CORE – reporting & data retrieval system

CORE: Directory Search

Locate the Search box at the top of CORE window.

![Search Box](image)

Type the name of the person in the Search box.

- Full Name
- Last Name
- First Name
- Partial name using the wildcard (%), i.e. Diana Lin%

Search results will populate a list of names, which may include multiple entries of people with the same name, in the People list. The People list information includes the person’s full name and their OSU Identification number.

![Search Results](image)

The People list window includes the first 10 names based on the search criteria selected. To see more names, select Go to List. If there are more than about 40 entries, it will be necessary to scroll through multiple pages to locate the person’s name.

Click on the name of the person.

The Person Detail information will populate, including the Employee Office and Departmental Mailing addresses.