

How to Perform a Record Search in Colleague

**** Before you add a name/record to Colleague (Datatel) you must perform a record search. ****

To begin a record search, first use the social security number, if available. Check the name and birth date to confirm a match of the record for which you are searching. If no matching record is found, proceed to a name search.

Search for the record by name. When searching for a record by name keep in mind that all possible record matches are listed on the person resolution screen.

You do not need to use any capitalization when searching for a name in Colleague.

Name Search:

A name search can be done in three ways:

1. "LAST NAME" only i.e.) **barnes**
2. "FIRST NAME" (space) "LAST NAME" i.e.) **robert barnes**
3. "LAST NAME", "FIRST NAME" i.e.) **barnes, robert**

It is also permissible to use only part of the first or last name for a broader name search. This is useful when looking for a record that has been entered with a typo. You must use a minimum of two characters when performing a partial name search. For example, entering "barn" will look up all last names that begin with Barn. Entering "rob barn" or "barn, rob" will search on all first names that begin with Rob, such as Rob, Robbie, or Robby, combined with all last names that begin with Barn. This is also helpful if you are not sure of the correct spelling for the person's last name.

Special Search Procedures:

Spaces in the Name

When searching for a name with possible spaces, use the underscore key "_" to identify the position(s) in the name where the spaces are located. Example: You would search for Terrance Van Den Hemmel by entering "**terrance van_den_hemmel**" or "**van_den_hemmel, terrance**." Tommy Mac Namara would be searched for by entering "**tommy mac_namara**" or "**mac_namara, tommy**."

Note: Tommy Mac Namara could be in Colleague as Thomas Mac Namara. Therefore it is imperative if no record match is found for Tommy Mac Namara that you search under the last name only: "**mac_namara**" to search for a possible record match.

If no record match is found using the underscore key. Try searching the last name with no spaces. Example: "**vandenhommel**," or "**macnamara**."

Apostrophe or Hyphen in the Name:

When searching for a name with an apostrophe or a hyphen, enter the apostrophe or the hyphen in the name search. Example: Bruce O'Neill would be searched for by entering "**bruce o'neill**" or "**o'neill, bruce**." Marge Wilson-Hart would be searched for by entering "**marge wilson-hart**" or "**wilson-hart, marge**."

The name search may also find Marge by using either part of her hyphenated last name. Example: "**Wilson, marge**" or "**hart, marge**." If no match is found using the hyphenated name, always search under each part of the hyphenated name.

When a list of possible record matches is displayed on the person resolution screen, check the social security number, birth date, nick name(s), birth name (if applicable), record entry date and mailing address to confirm a match of the record for which you are searching. Only if a match cannot be found, proceed to NAE (Name and Address Entry) or BIO (Biographic Information) to create a new record.

If you accidentally create a duplicate record, IMMEDIATELY report it. The sooner a duplicate record is reported and cleaned up, the better it will be for the student and the person combining the records.

Additional Parameters to Assist in Record Searches

To search by a birth date:

; birth.date mm/dd/yyyy

You can use the birth date search in combination with a name search. To look for Mike Smith who was born on March 7, 1983 enter your search like this: **mi smith; birth.date 03/07/1983** <enter>. By searching on only the first two letters of his first name, the search will include any record with the name Michael Smith or Mike Smith who also have that birth date. To search for everyone in Colleague who was born on that date, simply enter: **; birth.date 03/07/1983**

To search by a partial birth date and first name:

; birth.date mm/dd/19...; first.name Xx...

If you do not have a full birth date, but only a month and day, you can search on that as well. A partial birth-date search should be combined with a first-name search. This is helpful if you may be looking for a record where the last name may have changed.

To search a partial birth date, enter: **; birth.date 03/07/19...** The “...” tells the computer to match to any results that match the partial query.

To combine a partial birth date with a first name (or partial first name) search, enter:

; first.name Mi...; birth.date 03/07/19... Unlike a normal name search, it is important to capitalize the first letter of the name or partial name when using a FIRST.NAME query. The FIRST.NAME query also requires an exact match of what you typed for a first name, so a partial first name will not be found if you forget to enter “...” (dot-dot-dot) after the partial first name. The dots tell the computer that any names starting with Mi should be included in the search.

To search by city and state:

;c CityName;st StateAbbreviation

Example: To search in Parkville, Missouri, you would enter: **;c parkville;st mo**

This search can also be combined with a name or partial name search. If you are looking for Meredith Jones who lives in Parkville, MO, you would enter: **meredith jones;c parkville;st mo** or **jones;c parkville;st mo** or **mer jone;c parkville;st mo**

For Colleague query purposes, the state abbreviation is always the two-letter state code that is used by the US Post Office. You can enter the state code in either upper-case or lower-case.

The city and state search is also helpful in looking up institution records.

If you wanted to search for Northeast Community College in Norfolk, NE, you could enter your search as: **northeast col;c norfolk;st ne** This search will display any institutions located in Norfolk, NE, with Northeast and Col in the title.

If you are not sure of the city the school is located in, you can search using only the state parameter, such as: **northeast col;st ne** This search will display any institutions located in the state of Nebraska with both Northeast and Col in the name.