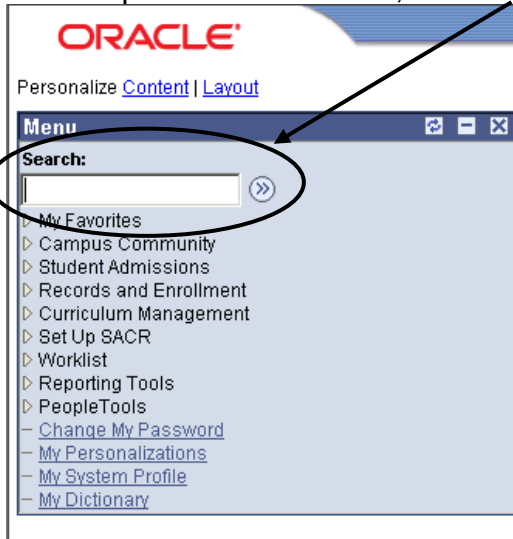


Searching for a Page

If you do not know the navigation path, there is a new search option available for locating a particular page in PeopleSoft V9. This search option will allow you to type key words in the search box and return a list of possible matches.

Steps

1. At the top of the main menu, there is a **Search** field.



2. In the **Search** field, type a keyword for the page that you want to locate.

In class, enter **Address**.

Steps

3. Click on the **Start your Search**  button.



ORACLE

Search

Enter search keywords separated by a space. Use quotes for any phrases. For example: Cities Countries 'United States'

New Search Search Within Results

address [Customize Settings](#) [Search Tips](#)

[Hide Summaries](#)

Search Results

- 1 [Addresses](#)
Manage an individual's addresses.
Home>Campus Community>Personal Information>Biographical>Addresses/Phones>Addresses
- 2 [Electronic Addresses](#)
Maintain information about constituents' email and URL addresses.
Home>Campus Community>Personal Information>Biographical>Addresses/Phones>Electronic Addresses
- 3 [Phones](#)
Enter, update, or review an individual's telephone numbers.
Home>Campus Community>Personal Information>Biographical>Addresses/Phones>Phones

The search results display and included is a short summary of each option.

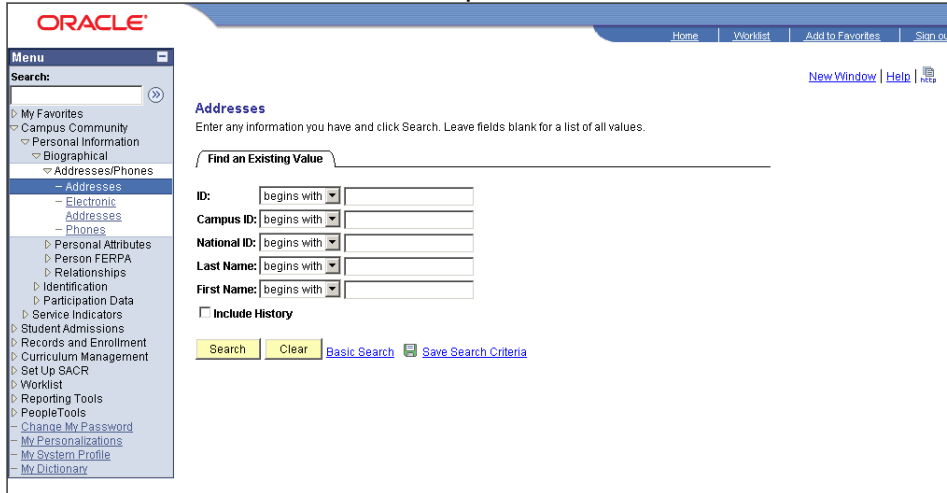
4. Review the search results. To navigate to the page, click on the blue link under Search Results for the page that you want to navigate to.

If you need to conduct a new search, enter new keywords in the edit box and click on the **Find** button.

If you need to return to the PeopleSoft Home Page, click on the **Home** link in the Navigation Header.

Steps

5. In class, select the **Addresses** option from the search results list.



The search page for Addresses displays.