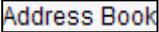


Search for an Address Book Record Lesson

Step	Action
1.	Prior to requesting a new address book record, verify one does not already exist.
2.	Click the State of Nebraska link. 
3.	Click the Address Book link. 
4.	Click the Address Book Inquiry link. 
5.	Click the Display Phone option to view the phone number in grid. 
6.	Use Header fields and or the Query by Example, QBE, fields to narrow your search for existing Address Book records.
7.	Tax ID In the Tax ID field in the QBE line, enter the Federal Tax Number or Social Security Number.
8.	Click the Find button. 
9.	If search does not provide the desired record, change your search criteria by using fields in Header and/or alternate QBE fields.
10.	When searching a free text field like Alpha Name or Address Lines, For example, enter part of the name in the Alpha Name field; use the wildcard (*) as necessary: o To search for Cornhusker Press, enter *HUSKER* The asterisk (*) serves as a wildcard.
11.	Once new search criteria are entered, click the Find button. 
12.	Click the Close button. 
13.	End of Procedure.