

# Talent Profile

Employee Self Service  
Maintaining and Updating  
Accomplishments

Version 1.0

Date: 05/2025



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Texas System**  
Office of Shared Information Services

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## Employees Maintaining and Updating Talent Profiles

Talent Profiles enable employees to provide details about their accomplishments to their organization via self-service. The Talent Profile allows employees access to view summary information about their own profile and make updates or additions to their profile. Through Manage Talent Profiles employees are engaged and encouraged to contribute to their profile to provide the most current information on their skills and accomplishments.

As an active participant, employees assist their organization in making decisions about promotions and advancement. Employees have the opportunity and the tool to maintain their current internal profile with their education, career interests, achievements, licenses and certifications and more. Having this information available provides managers and leaders the opportunity to plan and fill roles in the organization with identified talent.

During the OnBoarding process, much of the data regarding an employee's education and background are collected. However, not all of an employee's accomplishments are collected at this time.

**Note:** It is best practice for employees to review and update their Talent Profile annually; however, using the ESS Talent Profile pages provides employees the capability to update their skills and accomplishments as they acquire them.

### Talent Profile Sections

The Talent Profile has three main sections: General, Education, and Accomplishments.

#### General Section

This section contains options that are captured in the current New Hire OnBoarding process. However, for existing employees, some of the information in this section can be updated using the Personal Details Tile, while other options have been captured and updated by Human Resources. Once employees have access to this section, they can update or make changes if applicable.

General Page Options:

**Data Privacy Elections** – Data the employee selects to keep restricted.

**Document Acknowledgements** – Acknowledgements that Institutional Policies have been read.

**Relative Employed by UT** – Adding details on any Relative that is employed by UT.

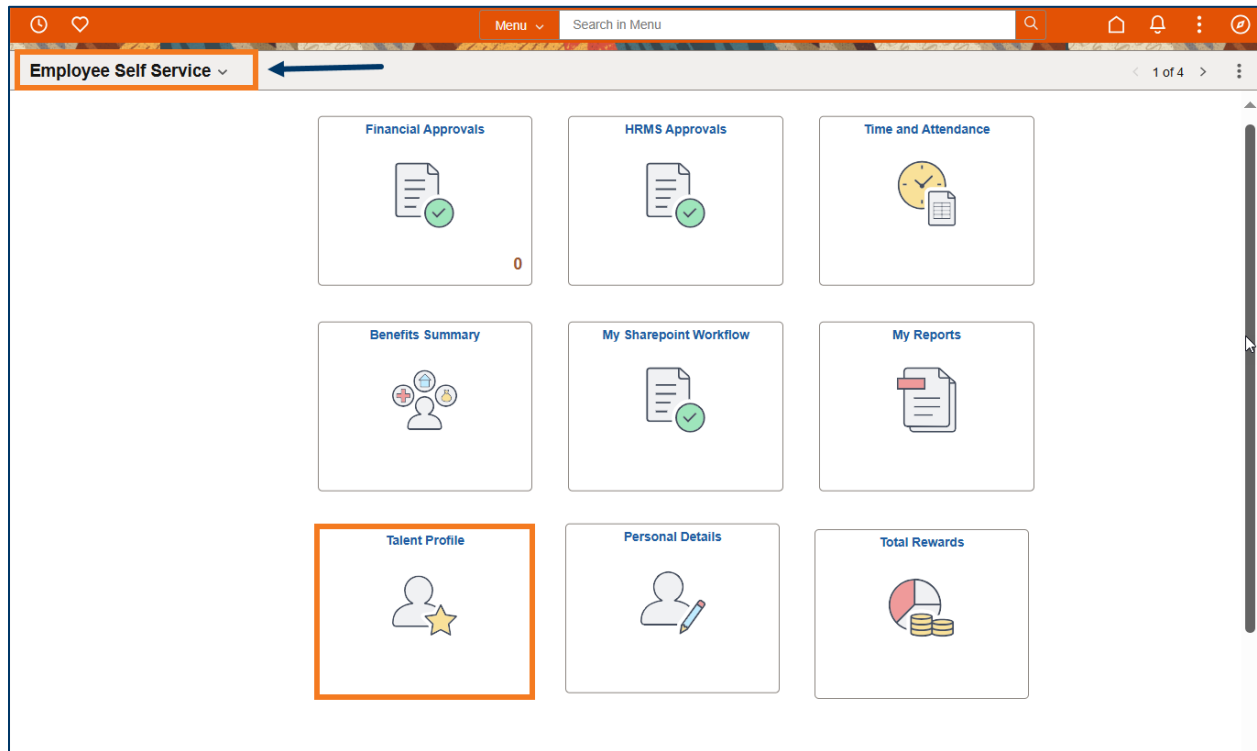
**Veteran Identification** – Adding or Updating an employee's veteran status.

