

WINGS Search screens revamp

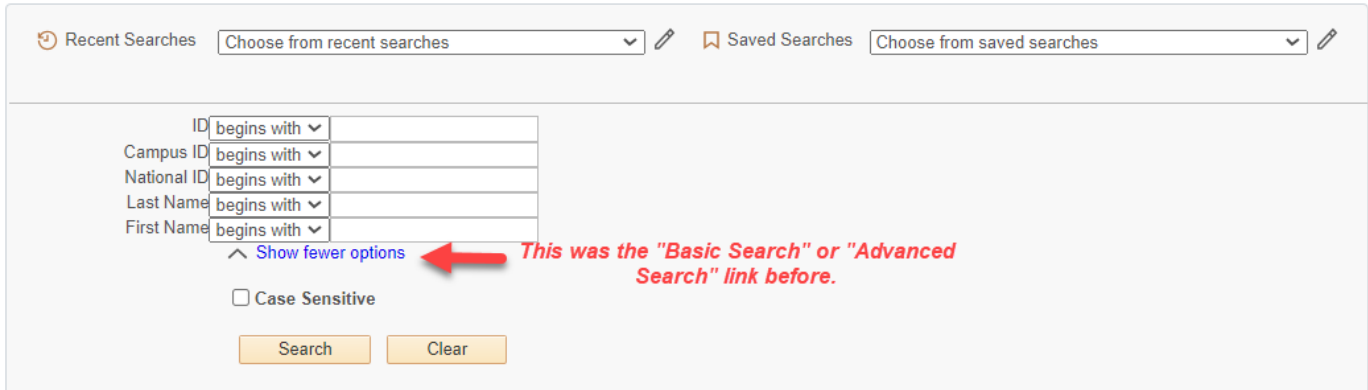
August 2023

Peoplesoft has updated the layout of its search screens. A few things have been moved around or renamed, and a few things were added, but all of the functions that were there before are still there.

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.



Recent Searches Choose from recent searches Saved Searches Choose from saved searches

ID	begins with	
Campus ID	begins with	
National ID	begins with	
Last Name	begins with	
First Name	begins with	

[Show fewer options](#) *This was the "Basic Search" or "Advanced Search" link before.*

Case Sensitive

Search Clear



Nothing yet
Your search results will appear here

Show fewer/more options

- Click on this link to close or option the optional search filters. When the options are collapsed into one field, there will be a drop down to select a different search option. But you can only search by one option. If you want to search by multiple options - for example, by both last name and first name - click on the "show more options" again to show multiple options at once.

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.



Recent Searches Choose from recent searches Saved Searches Choose from saved searches

Search by: ID begins with

[Show more options](#)

Case Sensitive

Search Clear

If the fields are collapsed, click arrow to see options in the drop down. Or click "Show more options" to be able to search by more than one option.

Recent Searches

- The Recent Searches shows the last 5 searches made on that page. Use the drop down to see the criteria you used for your last few searches. Select the one from the list to search again. Then click Search.
 - Remember, this saves the **search criteria** you used so you can search that way again. It does not save the search results themselves. The results may change each time, depending on what you are searching for and when.

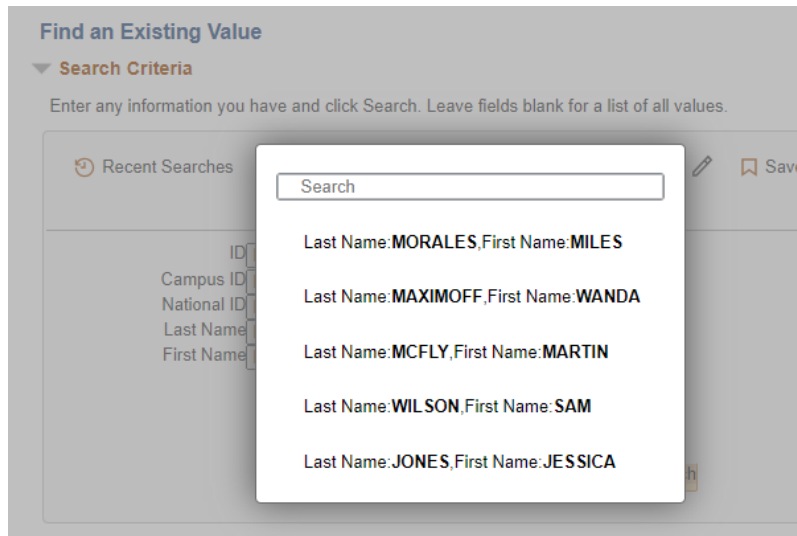
Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.



Recent Searches Choose from recent searches Saved Searches Choose from saved searches



Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Search

Last Name: MORALES, First Name: MILES

Last Name: MAXIMOFF, First Name: WANDA

Last Name: MCFLY, First Name: MARTIN

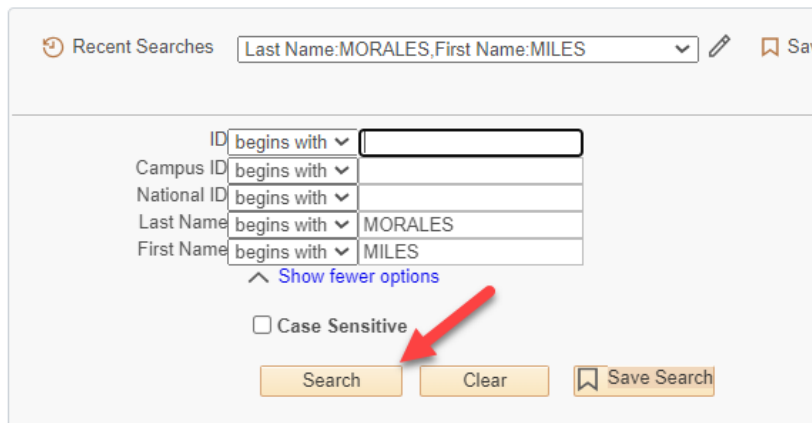
Last Name: WILSON, First Name: SAM

Last Name: JONES, First Name: JESSICA

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.



