(blank)	(blank)

Click the desired application (e.g. **Undergrad**) link.


[Undergrad](#)

8. After selecting an application to perform a Search/Match, your Operator Id (Emplid) and name will appear. Select **Save** to assign the application to yourself to continue processing a Search/Match.

Search/Match Alerts

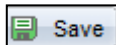
Academic Career	Undergraduate Programs	Reference Nbr	200000785	Seq	1
Admit Term	2137	AB Student Number	*****		
Last Name	Wiens	Empl ID			
First Name	Moose	Middle Name			
Process Ind	Added to Holding Tank Only	APAS Reference Nbr	16586		

Staff Member Assigned

Operator ID:   Your Name will appear

**Click Save to reserve this application & continue processing**

Click the **Save** button.



9. Once saved, tabs will appear at the top allowing additional information. Scroll down the page to view why the application was not loaded. Some reasons for example are: 1) student indicated previous attendance at the UofC, but the name doesn't match anyone in PeopleSoft; 2) an applicant with the same last name, birth date and gender as an existing Emplid in PeopleSoft; 3) an applicant listing a Emplid that doesn't match the same information associated to that Emplid in PeopleSoft

It will be necessary to complete a comprehensive Search/Match to avoid duplication of this individual. Search/Match can be completed from several components in PeopleSoft; for your convenience you may click on the Search/Match link to open a new window.

Click the **Search/Match** link.

[Search/Match](#)

10. From the Search/Match menu, click the **Search Type** list.



11. Click the **Person** list item.

**Person**

12. Click the **Look up Search Parameter** button.



13. A list of Search Parameters will be listed. For a more comprehensive Search/Match Select SA - Ad Hoc Search (Person).

Click the **SA - Ad Hoc Search (Person)** link.

[SA - Ad Hoc Search \(Person\)](#)

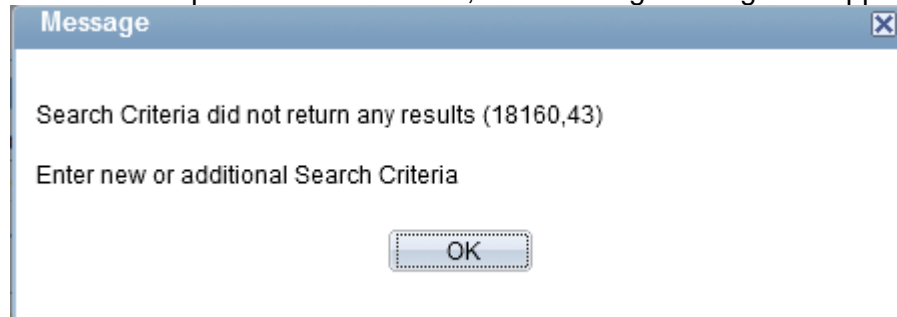
14. Click the **Search** button.

15. Press Search once you have entered the applicable Search Criteria, specifically:  
Last Name: contains  
First Name: contains  
Date of Birth: equals

Tip: Using the operand fields contains allows for a comprehensive search. If possible, always include the Birthdate.

Click the **Search** button.

16. If no other Emplid/Student ID exists, the following Message will appear.



Click the **OK** button.

17. Return to the Search/Match Alert component. A **NEW** Emplid can now be assigned if no previous Emplid was found based on the Search/Match.

Click the **Assign NEW EmplID** option.

18. Click the **Load App from Holding Table** button.

# Web Application Search/Match Alerts

## SA – Processing an Online Web Application

19. The new emplid will appear. Please note this is not an actual student.

Search/Match Alerts

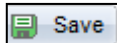
Academic Career	Undergraduate Programs	Reference Nbr	200000785	Seq	1
Admit Term	2137	AB Student Number	111111111		
Last Name	Wiens	Empl ID	10116774		
First Name	Moose	Middle Name			
Process Ind	Added to PS with Alerts	APAS Reference Nbr	16586		

Staff Member Assigned

Operator ID:

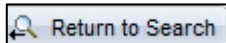
**Click Save to reserve this application & continue processing**

Click the **Save** button.



20. The Load App from Holding Table button will appear greyed out indicating the Emplid has been assigned.

Click the **Return to Search** button.



21. If a match is found when entering search information in the Search/Match and you have verified it is the same individual (e.g. names and birthdates match) then you may assign this application to the existing Emplid.

Click the **Look up Assign Specified EmplID** button, or enter the Emplid in the Assign Specific Emplid.

Search Match

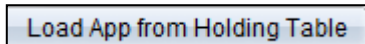
Reason Application Not Loaded

Student ID Assignment Instruction

Assign NEW EmplID

Assign Specified EmplID:

22. Once the Emplid has been entered you may Click the **Load App from Holding Table** button.



This will link the application to the appropriate EmplID.

**End of Procedure.**