**Current Location** – Adding a physical work location on Campus.

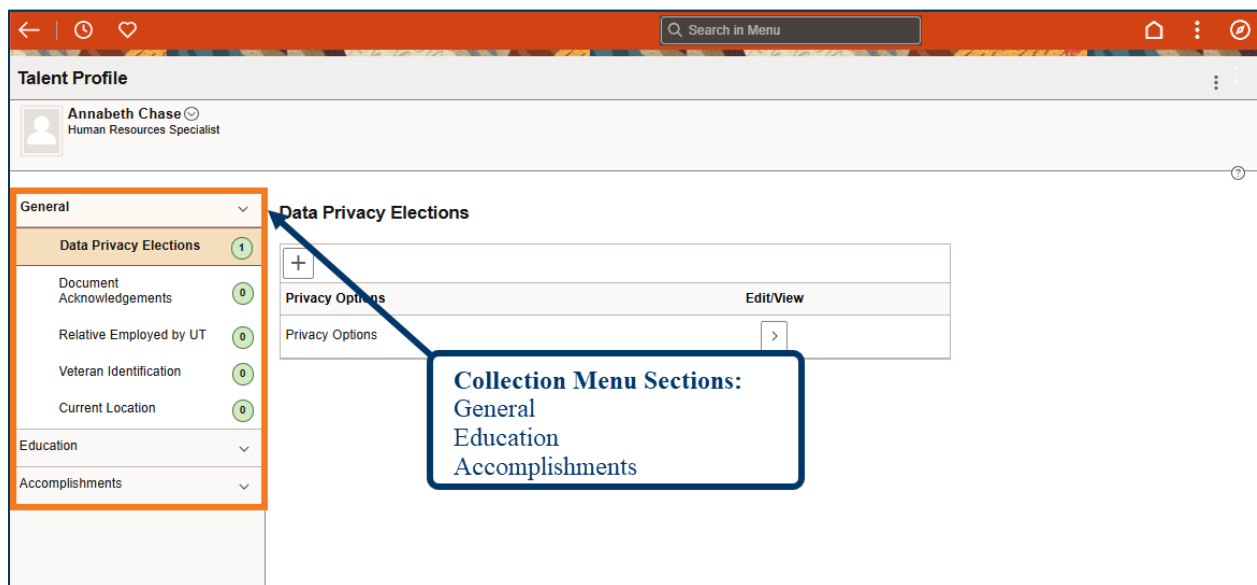


## Step 1 of 5 – Navigation


Navigate to the **PeopleSoft Employee Self Service Dashboard**. Once on the **Employee Self Service Dashboard**, click on the **Talent Profile Tile**.

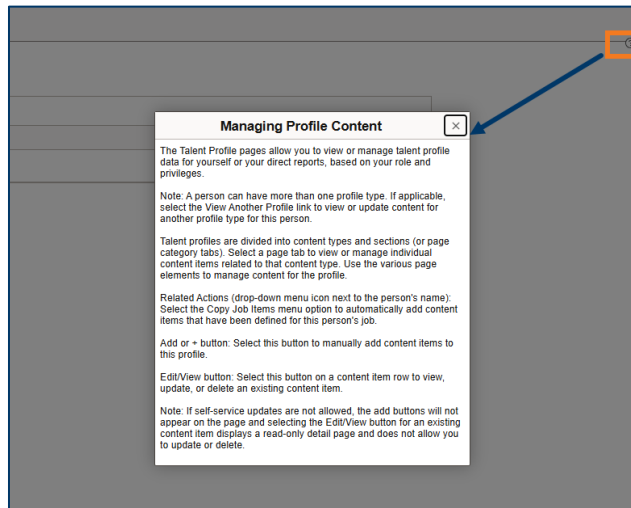
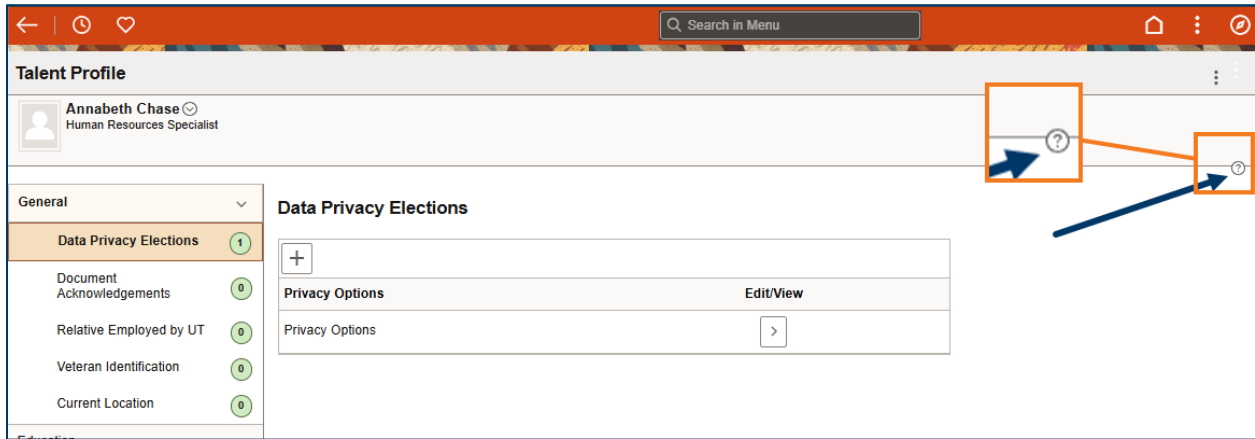


