

TESP Eligible Notifications: Search All Views

The “Search All Views” option allows the user to search through all of the records in the three award announcement categories [Eligible-Funded, Eligible-Unavailable Funds and Eligible-Unavailable Funds (IFTC Teacher Only)] and display the results in one place. This feature will be helpful for users to search for students who may be included in multiple award announcement categories. A student could be unfunded the first time awards were made then funded on a subsequent date. A link to “Search All Views” is in the left panel in the View section.

To Search All Views:

- Select “Search All Views” from the left panel in the View section.
- Define the filter criteria for the Field and the Value on the Search All Views screen. The Last Name or SSN are the only two fields that are used in the search. The Last Name field is the default, it will always display in the Field box until it is changed to the SSN field.
 - To search on the Last Name, type the full last name or a portion of the name in the value box. If a portion of the last name is entered, all records that match that value will display. For example, if “A” is the value, all last names starting with “A” will display.
 - To search on SSN, select SSN from the Field drop-down box. The exact SSN must be entered in the value box. A portion of the SSN will not be accepted.
- After the filter criteria are defined, select the “Go” button.
 - If the Go button is selected without entering a value for the field selected, a pop-up message will display indicating the required information is incomplete or contains errors, reenter the filter criteria.
 - An hourglass icon will display indicating the search is in progress. The icon will disappear when the search is completed

Filter Criteria:

Field	Value
Last Name (default field)	Type the last name or portion of the last name in the value box.
SSN	Enter the SSN numbers only. The correct format (with dashes) will display as the Social Security Number is entered.

What data will display?

- Records from all three award announcement categories [Eligible-Funded, Eligible-Unavailable Funds and Eligible-Unavailable Funds (IFTC Teacher Only)] will be searched. The results, based on the filter criteria, will display on one screen.
- The columns and order in which they display are:

- Last Name
- First Name
- Middle Initial
- SSN
- Eligibility Status
- Status Date
- Program Type
- Hard-to-Staff
- Estimated Award Amount
- Applicant Category
- The sort order of the rows that display is by SSN (lowest to highest), Status Date (most recent to oldest) and Program Type (alpha order). For example, if an “A” is entered as the value for a last name search, all records (from all three award announcement categories) starting with “A” will display by SSN, then Status Date and then Program Type
- If no records match the filter criteria used, then no data except for the column headings will display on the Search All Results screen with the message “No records match the query”.

Example:

If the user wants to see if John Doe, who was unfunded for IFTC when the first awards were made has since been funded, follow these steps:

- Select “Search All Views” from the left panel in the View section.
- Define the filter criteria for the Field and the Value.
 - If the Last Name is selected from the Field drop-down box, type “Doe” in the value box.
 - If the SSN is selected from the Field drop-down box, enter John Doe’s complete SSN in the value box.
- After the filter criteria are defined, select the “Go” button. When the hourglass icon disappears, records from all three award announcement categories for John Doe will display.
 - If the search is based on the Last Name, all students with the last name of “Doe” will display in SSN order, Status Date and then Program Type.
 - If the search is based on John Doe’s SSN, only the records with the exact SSN will display sorted by SSN, Status Date and then Program Type.