

## ACCESSING THE LAST RECORD

Did you know that you can bring up the last record you displayed in a Colleague session by using the “at” sign (@)? This is very helpful if you’re working on a particular person’s information in one screen then you need to access that same person’s information in another screen. At the lookup prompt, simply type @ and that person’s record will be available. This will work in most cases in Colleague.

For example, bring up ID 0397690 in the **NAE** screen:

WORCESTER UNIVERSITY

NAE: Name and Address Entry

Clown, Bozo - 0397690

123 Midway  
Worcester, MA 01602  
Email: bozoclown@gmail.com

Phone:  
SSN:  
Birth Date: 05/07/1979  
Former Name:  
Pgm:  
Res/Stu Type:

NAE - Name and Address Entry

Save Save All Cancel Cancel All

Prefix Person ID 0397690

Name LFM Clown Bozo

Suffix

Address 1 123 Midway

City/ST/Zip/Cnty Worcester MA 01602 WOR Worcester

Res Cnty/State

To bring up ID 0397690 again in the **BIO** screen, type @ in Person Lookup and click on OK:

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BIO: Biographic Information

No Active Context. Search for People or open Favorites to get started

BIO - Biographic Information

Save Save All Cancel Cancel All

Person Lookup

@

Ok Cancel Finish Help

And there you go:

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BIO: Biographic Information

Clown, Bozo - 0397690

123 Midway  
Worcester, MA 01602  
Email: bozoclown@gmail.com

Phone:  
SSN:  
Birth Date: 05/07/1979  
Former Name:  
Pgm:  
Res/Stu Type:

BIO - Biographic Information

Save Save All Cancel Cancel All

Source Value 1/1

Source 1 DUP Duplicate ID 0397690

Origin/Dt

Prefix

Name LFM Clown Bozo

Suffix

Pref Name Bozo Clown

Mail Name 1 Bozo Clown