This opens the **Talent Profile**. The collection of pages is on the left hand side of the page.





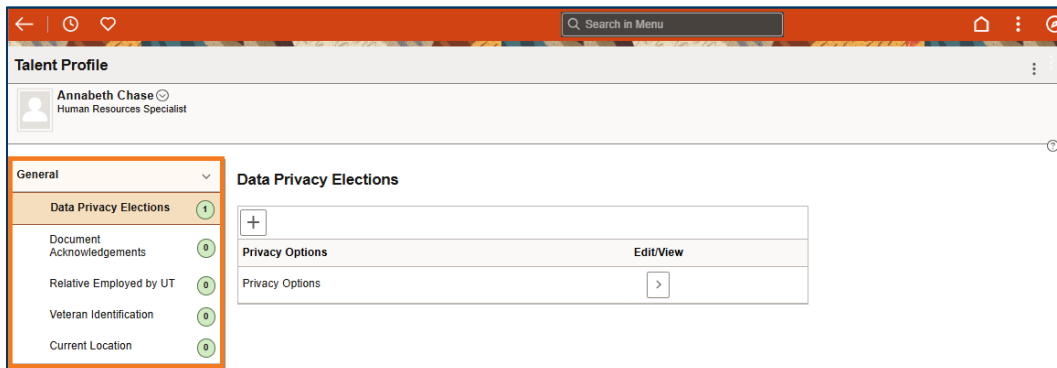
**Note:** The small question mark icon  on the right side of the page provides information about the content on the **Talent Profile** pages.



## Step 2 of 5 – General Section

This section may have been pre-populated through the OnBoarding Process for new hires or previously captured for existing employees.

Employees can review the page options in this section and make changes if needed.





### Step 3 of 5 – View/ Edit Existing Option

Click on the page link to review the information. If there is an option populated, click on the arrow under the **Edit/View** column.

The screenshot shows a web application interface for a 'Talent Profile'. The user is 'Annabeth Chase', a 'Human Resources Specialist'. On the left, a sidebar menu has 'Data Privacy Elections' highlighted with a green circle and the number '1'. The main content area is titled 'Data Privacy Elections' and contains a table with two columns: 'Privacy Options' and 'Edit/View'. The table has one row with the value 'Privacy Options' and a right-pointing arrow icon in the 'Edit/View' column, which is highlighted with a red box.

This opens the **Data Privacy Elections** that have been previously established.

The screenshot shows a modal window titled 'Data Privacy Elections'. It contains a table with two columns: 'Privacy Options' and 'Privacy Options'. The table has one row with the value 'Restrict SSN' and a checked checkbox in the second column. Below the table, there are checkboxes for 'Restrict Family Information', 'Restrict Emergency Contact', 'Restrict Home Address', and 'Restrict Phone Number', all of which are checked. A 'Delete' button is located at the bottom right of the modal. The modal is highlighted with a red box.



If the employee wants to remove the restriction or restrict a previously unrestricted item, they either uncheck or check the box beside the item.

Data Privacy Elections

\* Indicates required field

Privacy Options Privacy Options

Restrict SSN ☒ Yes

Restrict Family Information ☒

Restrict Emergency Contact ☐

Restrict Home Address ☒

Restrict Phone Number ☒

Delete

Save

Cancel

If making changes, click the **Save** button to close the box and update the selections. If no changes are needed, click the **Cancel** button to close the box and return to the page.

#### Step 4 of 5 – (If Needed) Adding an Additional Selection

If an additional selection is needed on one of the pages, click the **plus** button.

General

Data Privacy Elections

Document Acknowledgements

Relative Employed by UT

Veteran Identification

Current Location

Education

Accomplishments

Document Acknowledgements

Document Name Edit/View

Conflicts of Interest Policy

Standards of Conduct

The pop-up window opens. Enter the **Date** and click on the **magnifying glass** to open the **Lookup Table** for the values for the item. Select from the **Lookup** values.

Document Acknowledgements

\* Indicates required field

\*Date Completed 05/20/2025

\*Document Name

I have read statement/policy ☐

Save

Cancel

To close the pop-up window and save the data, click the **Save** button.

