

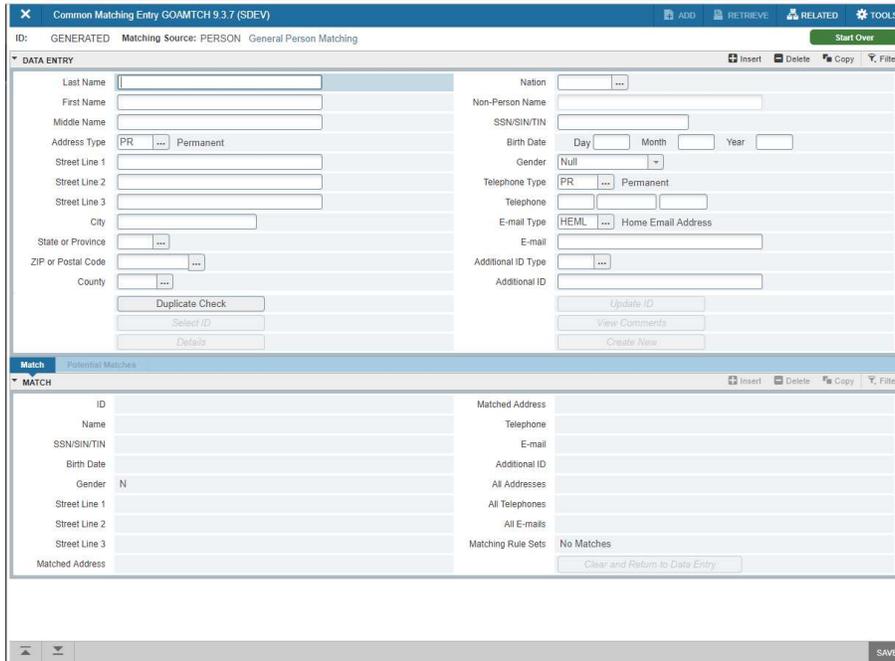
Common Matching for Instructors

Before entering a new instructor into the SIMS database, it is necessary to run a Common Matching search to ensure the instructor does not already exist in the database. Common Matching greatly reduces and helps in the prevention of the creation of duplicate records.

The Common Matching form (GOAMTCH) will be called automatically from SPAIDEN when an ID is generated or entered that does not already exist in SIMS.

Entering a New Person

1. Access **SPAIDEN**.
2. If you have an ID of the person to be created:
 - a. Enter the ID in the **ID** field.
 - b. In the **Matching Source** field, select **Person**.
3. If you do not have an ID:
 - a. Click the **+** (plus) sign to the right of the **ID** field. "Generated" will appear in the ID field.
 - b. In the **Matching Source** field, select **Person**.
4. Click **Go**.
5. The **GOAMTCH** page will appear.



6. Enter all available person data to be stored. The more information you provide will help ensure that the Common Match search is accurate. Never use commas in the data entry fields.

Change the default PR for Address Type to CA and enter the Instructors School and/or Department as the street address.

Matching Status - New (No Match)

If no records are found to match the rules, a status of **New** is returned. This enables you to create a new person record.

1. A pop-up box will appear in the upper right-hand corner asking “**No matches found, create as new?**”.
2. Select **Yes**. A pop-up box will appear with a new ID.
 - a. If you select **No**, you will be returned to the GOAMTCH screen.
3. Click **OK**.
4. Navigate to the **SPAIDEN** page. You can continue entering the new person’s information follow the established Data Entry Standards.

Matching Status - Match

If an exact Match is found, the instructor and their data will display in the **Match** tab. Even though it shows as a match, take any extra steps you can to *ensure* this is the correct person. There is usually minimal data on instructors in SIMS so what may appear to be a match may actually not be.

It is possible to get both a *Match* and a *Potential Match* (both tabs will be highlighted). If this happens, **MAKE SURE** you have the correct person before proceeding.

1. Select the **Update ID** icon. The following data will update if it was entered in the **Data Entry** section:
 - Address and telephone if the type does not exist for the record.
 - A new sequence for the address will be created if the same type exists but the address information is different.
2. A pop-up box will appear acknowledging the updates. Click **Ok**. Return to SPAIDEN. You **MUST** enter a Citizenship Code on the Biographical tab.

Matching Status - Potential Match

The **Potential Match** tab will only be available if:

- Some of the fields match, but not all, or
 - Multiple records match exactly.
1. Review the data for each potential match. You can click the **Details** icon to view data about each highlighted person.
 2. Determine if the person is **New** or a **Match**. Follow the instructions above for the correct matching status.