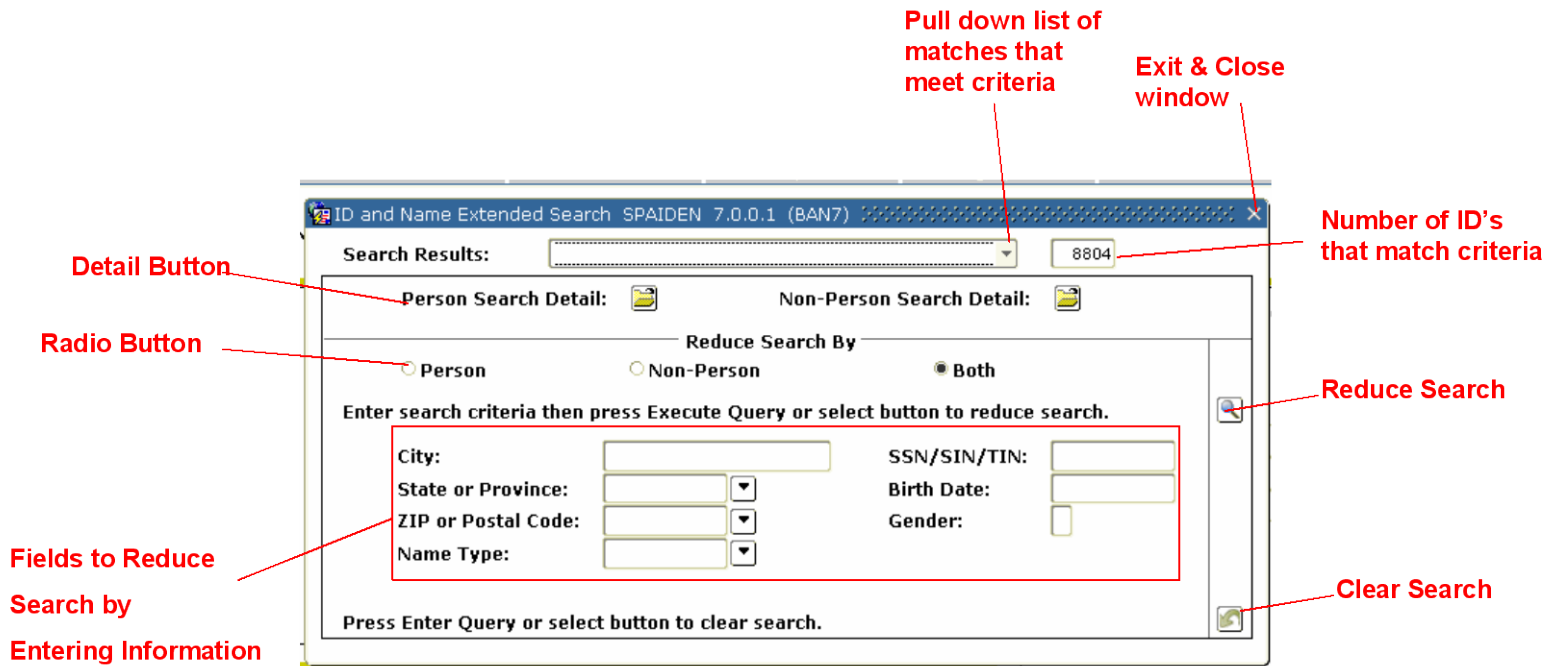


# ID and Name Extended Search Window and Procedures

The window below appears when you attempt a name/ID search from the opened form that returns more than one match.



**Note:** To close the Extended Search box click on the white “x” located in the upper right corner of this window.

To continue a search using the ID and Name Extended Search window, follow this procedure.

1. Click on the drop-down arrow in the Search Results list.

Scroll *up* until your choice is visible.

Click on your choice.


*The name will then appear in the opened form.*


If you cannot find your choice, refine your search using the Reduce Search By feature as follows.

4-1. Select the type of search: Person (people), Non-Person (vendors) or Both by clicking into the appropriate radio buttons.

4-2. Type any known information into the available fields.

*Each piece of information will further reduce the search. The wildcard (%) may be used here.*

4-3. Click on the Reduce Search icon  (magnifying glass).

4-4. Click on the Rollback icon  (called Clear Search here), located in the lower right corner of this window, to reset your search to the original list.