**Note:** The General pages pop-up windows have checkboxes. Employees need to read the statements beside checkboxes and check appropriate checkboxes if needed before saving the details.



### Step 5 of 5 – (If Needed) Delete Existing Option

If the employee would like to remove all the information for any page in any section of the **Talent Profile**, they can click the **Delete** button in the pop-up window.

A verification question appears. Click **Yes** to delete the selections and close the pop-up window.

**Note:** All pages in the General section can be viewed, edited, added to, and the information deleted if no longer applicable.

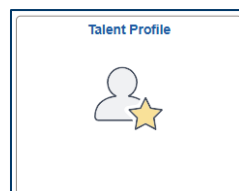
### Education Section

This Section contains two pages: **Highest Education Level** and **Degrees**.

For most employees, their Highest Education Level has been captured either by Human Resources or through the OnBoarding Process. If employees obtain additional education, i.e., degrees, secondary degrees, or advanced degrees, they are able to add them to their profile.

### Step 1 of 9 – Navigation

Navigation is the same for all of the **Talent Profile** options. Click on the **Talent Profile Tile** on the **PeopleSoft Employee Self Service Dashboard**.







Click on **Education** to open the **Education** section.

Talent Profile

Annabeth Chase  
Human Resources Specialist

General

Education

Highest Education Level

+

Education	Level	Edit/View
What is the highest education level you have achieved?		

## Step 2 of 9 – View Highest Education Level

This information may have been pre-populated through the OnBoarding Process for new hires or previously captured for existing employees.

To view the details, click on the arrow in the **Edit/View** column to open the **Highest Education Level** details pop-up window.

Talent Profile

Annabeth Chase  
Human Resources Specialist

General

Education

Highest Education Level

+

Education	Level	Edit/View
What is the highest education level you have achieved?		

In the pop-up window, review the information that is listed.

Highest Education Level

Cancel Save

Effective Date 03/17/2016 Add New Version

Education What is the highest education level you have achieved?

Details

Level G- Bachelor's Degree

Attachments

No attachments have been uploaded for this profile item.

Add Attachment

Delete

## Step 3 of 9 – Edit Highest Education Level

If changes need to be made to the Highest Education Level, click the **Add New Version** button.



A screenshot of a web form titled "Highest Education Level". At the top left is a "Cancel" button and at the top right is a "Save" button. The form contains the following fields: "Effective Date" with the value "03/17/2016" and a highlighted "Add New Version" button next to it; "Education" with the text "What is the highest education level you have achieved?" and a "Details" link below it; and "Level" with a dropdown menu showing "G- Bachelor's Degree". A note at the top right states "\* Indicates required field". Below the main form is a section titled "Attachments" with a downward arrow, containing the text "No attachments have been uploaded for this profile item.", an "Add Attachment" button, and a "Delete" button at the bottom.

This opens the **Add New Version** pop-up window. Enter the **Effective Date** for the change of the Education Level and click the **Continue** button to close the pop-up window.

A screenshot showing a pop-up window titled "Add New Version" overlaid on the "Highest Education Level" form. The pop-up has "Cancel" and "Continue" buttons at the top. It contains a single field labeled "Effective Date" with an orange border and a calendar icon on the right. The background form is dimmed.



The **Effective Date** has been updated. Click the **Level** drop-down arrow to select the new value from the options.

The screenshot shows a web form titled "Highest Education Level". At the top left is a "Cancel" button and at the top right is a "Save" button. The form contains the following fields:

- Effective Date:** 05/10/2025. A blue callout box with an arrow points to this field, containing the text "New Effective Date".
- Education:** What is the highest education level you have achieved?
- Level:** A dropdown menu is open, showing a list of options: A- Less Than High Sch, B- HS/GED, C- College - 30 hours, D- College - 60 hours, E- Associate's Degree, F- College - 90 hours, G- Bachelor's Degree (highlighted), H- Master's Degree, I- Professional Degree, J- Medical Doctorate, and K- PhD.
- Attachments:** A section with a "Details" link, a "No attachments have been uploaded" message, and an "Add Attachment" button.

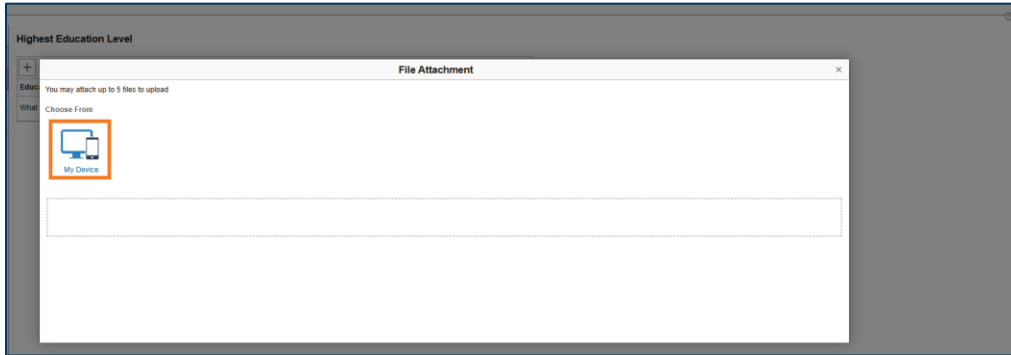
#### Step 4 of 9 – Add an Attachment

This section allows employees to upload attachment to support their selection like a copy of the diploma. To add an attachment, click the **Add Attachment** button.

