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K. How to Search for Footnote Text Records

This function may be used to search for specific footnote text records or a group of footnote text records. One option for finding footnote text records is to use the "Find Which Footnotes" screen. The footnote text record returned is determined by the fields that you enter. The only field that must be entered to complete this option is To Institution. A second option is to retrieve the equivalency and use the Detail function key (F2) on the "Equivalency Detail" screen to find any footnote text record(s).

To perform a search select one of the following options:

Option 1: If you know the institution and footnote number:

1. Select the "Footnote Text" option from the Maintenance Menu. (Refer to "How to Use the Maintenance Menu" [Sect. A].)
2. On the "Find Which Footnotes" screen, enter information in the key field areas provided. (You may use Field HELP to retrieve a list of possible entries for a field. Refer to "How to Use Help" [Sect. B].) You may retrieve all footnote text records for a given institution in numerical order by entering the To Institution (Figure K-1). Or you may retrieve a specific footnote text record by entering data for all applicable fields (Figure K-2).
3. Press ENTER to start the search.

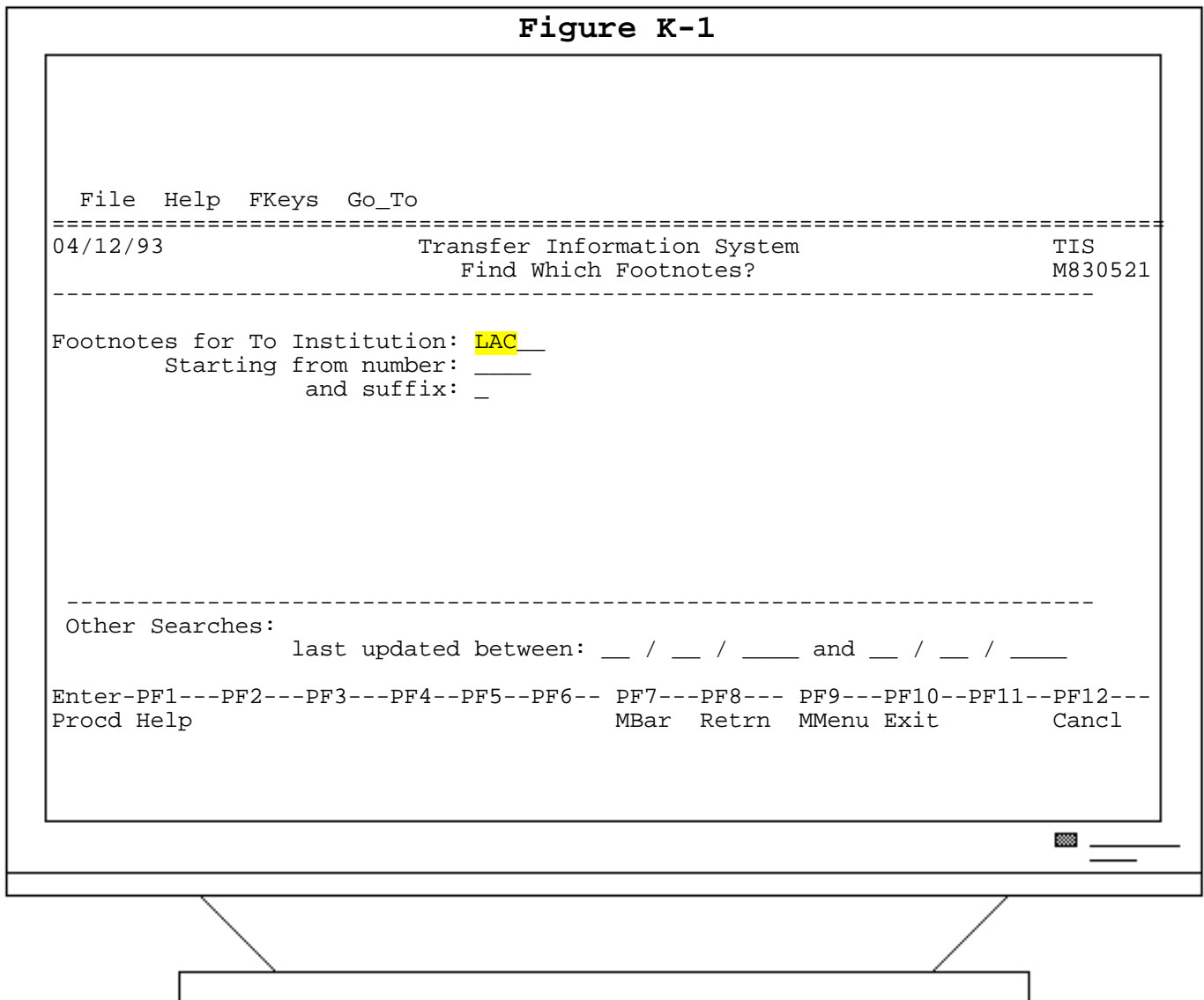
Option 2: If you know an equivalency that uses the footnote:

