

**Search for an Address Book Record**  
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## SYSTEM POLICIES

The tasks in this documentation provide end users with the tools to enter data and collect data in system. It is the responsibility of the agencies to comply with State Statutes, Federal Rules and Regulations, and State policies. For further information concerning State Statutes and policies, please refer to both internal agency resources and the Department of Administrative Services website.

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## Search for an Address Book Record

### Search for an Address Book Record Overview

Address Book records are used in all modules within the ERP system.

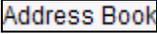
To determine if an Address Book record exists or to review information specific to an Address Book record, end users can search through Address Book Inquiry. If a record cannot be found or if information on the record requires a change, requests to update specific search types are made through the Address Book Request/Change application.

The Address Book Request/Change application is used to request new address book records or to request changes existing address book records for the following Search Types:

- F - Facility (State Agency Locations)
- C - Customer (Outside State Government)
- N - Non-Employee (State Board or Committee Member Expense Reimbursements)
- V - Vendor (Procurement Purposes Only)
- VP - Political Subdivision (Receives payments from the State)
- PP - Payment (Payments made, and not included in any of the above criteria)

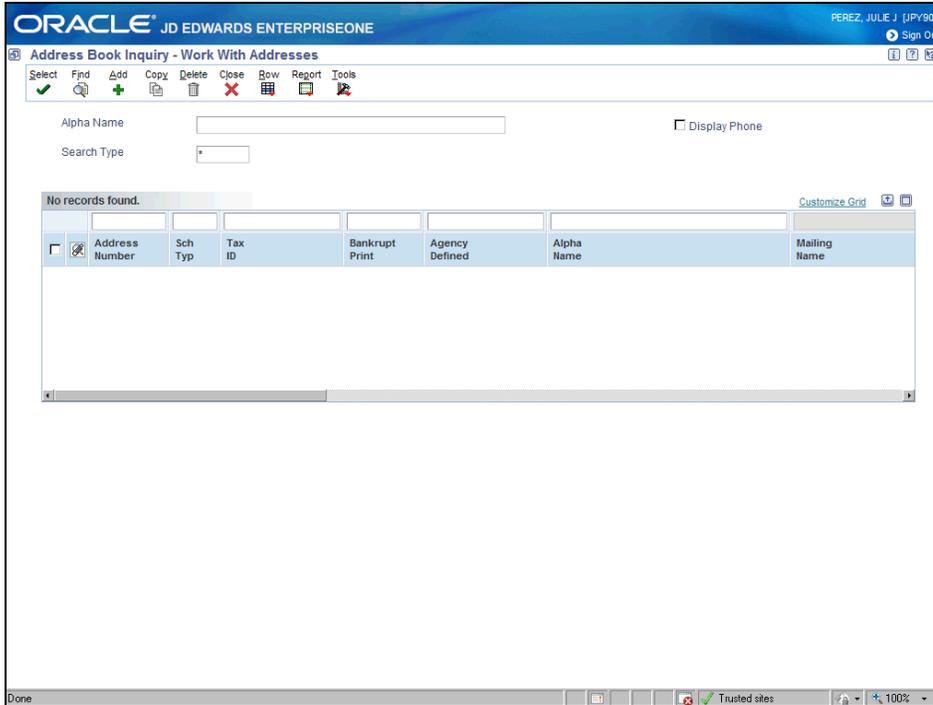
### Search for an Address Book Record Lesson

#### Procedure

Step	Action
1.	Prior to requesting a new address book record, verify one does not already exist.
2.	Click the <b>State of Nebraska</b> link. 
3.	Click the <b>Address Book</b> link. 
4.	Click the <b>Address Book Inquiry</b> link. 

# Training Guide

## Search for an Address Book Record



Step	Action
5.	Click the <b>Display Phone</b> option to view the phone number in grid. <input type="checkbox"/>
6.	Use Header fields and or the Query by Example, QBE, fields to narrow your search for existing Address Book records.
7.	<b>Tax ID</b>  In the Tax ID field in the QBE line, enter the Federal Tax Number or Social Security Number.
8.	Click the <b>Find</b> 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 <b>Find</b> button. 

Step	Action
12.	Click the <b>Close</b> button. 
13.	<b>End of Procedure.</b>