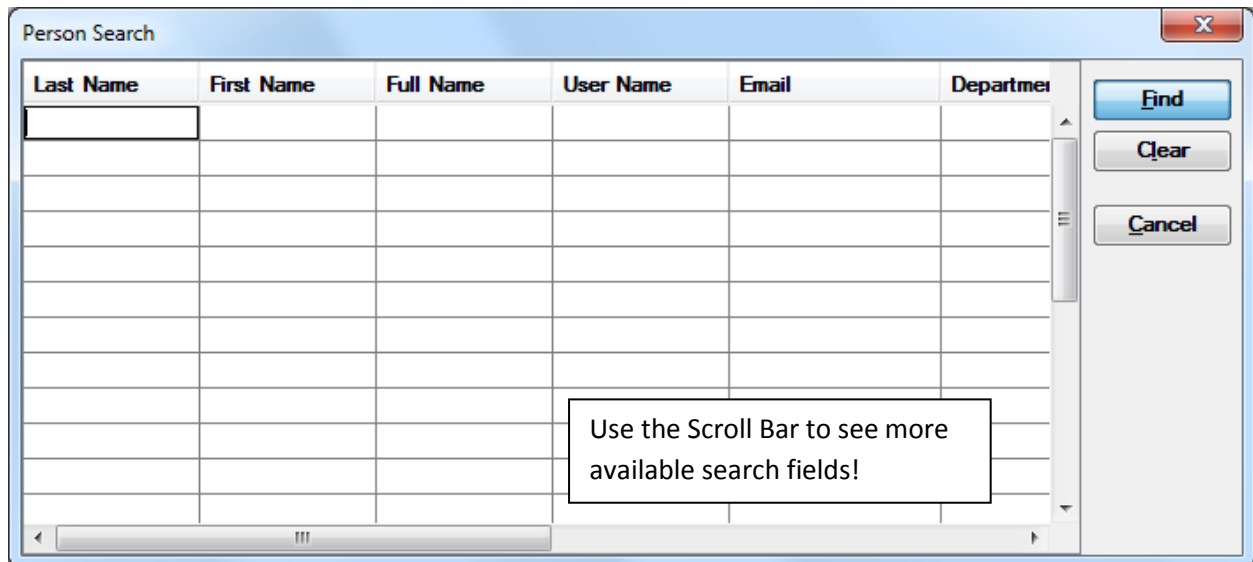


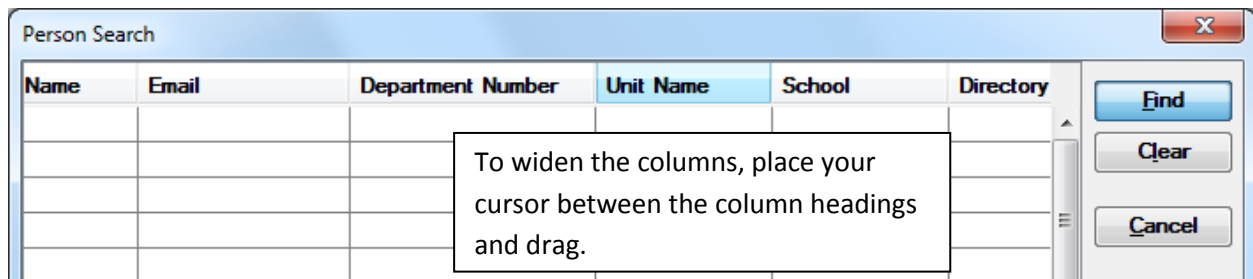
## Quick Search Guide- Person Table

Open the Person Table by clicking on the Person icon (man with sunglasses). You can use one or more of the Search fields listed in the Search Window.



The screenshot shows a window titled "Person Search" with a table of search fields. The fields are: Last Name, First Name, Full Name, User Name, Email, and Department. A scroll bar is visible on the right side of the table. A callout box points to the scroll bar with the text: "Use the Scroll Bar to see more available search fields!". On the right side of the window, there are three buttons: Find, Clear, and Cancel.

| Last Name | First Name | Full Name | User Name | Email | Department |
|-----------|------------|-----------|-----------|-------|------------|
|           |            |           |           |       |            |
|           |            |           |           |       |            |
|           |            |           |           |       |            |
|           |            |           |           |       |            |
|           |            |           |           |       |            |
|           |            |           |           |       |            |
|           |            |           |           |       |            |
|           |            |           |           |       |            |
|           |            |           |           |       |            |
|           |            |           |           |       |            |
|           |            |           |           |       |            |



