




# Towson Online Services (PeopleSoft)

## Using Wildcards when Searching Data

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 =Shortcut  =Advice  =Caution

### Using Wildcards (%)

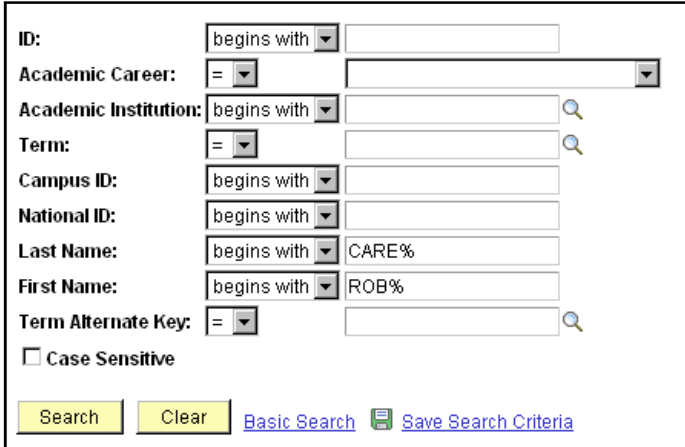
Wildcards are special characters that stand for one or more characters. In PeopleSoft, the wildcard is represented by the percent symbol (%) and can help you do a broader search when looking up data or running queries. Examples of when to use a wildcard would be when you are searching for students by name or searching for enrolled students by their major.

#### Using the % Wildcard to Find Students by Name

If you are looking for a student by a certain name but am not sure of the spelling of the first and/or last name you can use a wildcard. You can type in the exact name of the person you are looking for (e.g. Robert Caret) in the *First Name* field to get a specific list (**Figure 1**).

- First Name field: Rob% will find names such as Rob, Robin, Robyn, Robert, Roberta, Roberto, Robichard, and more.
- Last Name field: Care% will find names such as Careaga, Caret, Carella, Carelli, Carello, Carey, Carestia, and more.

**Figure 1**



#### Using the % Wildcard to Find Students within a Major

You can type in the exact major code (e.g. PSYC-BS) in the *Major* field to get a specific group (e.g. all BS students majoring in Psychology) or take advantage of the % wildcard to find more data. The following list is the results you get using the % wildcard:

To run a query to find the majors of a certain subject area, type “-%” after the subject (e.g. PSYC).

- PSYC To find only Minors and no Majors, simply type the Dept/Minor code.
- PSYC% To find both Majors and Minors, type the subject followed by a “%”.
- PSYC-B% To find those in the Bachelor Degree programs, type the subject followed by “-B%” (including the dash). This will give you BA, BS, BM, BFA students.
- PSYC-M% To find students in the Masters Degree programs, type the subject followed

## Searching Data

Type only the first couple of letters of your search criteria in the desired search field. This will display all records that start with those letters and should enable you to easily find the one that you are looking for in the list.

For example, in **Figure 2**, if you were looking for a student with the first name of Katherine Harrison but was unsure of the spelling, you could type "Kat" in the First Name search field (**Figure 2, 1**). When ready, click the Search button **Figure 2, 2** and all possibilities will show up in the results (**Figure 2, 3**). Please note, some data has been concealed intentionally.

Figure 2

The screenshot shows a search form with the following fields: Last Name (HARRI), First Name (KAT), and checkboxes for Case Sensitive and Include History. A Search button is highlighted. Below the form is a table of search results with columns: Academic Career, National ID, Country, MID, Short Description, National ID, Date of Birth, Gender, Name, and Campus ID. The results list several students with the last name HARR and first names starting with K.

Academic Career	National ID	Country	MID	Short Description	National ID	Date of Birth	Gender	Name	Campus ID	Last Name	First Name
Graduate	USA	SSN	*****5629	09/21	Female	Ha	(blank)	HARR	KATHLEEN		
Undergrad	USA	SSN	*****4127	09/17	Female	Ha	(blank)	HARR	KATHERINE		
Undergrad	USA	SSN	*****8259	03/11	Female	Ha	(blank)	HARR	KATHRYN		
Undergrad	USA	SSN	*****2293	06/04	Female	Ha	1 (blank)	HARR	KATIE		
Graduate	USA	SSN	*****1507	04/27	Female	Ha	(blank)	HARR	KATIE		
Undergrad	USA	SSN	*****1507	04/27	Female	Ha	(blank)	HARR	KATIE		
Undergrad	USA	SSN	*****4622	12/17	Female	Ha	(blank)	HARR	KATLYN		
Undergrad	USA	SSN	*****5920	09/04	Female	Ha	(blank)	HARR	KATRINA		

## Viewing Search Results

By default, PeopleSoft will only display 30 results of your search. If your search brought back more than 30 rows, you can either:

1. Click **View All** to see all of your results (**Figure 3, 1**).
2. Navigate through the pages by clicking the "Show Next Rows" arrow (**Figure 3, 2**)
3. Go to the First and/or Last pages by clicking **First** or **Last** (**Figure 3, 3**).

Figure 3

The screenshot shows a search results table with columns: Query, View All, First, 1-30 of 70, Last, and Run. The results list several queries related to 'TU ACAD 105 BY'.

Query	View All	First	1-30 of 70	Last	Run
TU ACAD 105 BY ADV WRITING	All Advanced Writing Courses	Public	Run		
TU ACAD 105 BY COLLEGE	SIS 105 Selected by College	Public	Run		
TU ACAD 105 BY DEPT NO NOTES	With Enrollments & Instructors	Public	Run		
TU ACAD 105 BY HONORS		Public			
TU ACAD 105 BY HON THESIS		Public			

## Signing Out

! Make sure to use the **Sign Out** feature in PeopleSoft when you are finished. It ensures no one can access PeopleSoft using your login credentials. It also helps to secure TU data.

To sign out of PeopleSoft, click **Sign Out** located in the top right hand corner of the PeopleSoft screen (**Figure 5, 1**).

Figure 5

