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 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)

You can double-click on the person to open up a details window.
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 (6th 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.