This screenshot shows the same "Highest Education Level" form, but with the "Level" dropdown menu closed. The "Level" field now displays "H- Master's Degree". The "Add Attachment" button in the attachments section is highlighted with a red rectangle.

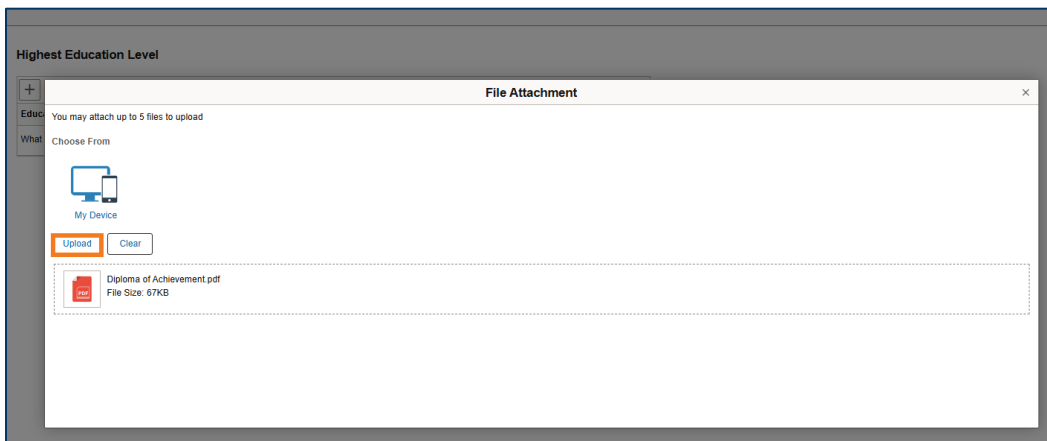


This opens the **File Attachment** pop-up window. Click on **My Device** to open the File Explorer on the employee's device.

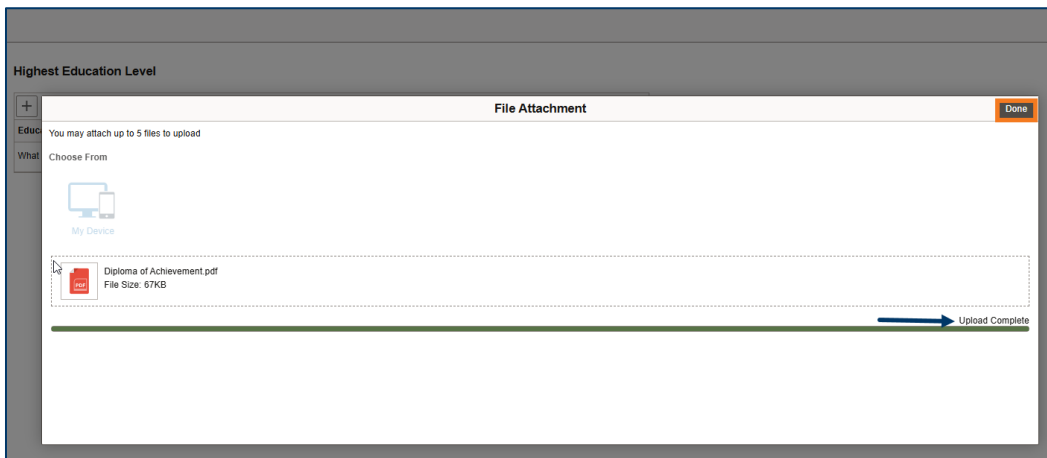


Select the document that is going to be attached. The document name appears in the **File Attachment** pop-up window below two new buttons: **Upload** and **Clear**.

Click the **Upload** button to add the attachment.



Once the **Upload** is **Complete**, click the **Done** button that appears in the top right corner of the pop-up window.





The **File Attachment** pop-up window closes and the **Attachment** appears below the **Attachments** section in the **Highest Education Level** pop-up window. An additional **Description** can be added as a reference to describe the attachment. The attachment can also be deleted.

The screenshot shows the 'Highest Education Level' pop-up window. The 'Attachments' section is expanded, showing a table with columns: File Name, Description, Attached On, and Action. A file named 'Diploma\_of\_Achievement.pdf' is listed with a description field and a 'Delete Attachment' button. A 'Save' button is highlighted in the top right corner of the pop-up window.

