

Germanna Community College SIS Documentation

Student Search

Description: This feature is used to find a person in the database. If no results appear then the student hasn't been entered into the system

Important Information:

When you get to the screen where you are putting in the student's name make sure that at the top it says VXCS_STANDARD. If it doesn't: click on User Default, click on the Magnifying Glass, click on VXCS_STANDARD and then OK. You should only have to do this one time, after that it should always come up on its own.

STEPS

Click **Campus Community** on the Main Menu

Under Personal Information click on **Search Match**



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Click Search

Find an Existing Value _____

Search Type: = [dropdown] [dropdown]
Search Parameter: begins with [dropdown] [input] [magnifying glass]
Ad Hoc Search [checkbox]
Description: begins with [dropdown] [input]

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

Make sure it says VXCS_STANDARD in search result code; if it doesn't then hit User Default, Magnifying Glass and OK

Put in the students name and/or SS#. Hit Search

Search Result Code: VXCS_STANDARD [magnifying glass] VCCS Standard Search Code
[User Default](#) [Search](#) [Clear All](#) [Carry ID Reset](#)

Search Criteria	
Search Fields	Value
First Name Search	KATHRYN [magnifying glass]
Last Name Search	CHRISTOPHER [magnifying glass]
Date of Birth	[input] [calendar]
National Id	5746879 [magnifying glass]
Middle Name	[input] [magnifying glass]

Search by Order Number	
Search Order	Description
5	Name, Bday, SSN Selective Search

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Information appears as shown below.

Search Type: Person Ad Hoc Search
Search Parameter: VCCS_STANDARD VCCS Standard Search
Result Code: VXCS_STANDARD VCCS Standard Search Code

Search Results Summary [Return to Search Criteria](#)

Number of ID's Found: 10
Search Order Number: 55 First Name, Last Name

Search Results						
Results	Results2	Additional Information		Find	View All	First 1-20 of 27 Last
EmpID	Name Type	Name Effective Date	First Name	Middle Name	Last Name	
1 Carry ID Detail	0980968 PRF	01/01/1965	Kathryn	C	Chrisinger	
2 Carry ID Detail	0980968 PRI	01/01/1965	Kathryn	C	Chrisinger	
3 Carry ID Detail	1267949 PRI	01/01/1965	Kathryn	S	Christian	
4 Carry ID Detail	1267949 PRF	01/01/1965	Kathryn	S	Christian	
5 Carry ID Detail	1577596 PRI	01/01/1965	Kathryn		Christian	
6 Carry ID Detail	1577596 PRI	10/02/2003	Kathryn		Christian	
7 Carry ID Detail	1577596 PRI	01/01/1965	Kathryn		Christian	
8 Carry ID Detail	1577596 PRF	01/01/1965	Kathryn		Christian	
9 Carry ID Detail	1577596 PRF	01/01/1965	Kathryn		Christian	
10 Carry ID Detail	1577596 MDN	05/06/2003				

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