

UNDERSTAND SEARCH CONDITIONS AND VALUES

Access: **Student Center>Search>Advanced Search tab**

A. Conditions. In a search, you select a condition to define how the system should search for records that match a value you specify. The chart below lists the conditions. The conditions available depend on the data type being searched.

Select...	To find records...
= equals	matching the criteria
< less than	with values less than the criteria
> greater than	with values greater than the criteria
<= less than or equal to	with values less than or equal to the criteria
>= greater than or equal to	with values greater than or equal to the criteria
<> not equal to	excluding those containing this value
Starts with	starting with the specified number(s) or letter(s)
Contains	Containing the specified number(s) or letter(s)
Is in (comma delimited list)	exactly match one of the values specified in your list. (no spaces between values)

B. Values. When you enter search values, the type of the field that you are searching determines how you enter values.

Field Type	Enter...
Checkbox	Enter a Y to search for a checked box or an N to search for an unchecked box. For example, ESL is a checkbox.
Drop-down	Enter the appropriate code for the desired option. You must know the code that corresponds to the drop-down option you want to find. For example, current status is a dropdown.
Radial Button Set	Enter the appropriate code for the desired option. For example, gender is a radial button set where a code of M is stored for male and a code of F for Female.
Date Fields	Enter the date in M/D/YYYY format. For example 3/3/2012.