### Step 5 of 9 – Save the Edit on Highest Education Level

To save any edits that have been made to the **Highest Education Level**, click the **Save** button in the **Highest Education Level** pop-up window.

This closes the **Highest Education Level** pop-up window.

When changes are made to this information, a new column is added to the **Highest Education Level** Page: **View History**.

The screenshot shows the 'Talent Profile' page. The 'Highest Education Level' section is expanded, showing a table with columns: Education, Level, View History, and Edit/View. A 'View History' button is highlighted. A callout box explains: 'Employees can click on the icon in this column to view the history of changes. If changes need to be made in the future employees will need to follow the steps to Edit this information'.



## Step 6 of 9 – View or Edit Degrees

Click on the **Degrees** page. To view the information that is listed, click the arrow in the **Edit/View** column.

This opens the **Degrees** pop-up window. Employees can update the information for the **Degree** listed by using the magnifying glass icons next to the fields and making the selections from the individual **Lookup** tables. If there is no magnifying glass for the field, it is a free form text field.

If the employee has graduated and earned the degree, click the **Graduated** checkbox.

## Step 7 of 9 – Save the Edit on Degree

To save the edit to the Degree information, click the **Save** button, and the pop-up window closes.



## Step 8 of 9 – (If Needed) Add a Degree

To add Degree details, if there are none, click the **Add** button and complete the details in the **Degrees** pop-up window.

The screenshot shows a sidebar with a menu containing 'General', 'Education', 'Highest Education Level' (with a count of 1), 'Degrees' (with a count of 0 and highlighted in orange), and 'Accomplishments'. The main content area is titled 'Degrees' and displays the message 'No data exists.' Below this message is a blue 'Add' button, which is highlighted with an orange rectangle.

If there is a **Degree** listed, click on the **plus** button to open the Degrees pop-up window and complete the details.

The screenshot shows the 'Degrees' pop-up window with a table of existing degrees. A plus button (+) in the top left corner is highlighted with an orange box. The table has two columns: 'Degree' and 'Edit/View'. It lists 'Bachelor Degree' and 'Master of Arts', each with a right-pointing arrow in the 'Edit/View' column.

Degree	Edit/View
Bachelor Degree	>
Master of Arts	>

Enter the information and click the **Save** button in the **Degrees** pop-up window.

The screenshot shows the 'Degrees' pop-up window with a form for entering degree details. The form fields are: '\*Degree' (required, with a search icon), 'Country' (with a search icon), 'State' (with a search icon), 'School Code' (with a search icon), 'School Description', 'Field of Study Code' (with a search icon), 'Field of Study Description', 'Graduated' (checkbox), and 'Year Acquired'. A blue arrow points from the 'Save' button in the top right corner to the form fields. A legend indicates '\* Indicates required field'.



## Step 9 of 9 – (If Needed) Delete Existing Option

If the employee would like to remove all the information for any page in any section of the **Talent Profile**, they can click the **Delete** button in the pop-up window of any of the pop-up windows, answer **Yes** to the validation question, and the details are deleted.

## Accomplishments Section

Accomplishments are pages that capture specific work experience, skills, licenses and certifications, honors and awards, etc. Employees can update this section with the details as they acquire new skills or certifications.

### Accomplishments Page Options:

**Job Knowledge/Experience** – Employees select from a predetermined list of Job Knowledge and Experiences that have been set up and identify their years of experience.

**Supervisory Experience** – Employees can indicate the number of years of experience in a Supervisory role.

**Language Skills** – Employees can add language proficiencies to their profile by indicating the language, reading and speaking proficiencies.

**Licenses & Certifications** – Employees select from a predetermined list of Licenses and Certifications that have been set up by the Campus.

**Honor & Awards** – Employees select from a predetermined list of Honors and Awards that have been set up by the Campus.

**Special Projects** – This is the only free form text page where the employee enters a Description of the Special Project.

**Technical/Computer Details** – Employees select from a predetermined list of Technical and Computer Skills that have been set up by the Campus.

**Note:** There is a **Competencies** page, but the Campus must set up the **Competencies** list before an employee is able to add to this page.

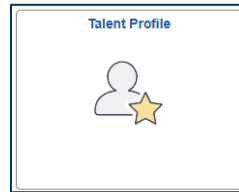
General	▼
Education	▼
Accomplishments	▼
Job Knowledge/Experience	0
Supervisory Experience	0
Language Skills	0
Licenses & Certifications	0
Honors and Awards	0
Special Projects	0
Competencies	0
Technical/Computer Details	0





## Step 1 of 5 – Navigation

Navigation is the same for all of the **Talent Profile** options. Click on the **Talent Profile Tile** on the **PeopleSoft Employee Self Service Dashboard**.



