



## Business Intelligence Center

### CORE Help

#### Simple Search: Directory Search by Name or ID

Locate the *Search* box at the top of the CORE window.

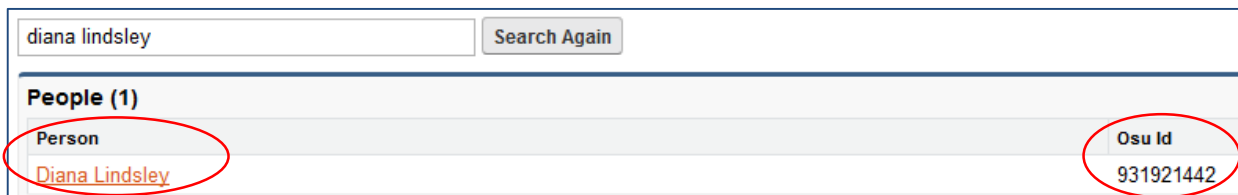


### Search by Name

Type the name of the person in the *Search* box. Searchable options include:

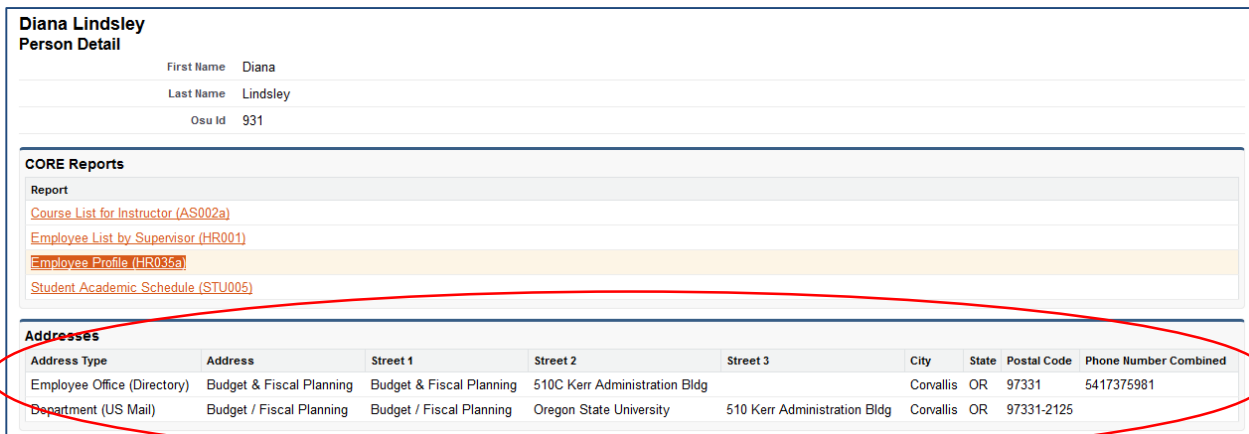
- Full Name
- Last Name
- First Name
- Partial name using the wildcard (%), i.e. Diana Lin%

The search result will be a *People* List, which may contain a single name or multiple names. For example, a search on the name "Lindsley" will reflect individuals having "Lindsley" as a First, Middle or Last Name. This *People* list includes person's full name and their OSU Identification number.



The *People* list window includes the first 10 names based on the search criteria entered. To see more names, select *Go to List*. If there are more than 40 entries, it will be necessary to scroll through multiple pages to locate the name you are seeking.

Click on the name of the person. The *Person Detail* information will populate, including the Employee Office location and Departmental Mailing addresses.



### Search by OSU ID

Using the *Search* box at the top of the CORE window, enter the OSU ID for the name you are seeking. The OSU ID search will result in a single entry. Click on the name and the *Person Detail* information will populate.