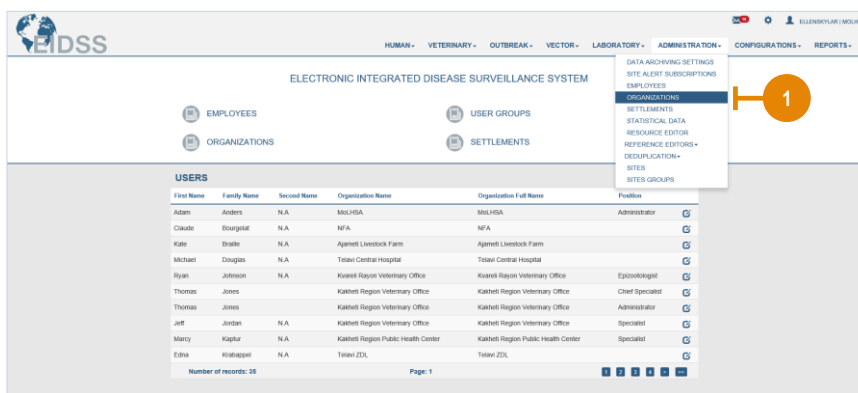


Search for an Organization Record

Pg. 1 of 1

An EIDSS user with the appropriate permissions can locate records in the database. This quick guide presents the steps to search for an organization record.

- From the **EIDSS Dashboard**, choose **ORGANIZATIONS** from the **ADMINISTRATION** drop-down menu. The **Organization** screen appears.



- Enter as much information as possible about the organization for which you are searching.

Tip 1: To return to the previous screen without saving entered information, click **Cancel**.

Tip 2: To delete entered information, click **Clear**.

The screenshot shows the Organization Search form. The form has several input fields: Organization Unique ID, Abbreviation, Organization Full Name, Specialization, Region, Rayon, Settlement, and Organization Type. There is a checkbox for 'Show Foreign Organizations'. The form is outlined with a red border and a number 2. Below the form are buttons for Cancel, Clear, Search, and Add. The Search button is highlighted with a red circle and a number 3. There are also labels T1 and T2 pointing to the Clear and Search buttons respectively.

- Click **Search**. The **Organization Search Results** appear displaying the organizations that match your search criteria.