1. Select the "Course Equivalencies" option from the Maintenance Menu. (Refer to "How to Use the Maintenance Menu" [Sect. A] for help.)
2. Use the "Find Which Equivalency" screen and/or the "Equivalency List" screen to retrieve the equivalency you want. (Refer to "How to Search for Equivalencies" [Sect. C] for help in retrieving equivalencies.)
3. While on the "Equivalency Detail" screen, move the cursor to the appropriate footnote number and press the DETAIL function key (F2) (Figure K-3).
4. The "Footnote Text" screen will be returned. The requested footnote text record will be the first one listed on the screen (Figure K-4).

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FIGURES K-1 THROUGH K-4 SHOW TWO OPTIONS ON SEARCHING FOR FOOTNOTE TEXT RECORDS:

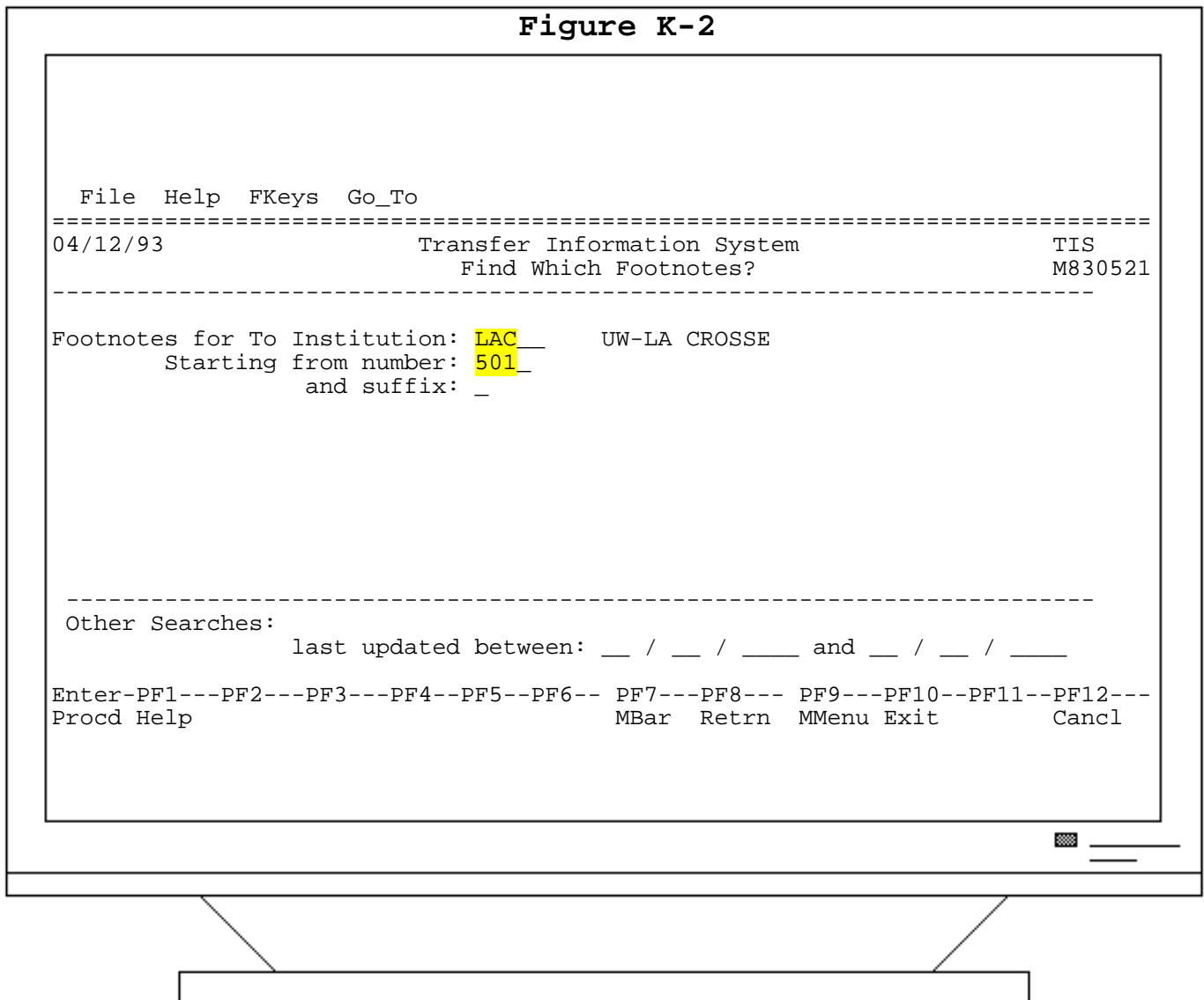
Figure K-1 shows how to retrieve all footnote text records at UW-La Crosse starting from the first record.