Recent Searches Last Name: MORALES, First Name: MILES

ID begins with

Campus ID begins with

National ID begins with

Last Name begins with MORALES

First Name begins with MILES

Show fewer options

Case Sensitive

Search Clear Save Search

- You can delete your recent searches by clicking the pencil icon to the right. Then either click "Delete All" or delete the individual search using the X. Save.
 - Note: Criteria used for recent searches will disappear eventually. If you want to be sure that search criteria will remain long term, try creating a saved search. See the Saved Searches part.

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches

Manage Recent Searches

Recent Searches

Recent Searches	<input type="checkbox"/> Delete All
Last Name(BGN):MORALES,First Name(BGN):MILES	<input type="checkbox"/>
Last Name(BGN):MAXIMOFF,First Name(BGN):WANDA	<input type="checkbox"/>
Last Name(BGN):MCFLY,First Name(BGN):MARTIN	<input type="checkbox"/>
Last Name(BGN):WILSON,First Name(BGN):SAM	<input type="checkbox"/>
Last Name(BGN):JONES,First Name(BGN):JESSICA	<input type="checkbox"/>

Saved Searches:

- You can save your search criteria to save you time if it's a search you use often. A maximum of 5 searches can be saved at any time. You must run the search once (by entering your criteria and clicking Search) for the "Save Search" button to appear. Click on the button. Then name your search and save.
 - You can't save two searches with the same name.
- Back on the search screen using the "Saved Searches" drop down at the top to find your search again. Select the one you want and then click the Search button.
 - Remember, this saves the **search criteria** you used so you can search that way again. It does not save the search results themselves. The results may change each time, depending on what you are searching for and when.

Maintain Schedule of Classes

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Saved Searches

*Academic Institution =
*Term =
Subject Area =
Catalog Nbr begins with
Academic Career =
Campus begins with
Description begins with
Course ID begins with
Course Offering Nbr =
Academic Organization begins with
[^ Show fewer options](#)

Case Sensitive

This option appears after you have run the search once. Click this to save the search criteria used. You can then run the search with the same criteria later by going to the Saved Searches list at the top.

Save Search

Name

Academic Institution UWLAC
Term 2244
Subject Area ENG
Catalog Nbr 110

fields blank for a list of all values.

Saved Searches

Saved Searches

Search

ENG 110 Fall 2023
Academic Institution:UWLAC,Te... +2more

CST 110 Fall 2023
Academic Institution:UWLAC,Te... +2more

- You can delete your saved searches by clicking the pencil icon to the right. Then either click "Delete All" or delete the individual search using the X. Save.
 - If you are at your max number of 5 searches, you must delete a old saved search first before you can save another one.

fields blank for a list of all values.

Saved Searches

Manage Saved Searches

Display By

Saved Searches

CST 110 Fall 2023: Academic Institution(EQ):UWLAC, Term(EQ):2244, +2more	<input type="button" value="Rename"/>	<input type="button" value="X"/>
ENG 110 Fall 2023: Academic Institution(EQ):UWLAC, Term(EQ):2244, +2more	<input type="button" value="Rename"/>	<input type="button" value="X"/>

Add a New Value

- On pages where you have to Add a New Value, the "Add a New Value" function is now a separate button in the top right.
 - **Pages where Add a New Value is needed only when a record of that type has not been started yet.** Always search for an existing record first using the student's ID number. If nothing comes up, then you click Add a New Value to start a record for them.
 - Records and Enrollment > Enroll Students > Student Milestones
 - Records and Enrollment > Transfer Credit Evaluation > Course Credits-Automated/Manual, Test Credits-Automated/Manual, Other Credits – Manual
 - **Pages where Add a New Value is always needed.** A new record is created for each request made.
 - Academic Advisement > Student Advisement > Request Advisement Report
 - This is the admin way to run an AR. Advisors can use the AR in their Advisor Center, under the Advisee's Student Center.
 - Records and Enrollment > Transcripts > Request Transcript Report
 - This is the admin way to run a transcript. Advisors can use the View Unofficial Transcript option in their Advisor Center, under the Advisee's Student Center.
 - Pages where "Find an existing Value" and "Add a new Value" are switched and the "Find a New Value" is the separate button on the right. If you are not sure which to use, please contact Records and Registration or the Eagle Help Desk.
 - Records and Enrollment > Enroll Students > Quick Enroll a Student


Example from the student's Milestone page, where you must make sure they don't have an existing record first:

Student Milestones

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

 [+ Add a New Value](#)

Recent Searches

ID	begins with	<input type="text" value="200"/>	
Academic Institution	=	<input type="text" value="UWLAC"/>	<input type="button" value="🔍"/>
Academic Career	=	<input type="text"/>	<input type="button" value="🔍"/>
Academic Program	=	<input type="text"/>	<input type="button" value="🔍"/>
Campus ID	begins with	<input type="text"/>	
National ID	begins with	<input type="text"/>	
Last Name	begins with	<input type="text"/>	
First Name	begins with	<input type="text"/>	

[^ Show fewer options](#)

Case Sensitive Include History Correct History

▼ Search Results

No matching values were found.

Other changes:

- Some search screens may have additional search criteria options. If you are not sure what a criteria is for, please contact the Eagle Help Desk for assistance.
- Pages that ask for a Run Control ID – if you have a run control that already exists, you can still search for that and use it again. Or you can create a new run control by clicking the Add a New Value button.