The screenshot shows a window titled "Person Search" with a table of search fields. The fields are: Name, Email, Department Number, Unit Name, School, and Directory. A callout box points to the column headings with the text: "To widen the columns, place your cursor between the column headings and drag.". On the right side of the window, there are three buttons: Find, Clear, and Cancel.

| Name | Email | Department Number | Unit Name | School | Directory |
|------|-------|-------------------|-----------|--------|-----------|
|      |       |                   |           |        |           |
|      |       |                   |           |        |           |
|      |       |                   |           |        |           |
|      |       |                   |           |        |           |
|      |       |                   |           |        |           |
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|      |       |                   |           |        |           |
|      |       |                   |           |        |           |
|      |       |                   |           |        |           |

**The most commonly used Search fields are:**

**Last Name:** The person's last name as listed in PHR- surround in asterisks! (ex. \*hunter\*)

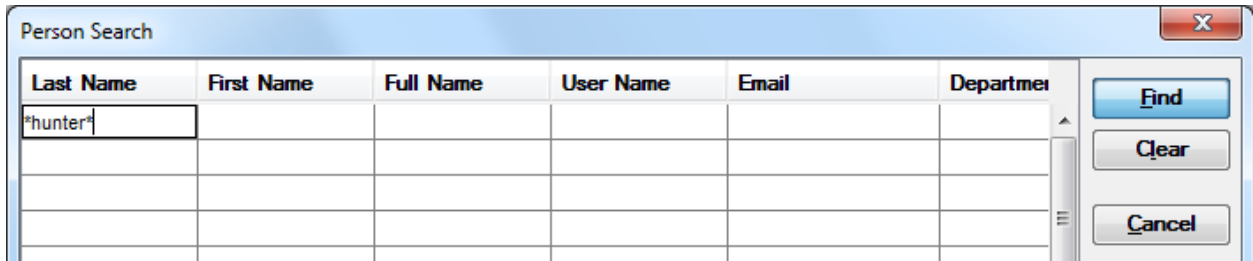
**Department Number:** Department number as listed in Unit Hierarchy (ex. 1361101)

**Unit Name:** Name of Unit (department) as listed in the Coeus Unit Hierarchy. (ex. \*biology\*)

It is recommended that you use the Searching Wildcard when searching in Coeus. For all fields and search windows, this is the **asterisk (\*)**. It is useful to note that Coeus is NOT case-sensitive.

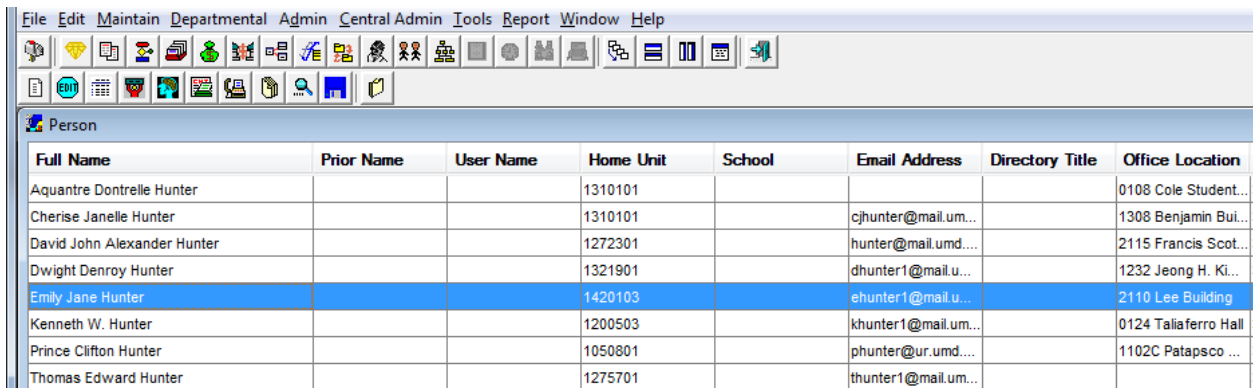
## Sample Searches:

Finding a person using their last name. (ex. Hunter)



