Look Up & Search Functionality: Finding What You’re Looking For

Introduction

As a scheduler, it’s essential to make the important distinction between Look Up functionality (always represented by the “magnifying glass” button) and Search functionality (always represented by a button labeled Search). If you master a few basic search practices, you’ll quickly find what you’re looking for.

Figure 1. The Look Up button.

Figure 2. The Search button.

Directory Navigation

Search for a course by going to Student Central>>Main Menu>>Curriculum Management>> Schedule of Classes>>Schedule New Course.

How to Use Look Up and Search Functionality to Find a Course

Figure 3. The Schedule New Course Look Up fields and Search button.

Using the Search feature allows the system to return a value or data set constrained by designated Look Up criteria.
Reference Figure 3 above. This search returns values constrained by the **Academic Institution** and **Term** fields. That is, the system returns all of the courses eligible for instruction at FSU during Fall term of 2013 because the search was not refined by additional field values.

**NOTE**: To reiterate, in the **Search Criteria** area (Figure 3), use the **Look Up** feature to provide values for specific fields. Any time you click a **Look Up** button, you’re calling up only one table at a time—the table associated with the chosen **Look Up**. For example, The **Academic Institution Look Up** table appears when you click the **Look Up** button at the end of that field. However, looking up a value is not searching, per se. A search combines multiple field values to find a specific item or data set.

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**Figure 4.** The search results returned by limiting the search to only **Academic Institution** and **Term** field values.

**Figure 4** displays the results from the **Look Up** criteria given in **Figure 3**. The data set returned is huge! The system can display only the first 300 results. Clearly, you’ll need to refine your search. Refer again to **Figure 3**. Click the **Look Up** button by the **Subject Area** field. The **Look Up Subject Area** interface appears.
Further refine your Look Up by obtaining a field value from within this interface. In this case, three Look Up fields constrain the Look Up by using various operators in conjunction with a free-response text box.

For example, if you don’t know Asian History’s 3-letter, subject-area prefix, look it up by supplying an operator and a value for the Description field. It’s safe to assume that Asian History’s description contains the word Asian.

1. In the Description field’s operator drop down box, choose contains.
2. In the Description field’s text box, type Asian.
3. Click the Look Up button. The Look Up Subject Area text box appears displaying all courses with the word Asian in their description.

4. Click the ASH link. The Search Criteria area appears.
5. Click the **Search** button. The system returns values that meet all three of the search criteria: classes that are taught at FSU during Fall term of 2013 with a course prefix of ASH.

6. Click a particular **ASH** course.

7. The system activates the chosen course in the **Schedule New Course** module’s **Basic Data** tab

**Return to Search Functionality**

To quickly refer back to a search, click the **Return to Search** button.
New Window Functionality

While working on any tab in any module, to perform a search, click the **New Window** link at the top-right of any window. The current tab/module remains active, and the associated **Search Criteria** area appears in a new window. For example, while in the Course Catalog click the **New Window** button. The **Course Catalog Search Criteria** area appears in the new window.

![New Window](image)

**Figure 11.** The **New Window** link.

Summary

- **Looking Up** something and **Searching** for something are different operations.
- When you **Look Up** something, you’re obtaining a value from one specific table.
- From within a **Look Up** interface, find a value by using the **Look Up** fields’ operators and text boxes to refine the **Look Up** criteria.
- When you search for something, provide values for various **Look Up** fields. The system then combines to return an item or data set.
- After establishing the search parameters, click the **Return to Search** button to call up the same search parameters.