**Overview**

Global search/match is used to determine if a person already exists on the PAWS system. There are two methods that can be used including advanced and basic search.

The basic search can be used for searches such as name or SSN. The advanced search can be used for additional search criteria, such as looking for an individual based on a portion of his/her phone number or email address.

The following procedures will allow you to efficiently complete a search on PAWS V9.0. Keep in mind that this document is a summary of the steps. For a detailed list, please visit the PAWS Training website ([www.pawstraining.uwm.edu](http://www.pawstraining.uwm.edu)). Both the advanced and basic search options are described in the “Records Inquiry” training manual.

### Using Global Search/Match

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate to: <strong>Campus Community &gt; Personal Information &gt; Search/Match</strong></td>
<td><img src="image" alt="Search/Match Section" /></td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Search</strong> button.</td>
<td><img src="image" alt="Search Results" /></td>
</tr>
</tbody>
</table>
3. Select **Search Parameter:**

- **UWM_ADVANCED**
- **UWM_BASIC**

4. Verify that the **Search Result Code** populates with **UWMRESULTS.**

The first time you use this page, you will be required to enter the Search Results Code of UWMRESULTS.

To retain for next use, select **User Default** link.

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**First Time Using Advanced Search:**
The Search Criteria, Default Search Result page will appear.

Verify information.

Click OK button.

5. Select an operator to search by. The **Operand** drop down field allows for the following:

**Begins with**
**Equals**
**Contains**

6. Type the Value or Values to search.

**Note:** all search fields that do not end in “Search” are case sensitive and must match EXACTLY what is in PAWS.

7. **Search Results** page will be displayed.
If you find the person you are looking for, click on the Carry ID button for the person and then navigate elsewhere. The emplid should carry with you when you get to the search page for the new component.

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