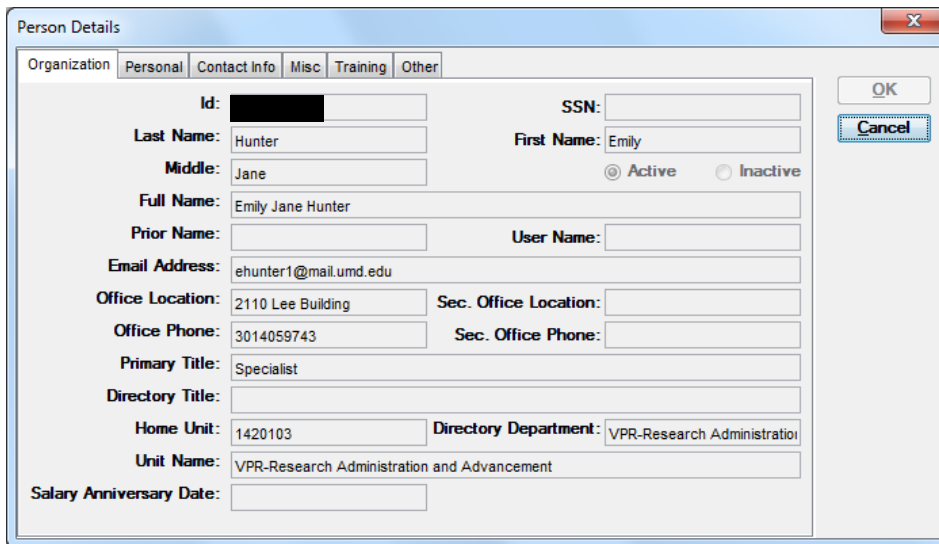
A dialog box titled "Person Search" with a close button (X) in the top right corner. It contains a table with columns: Last Name, First Name, Full Name, User Name, Email, and Department. The "Last Name" field contains the text "#hunter". To the right of the table are three buttons: "Find", "Clear", and "Cancel".

You can double-click on the person to open up a details window.



A screenshot of a software application window. The menu bar includes: File, Edit, Maintain, Departmental, Admin, Central Admin, Tools, Report, Window, Help. The toolbar contains various icons. Below the toolbar is a "Person" section with a table listing individuals. The table has columns: Full Name, Prior Name, User Name, Home Unit, School, Email Address, Directory Title, and Office Location. The row for "Emily Jane Hunter" is highlighted in blue.

| Full Name                   | Prior Name | User Name | Home Unit | School | Email Address       | Directory Title | Office Location      |
|-----------------------------|------------|-----------|-----------|--------|---------------------|-----------------|----------------------|
| Aquantre Dontrelle Hunter   |            |           | 1310101   |        |                     |                 | 0108 Cole Student... |
| Cherise Janelle Hunter      |            |           | 1310101   |        | cjhunter@mail.um... |                 | 1308 Benjamin Bui... |
| David John Alexander Hunter |            |           | 1272301   |        | hunter@mail.umd.... |                 | 2115 Francis Scot... |
| Dwight Denroy Hunter        |            |           | 1321901   |        | dhunter1@mail.u...  |                 | 1232 Jeong H. Ki...  |
| Emily Jane Hunter           |            |           | 1420103   |        | ehunter1@mail.u...  |                 | 2110 Lee Building    |
| Kenneth W. Hunter           |            |           | 1200503   |        | khunter1@mail.um... |                 | 0124 Taliaferro Hall |
| Prince Clifton Hunter       |            |           | 1050801   |        | phunter@ur.umd...   |                 | 1102C Patapsco ...   |
| Thomas Edward Hunter        |            |           | 1275701   |        | thunter1@mail.um... |                 |                      |

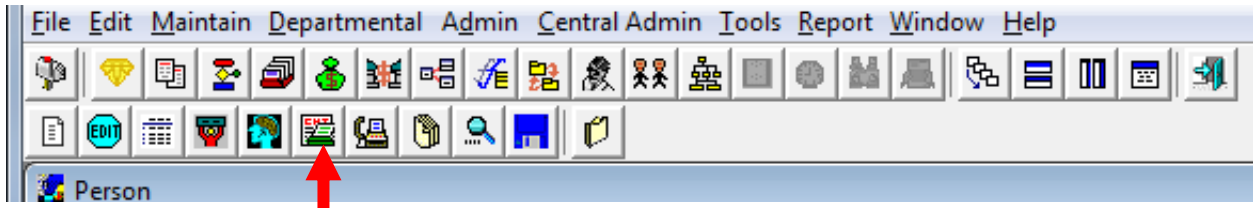


A dialog box titled "Person Details" with a close button (X) in the top right corner. It has tabs for "Organization", "Personal", "Contact Info", "Misc", "Training", and "Other". The "Personal" tab is selected. The form contains the following fields and controls:

