Search for Duke Unique ID by Name and Save to Personal Value List for Report Selections

1. To search and find the DUID for an employee in selection fields like Select PI (used in this example) or Select Employee, click on the Drop-down button to the right of the field (the next screen that shows depends on if a Personal Value List exists yet or not).

2. If no previous Personal Value List has been created, use the Search: Select PI (name varies by selection field) box, enter the last name of the PI or employee in ALL UPPER CASE in the Last name field (no asterisk needed; may use First name field as well).
   
   Note: If you have already saved DUIDs to the Personal Value List (PVL), then that list will show initially. Either click to choose a value from the list to populate the field or use the All Values in the upper right of the PVL to use the Search box shown above and find another value.

3. Click on Search to generate a list of values matching the search criteria.
4. To add a Personnel No (DUID) to your Personal Value List so you don’t need to search again, right-click on the row of the Principal Investigator to be selected and choose Add to Personal Value List.

5. To choose the DUID and populate the Select PI field back on the previous screen, click once on the box to the left or the row or anywhere on the row of the Principal Investigator to be selected.

6. Verify the Personnel No (DUID) is populated in the field and click Execute.

Note: If you saved any values to your Personal Value List, the next time you click the Drop-down the screen above will display. Use the All Values link to search and the Edit Personal Value List link to add or remove values as needed.