**CCURE Training Series: #1 – Queries**

The most common way to Search to find information in the database is a Personnel Query:

* *From the main System Administration window, click “Personnel” and scroll down to “Query”.*

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From the Personnel drop down menu- Select “Query”

Other options are available but the “Query” function works the best.

This will open the “Personnel Query” form

*The following window should open:*

**2**

1

**3**

**4**

**Most Common Types of Queries:** *(any field containing a “?” can be queried – then click “Do Query”)*

1. **NAME** - as it appears on the ID card – use of the “WILD CARD” may be needed

**NOTE:** \* is your “WILD” CARD”. It is especially useful in the NAME fields



1. **USER ID – This is the best practice to ensure you get the correct person. Search using CAC ID- This is your Penn State User ID- “kmc97”**

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1. **PSU ID –** nine digit number, bottom of ID card (no spaces or hyphens)

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1. **Clearances** – search for all individuals assigned a certain clearance

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**Helpful Tips:**

* Be sure the “?” is in every Field where you are not entering a value. A blank box equals a (SPACE)

**Best Practices:**

* Whenever possible, search using Fields with *NON-DUPLICATED VALUES* such as USERID, PSU\_ID, or CARD\_NUM (or FULL\_CARD\_NUMBER)
* Always verify the individual using TWO identifiers, especially when searching by NAME