GZASRCH Processing

1. Enter the GZASRCH Form via the Main Menu

2. Click Generate ID button and Next Block into the Data Entry Block.

3. Enter as much data as you have available (Name or SSN is the minimal requirement).   Then, click the Duplicate Check button to perform the Search. The Search is not case sensitive.

4. The column Match % shows the composite score for each potential match. The results are returned in percent matched order, with the best matches appearing at the top.
   a. You can go back into the search to add additional criteria then click Duplicate Check again.
   b. Matching Rule Set box provides a message showing the score, match type, and a message describing the compared data based on our rules. The Match Types are M for Match, S for Suspended (not a unique name) or N for New.

5. **Another feature on GZASRCH is the use of the Options in the top menu. While on a selected row of a Potential Match, click Option and select GUASYST Form to determine what role(s) the person has at the University. Or select one of the other forms to see the data for that person on that form. Note: You can only Option to a form that you have permission to access.**