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Figure K-2 shows how to retrieve specific footnote text record #501 at UW-La Crosse.

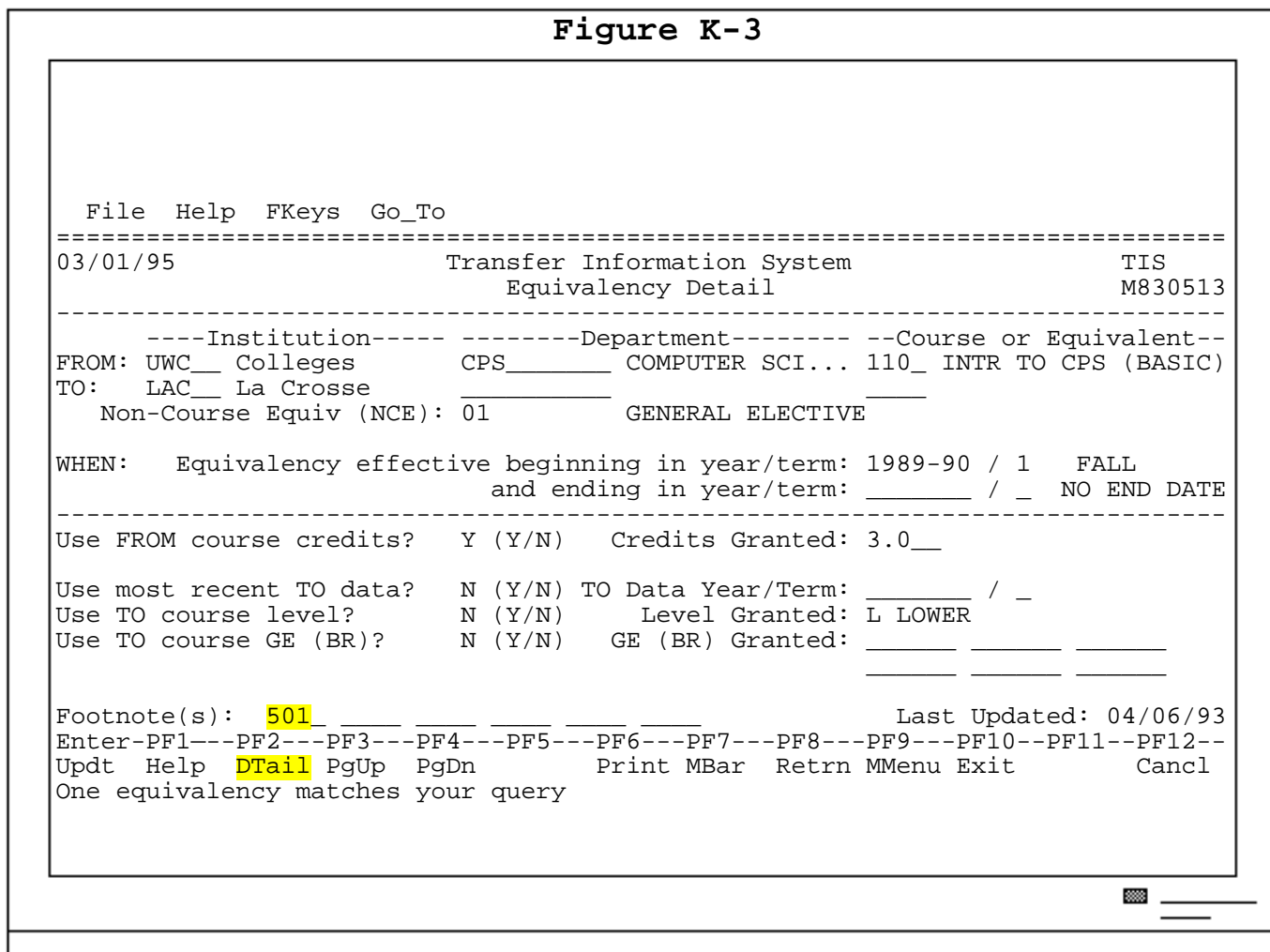
**Figure K-2**



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Figure K-3 shows how to retrieve footnote text record #501 at UW-La Crosse from the "Equivalency Detail" screen.

**Figure K-3**



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Figure K-4 shows footnote text records at UW-La Crosse beginning with footnote #501.

**Figure K-4**

