



Contra Costa County PeopleSoft Training

Using Fluid pages

Lookups

Some fields on fluid pages contain a lookup button ("magnifying glass"). These buttons work the same as a lookup button on a classic people soft page. You use the button to display a list of valid values for the field.

When you click a lookup button the system displays a Lookup page that lists all valid values for the field.

Values are displayed in a grid. Click on a value to select it. The selected value will populate the field.

Note: You can type directly in a field with a lookup icon. The search results will return all values that begin with the characters you typed in the field.

Phone Number

Cancel Save

*Type

Preferred ☐

Number

Extension

Save Button

Lookup

Cancel

Search for: "Ethnic Group"

Search Criteria

Ethnic Group (begins with)

Description (begins with)

Search Clear

Search Results

4 rows

Ethnic Group	Description
AMIND	American Indian/Alaska Native
ASIAN	Asian
BLACK	Black/African American
PACIF	Pacific Islander



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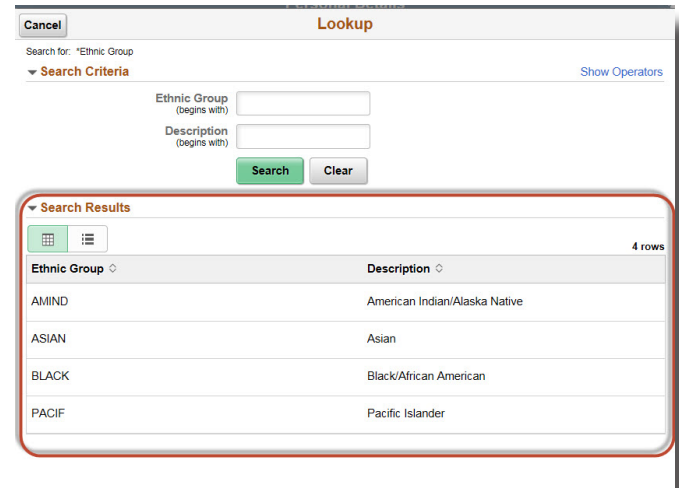
Using Fluid pages

Lookups (continued)

You can use the Search Criteria section (collapsed in the previous screen shot) to limit the values displayed if the number of values returned is large.

Here's an example of a Lookup page with the search criteria expanded.

Enter criteria in the Search Criteria fields and then click the Search button. The Search Results will display all items that meet your search criteria.

The screenshot shows a PeopleSoft Lookup page titled "Lookup". At the top, there is a "Cancel" button and a search bar containing "Ethnic Group". Below the search bar, the "Search Criteria" section is expanded, showing two input fields: "Ethnic Group (begins with)" and "Description (begins with)". To the right of these fields is a "Show Operators" link. Below the input fields are "Search" and "Clear" buttons. The "Search Results" section is also expanded, showing a table with 4 rows. The table has two columns: "Ethnic Group" and "Description". The rows are: AMIND (American Indian/Alaska Native), ASIAN (Asian), BLACK (Black/African American), and PACIF (Pacific Islander).

Ethnic Group	Description
AMIND	American Indian/Alaska Native
ASIAN	Asian
BLACK	Black/African American
PACIF	Pacific Islander