Click on **Accomplishments** to open the **Accomplishments** section.

**Talent Profile**

Annabeth Chase  
Human Resources Specialist

General  
Education  
**Accomplishments**  
Job Knowledge/Experience  
Supervisory Experience  
Language Skills  
Licenses & Certifications  
Honors and Awards  
Special Projects  
Competencies  
Technical/Computer Details

**Job Knowledge/Experience**

No data exists.

Add

## Accomplishments Page Details



### Additional Information:

! All **Accomplishments** pages have the same features. If the page does not contain any details, all pages have an **Add** button.

General  
Education  
Accomplishments  
Job Knowledge/Experience  
Supervisory Experience  
Language Skills  
Licenses & Certifications  
Honors and Awards  
Special Projects

**Job Knowledge/Experience**

No data exists.

Add



! If the page has an **Accomplishment** listed, use the **plus button** to add another item to the list for that option.

License/Certification	Edit/View
Professional in Human Resources	>

! **Language Skills** and **Licenses & Certificates** can be updated by adding a new **Effective Date**; these **Accomplishments** pages use the **Add New Version** button to update the **Effective Date** on the existing **Language** or **License & Certification**.

Language Skills

Cancel Add New Version Save

Evaluation Date 01/01/2010

Language Spanish

Details

Reading Proficiency 2 - Moderate

Speaking Proficiency 3 - High

Able To Translate ☒

Able To Teach ☐

Delete

! **ALL Accomplishments** page details can be deleted by clicking on the **Edit/View** column and clicking on the **Delete** button. Answer **Yes** to the validation question, and the details are deleted from the employee's **Talent Profile**.

Cancel Technical/Computer Details Save

Content Item ID SQL

Details

Experience Level 3 Years

Delete



## Step 2 of 5 – Add an Accomplishment

To add an **Accomplishment**, click on the page for the type of **Accomplishment** that is being added.

Click the **Add** button to open the pop-up details window for that **Accomplishment**.

The screenshot shows a sidebar menu on the left with categories: General, Education, and Accomplishments. Under Accomplishments, several options are listed: Job Knowledge/Experience (highlighted with an orange border and a green circle with '0'), Supervisory Experience (green circle with '0'), Language Skills (green circle with '0'), Licenses & Certifications (green circle with '0'), Honors and Awards (green circle with '0'), and Special Projects (green circle with '0'). The main content area is titled 'Job Knowledge/Experience' and displays the message 'No data exists.' Below this message is a blue 'Add' button enclosed in an orange rectangle.

When the pop-up window for the specific **Accomplishment** opens, click on the **magnifying glass** beside the field to open the predefined list to make selections.

The screenshot shows a 'Talent Profile' for Annabeth Chase, Human Resources Specialist. The sidebar menu is visible on the left. The main content area shows the 'Job Knowledge/Experience' section with a blue 'Add' button. A pop-up window titled 'Job Knowledge/Experience' is open, featuring a 'Cancel' button on the top left and a 'Save' button on the top right. The pop-up contains a required field labeled '\*Skills' with a text input box and a magnifying glass icon to its right. Below this is a 'Details' label. At the bottom of the pop-up is an 'Experience Level' dropdown menu. A note in the top right corner of the pop-up states '\* Indicates required field'.



The **Lookup** Table opens. Employees scroll through the list and click on the value that they are adding to their **Talent Profile**.

Content Item ID	Description
SKL001	Academic Services - General
SKL002	Accounting Services
SKL003	Administrative Support/General Clerical Work
SKL004	Advancement/Development Services
SKL005	Advertising Sales
SKL006	Alumni Affairs
SKL007	Application/System Development
SKL008	Architecture
SKL009	Athletic Coaching
SKL010	Athletic Facilities/Equipment Administration
SKL011	Athletic Marketing/Communications
SKL012	Athletic Training
SKL013	Audio Visual Technical Support/Maintenance
SKL014	Audit/Accounting Services
SKL015	Automotive Mechanic
SKL016	Budget Analysis/Operations
SKL017	Building Management
SKL018	Bursar/Dispersment Services

This closes the **Lookup** Table. Complete any other fields that are in the pop-up window.

! It is important to provide the **Experience Level** if that is one of the fields to select. This assists managers and leaders with valuable information in determining potential within their teams.

**Talent Profile**  
Annabeth Chase  
Human Resources Specialist

**Job Knowledge/Experience**  
No data exists.  
[Add](#)

**Job Knowledge/Experience**

\*Skills: Budget Development

Experience Level: 0 or None, 1 Year, 2 Years, 3 Years, 4 Years, 5 Years, 6 Years, 7 Years, 8 Years, 9 Years, 10+ Years



### Step 3 of 5 – Save the Details

Once the fields have been entered, click the **Save** button in the top right corner of the pop-up window.

