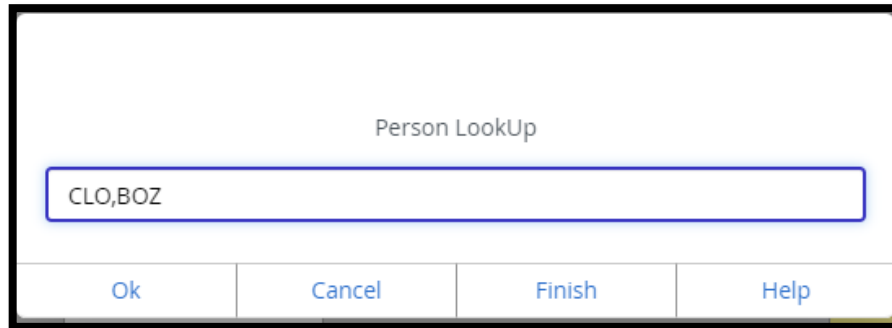


NAME LOOKUP

To prevent duplicate entries in Colleague, this is the recommended method for performing a name lookup.

When attempting to locate a person in a Colleague screen, do a name lookup by entering 3 characters of their last name and 3 characters of their first name separated by a comma, then click on 'Ok' or press <Enter>:



A dialog box titled "Person LookUp" with a text input field containing "CLO,BOZ". Below the input field are four buttons: "Ok", "Cancel", "Finish", and "Help".

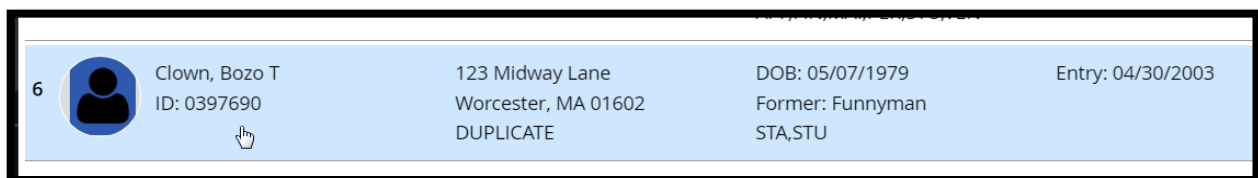
...which will bring up a Search Results screen similar to this:




6	 Clown, Bozo T ID: 0397690	123 Midway Lane Worcester, MA 01602 DUPLICATE	DOB: 05/07/1979 Former: Funnyman STA,STU	Entry: 04/30/2003
7	 Club, Uxbridge B [REDACTED]	,	DOB: Former: PER	Entry: 02/15/2006
8	 Jackson, Abraham [REDACTED]	[REDACTED]	DOB: Former:	Entry: 04/20/2018

+ Add [K] < 1 - 22 of 22 > [X] Open 0 Selected Select All

Double-click on the person you are looking for:



6	 Clown, Bozo T ID: 0397690	123 Midway Lane Worcester, MA 01602 DUPLICATE	DOB: 05/07/1979 Former: Funnyman STA,STU	Entry: 04/30/2003
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NOTE: You can enter as many characters from the first and last name as you like, but this could increase the risk of missing the person you're looking for if their name isn't spelled the way you expect it to be.

NOTE: Use the information on the Search Results screen to help identify the correct person. There could be a number of people listed with the same name but their address or date of birth could help determine which one is correct.

FINAL NOTE: The number of names that match your search appears at the bottom of the search results page. Use the scroll bar at the right to slide up and down to view all of the possible results from your search.

