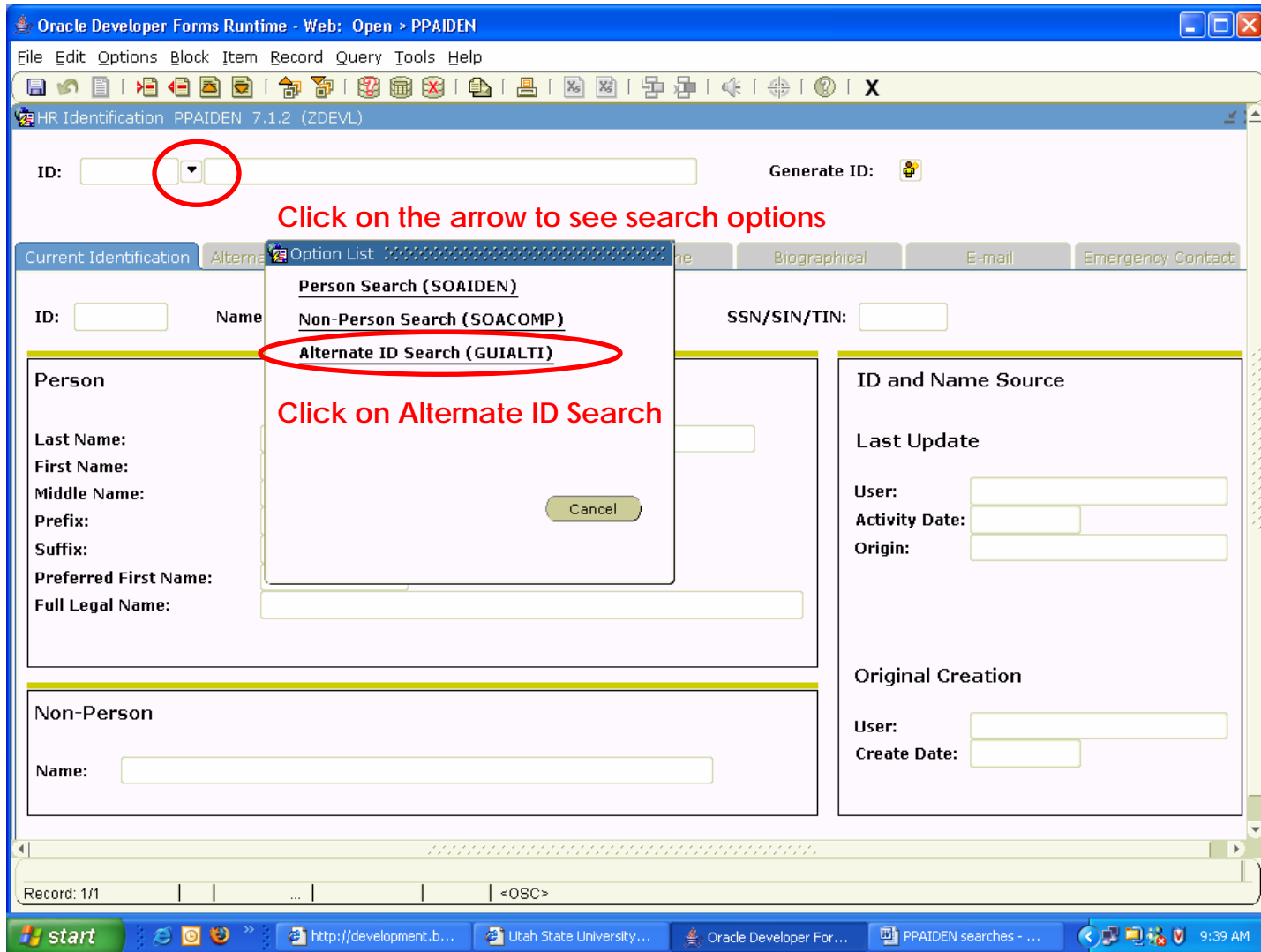


Click on the arrow box to begin your search. Double click on Alternate ID search.

Person Search will allow you to see and compare names, A-Numbers and birthdates. Alternate ID Search allows you to see all of that plus the last four digits of the SSN. Non-Person searches are for vendors and should not be used.

Do multiple searches on this form to ensure duplicates are not created. Do one search on the name, and another search on the SSN. Doing a separate search by SSN will allow you to see persons who have had an A-number created under a different last name. Different last names may happen because of legal name changes (marriage, divorce, etc.)



The next search is performed in the name field of the PPAIDEN form.

Oracle Developer Forms Runtime - Web: Open > PPAIDEN
File Edit Options Block Item Record Query Tools Help
HR Identification PPAIDEN 7.1.2 (ZDEVL)
ID: [] Jones,St%
Current Identification Alternate Identification Address Telephone
ID: [] Name Type: []

Tab over to the name field.

Type the last name, comma, first name.

Don't put a space between the comma and the first name.

Press ENTER.

This is the only time you will not use F8 to search.

In search above you want to find Steve Jones. You didn't know if he is in the system as Steve, Steven or Stephen. Search by **Jones,St%** to see all first names beginning with "St."

ID and Name Extended Search PPAIDEN 7.1.2 (ZDEVL)
Search Results: [] 60
Person Search Detail: [] Non-Person Search Detail: []
Reduce Search By
 Person Non-Person Both
Enter search criteria then press Execute Query or select button to reduce search.
City: [] SSN/SIN/TIN: []
State or Province: [] Birth Date: []
ZIP or Postal Code: [] Gender: []
Name Type: []
Press Enter Query or select button to clear search.

This search returned 60 records. See the number of records in the box to the right of the Search results.

Click on the arrow by the name field to see results,

If the correct name is available, highlight it and double click on it.

Narrow the search by providing extra information: fill out the "Gender" field and click on the "Person" dot to eliminate vendors and females.

ID and Name Extended Search PPAIDEN 7.1.2 (ZDEVL)
Search Results: [] 33
Person Search Detail: [] Non-Person Search Detail: []
Reduce Search By
 Person Non-Person Both
Enter search criteria then press Execute Query or select button to reduce search.
City: [] SSN/SIN/TIN: []
State or Province: [] Birth Date: []
ZIP or Postal Code: [] Gender: M
Name Type: []
Press Enter Query or select button to clear search.

Press F8.

Note: On this search, press F8 or click on the magnifying glass on the right side to see results.

If no matches are found, an error message will appear at the bottom of the page. It will say "Error Name is invalid." This lets you know that the search turned up no results.