This closes the pop-up window and adds the **Accomplishment** to the employee's **Talent Profile**. A green banner appears with a success message.



## Step 4 of 5 – (If Needed) Add Additional Items to Specific Accomplishments

Once one element has been added, a list box appears where employees can Edit/View the details.

To add another element to the Accomplishment, click the **plus button** above the list to open the pop-up details window.

Technical/Computer Details

Content Item ID	Experience Level	Edit/View
Convergent		>

Make the selections and click the **Save** button.

Technical/Computer Details

Content Item ID	Experience Level	Edit/View
Convergent		>

Technical/Computer Details

\*Content Item ID

Details

Experience Level

\* Indicates required field

Cancel Save



## Step 5 of 5 – Complete the Accomplishments Section

Employees continue adding **Accomplishments** until their Talent Profile is complete by clicking on the specific page under the **Accomplishments** section and following Steps 1 through 4.

**Talent Profile**

Annabeth Chase  
Human Resources Specialist

General  
Education  
Accomplishments  
Job Knowledge/Experience (1)  
**Supervisory Experience (0)**  
Language Skills (0)  
Licenses & Certifications (0)  
Honors and Awards (0)  
Special Projects (0)  
Competencies (0)  
Technical/Computer Details (0)

**Supervisory Experience**

No data exists.

Add

**Note:** Each pop-up window in the **Accomplishments** section has its own **Lookup** Table and requested details. Enter the information for each based on the selection made and the predefined values.

## Talent Profile Updated

When the employee completes the **Talent Profile**, they can click on the **Home** icon at the top right of the main banner and return to their Home Page.

**Talent Profile**

Annabeth Chase  
Human Resource Specialist

General  
Education  
Accomplishments  
Job Knowledge/Experience (1)  
Supervisory Experience (1)  
Language Skills (1)  
Licenses & Certifications (1)  
Honors and Awards (1)  
Special Projects (1)  
Competencies (0)  
**Technical/Computer Details (2)**

**Technical/Computer Details**

Content Item ID	Experience Level	Edit/View
Convergent		>
SQL		>

Return to the Employee's Home Page.



## Maintaining the Talent Profile

It is recommended that an employee's **Talent Profile** is reviewed and updated at least annually.

With employees' access to the **Talent Profile**, employees can update their **Accomplishments** as they acquire them giving the organization a more real-time view of their employees' potential.

To maintain the Talent Profile, employees navigate to the Talent Profile and edit existing values or add new experiences, skills, licenses & certificates, etc. to provide the most up to date snapshot of their profile.

### Using the Search Criteria in the Lookup Tables

Many of the **Lookup** Tables in the **Talent Profile** have numerous rows. Employees can narrow their search by using the **Search Criteria** section in the **Lookup** Table.

Click on the expansion arrow beside **Search Criteria** in the **Lookup** Table.

The screenshot shows the 'Talent Profile' interface for Annabeth Chase, Human Resource Specialist. The 'Technical/Computer Details' section is selected, and the 'Lookup' table is displayed. The table has two columns: 'Content Item ID' and 'Description'. The 'Search Criteria' section is expanded, showing a list of 300 rows. The first row is TC20001 with description 2D/3D Rendering. The table is scrollable, showing rows up to TC20018.

Content Item ID	Description
TC20001	2D/3D Rendering
TC20002	3Com
TC20003	3D Animation
TC20004	3D Graphics
TC20005	4M Token Ring
TC20006	4th Dimension
TC20007	4th Dimension (ACI US)
TC20008	68000 assembly language
TC20009	ACCELL
TC20010	ACCENTIR
TC20011	ACCOLADE
TC20012	AccPac
TC20013	ACF
TC20014	ACFL
TC20015	ACR/TPP
TC20016	Aerobat
TC20017	Aerobat Outlier
TC20018	ActiveX





A **Search Criteria** section opens. Employees can use the **Description** field to search for a value. Enter a description or the first 3 to 5 characters of the description and click the **Search** button.

The screenshot shows a 'Lookup' dialog box with a 'Search Criteria' section. The 'Content Type' is 'UT\_TED42', 'Content Item' is 'SQL', and 'Description' is 'SQL'. The 'Search Results' section shows a table with 300 rows.

Content Item %	Description %
TC20001	2D/3D Rendering
TC20002	3Com
TC20003	3D Animation
TC20004	3D Graphics
TC20005	4M Token Ring
TC20006	4th Dimension
TC20007	4th Dimension (AGI US)

This returns a smaller selection in the **Search Results**.

The screenshot shows the 'Lookup' dialog box with the 'Search Results' section. The 'Content Item' is 'SQL' and the 'Description' is 'SQL'. The 'Search Results' section shows a table with 5 rows.

Content Item %	Description %
TC20701	SQL
TC20702	SQL Assist
TC20877	SQL Plus
TC20703	SQLBase
TC20704	SQLWindows