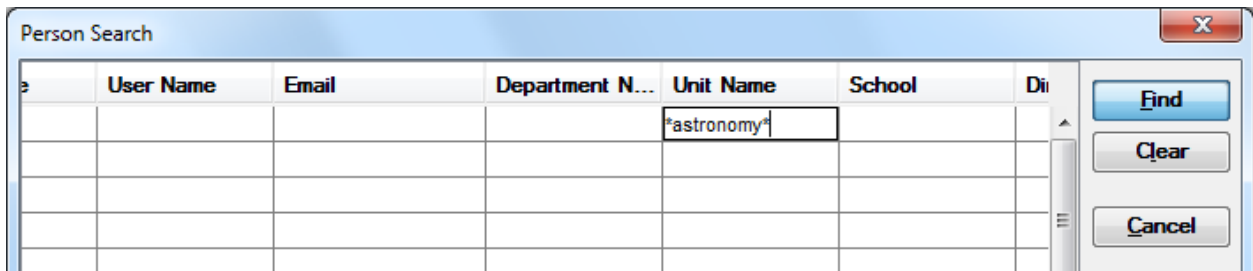
- Id:** [Redacted]
- SSN:** [Empty]
- Last Name:** Hunter
- First Name:** Emily
- Middle:** Jane
- Active/Inactive:**  Active  Inactive
- Full Name:** Emily Jane Hunter
- Prior Name:** [Empty]
- User Name:** [Empty]
- Email Address:** ehunter1@mail.umd.edu
- Office Location:** 2110 Lee Building
- Sec. Office Location:** [Empty]
- Office Phone:** 3014059743
- Sec. Office Phone:** [Empty]
- Primary Title:** Specialist
- Directory Title:** [Empty]
- Home Unit:** 1420103
- Directory Department:** VPR-Research Administration and Advancement
- Unit Name:** VPR-Research Administration and Advancement
- Salary Anniversary Date:** [Empty]

Buttons for "OK" and "Cancel" are located on the right side of the dialog.

For faculty members, you can also generate a current and pending report by clicking on the button for Current and Pending Support on the second row of buttons (6<sup>th</sup> button).



Search for people in a particular department (ex. \*astronomy\*)



The returned list will include all faculty and staff in the department listed in alphabetical order by first name.

| Full Name            | Prior Name | User Name | Home Unit | School | Email Address       | Directory Title | Office Location     | Office Phone | Faculty |
|----------------------|------------|-----------|-----------|--------|---------------------|-----------------|---------------------|--------------|---------|
| A Surjalal Sharma    |            |           | 1300301   |        | SSH@ASTRO.UM...     |                 | 2303 Computer & ... | 3014051528   | Y       |
| AJ Eldorado Riggs    |            |           | 1300301   |        |                     |                 | 1204 Computer & ... | 3014053001   | N       |
| Adam G Jensen        |            |           | 1300301   |        | adam.jensen@gm...   |                 | 1204 Computer & ... | 3014053001   | Y       |
| Adhikarimayum K...   |            |           | 1300301   |        | khagemba@gmail...   |                 | 1204 Computer & ... | 3014051558   | N       |
| Adria C. Updike      |            |           | 1300301   |        |                     |                 | 1204 Computer & ... | 3014053001   | Y       |
| Adrienne M. New...   |            |           | 1300301   |        | anewman1@mail...    |                 | 1252 Computer & ... | 3014057123   | N       |
| Alan C Peel          |            |           | 1300301   |        | apeel@mail.umd.e... |                 |                     | 3014053001   | Y       |
| Alan Michael Gers... |            |           | 1300301   |        | agersch@astro.u...  |                 | 0252 Computer & ... | 3014051545   | N       |
| Alberto Bolatto      |            |           | 1300301   |        | bolatto@astro.um... |                 | 0225 Computer & ... | 3014051521   | Y       |
| Alessandro Contr...  |            |           | 1300301   |        | 113245@gmail.com    |                 | 1204 Computer & ... | 3014053001   | N       |
| Alexander Moiseev    |            |           | 1300301   |        | Alexander.A.Mois... |                 | 1204 Computer & ... | 3014053001   | Y       |
| Alexander N McC...   |            |           | 1300301   |        | alexnm@mail.umd...  |                 | 0224A Computer ...  | 3014055096   | N       |