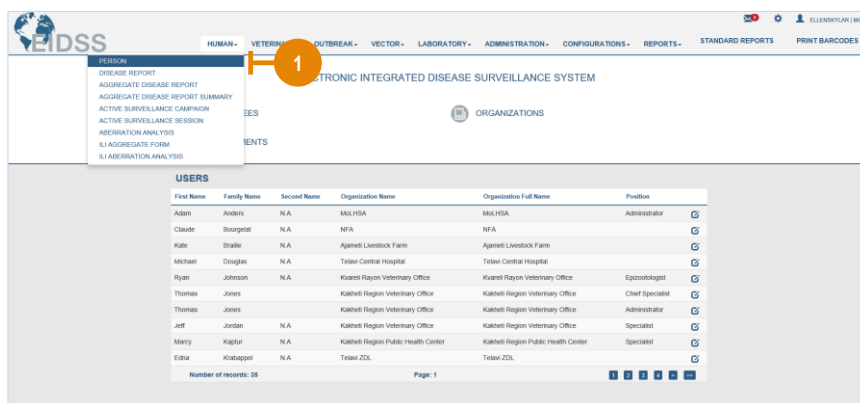


Search for a Person Record

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 a person record.

1. From the **EIDSS Dashboard**, choose **PERSON** from the **HUMAN** drop-down menu. The **Person** screen appears.



2. Enter as much information as possible about the person for whom you are searching. **Note:** Partial entry is acceptable for the **Person ID**, **First Name**, **Middle Name**, and **Last Name**.

Tip 1: To navigate to the desired date, click a **Calendar** icon and then the **Select Month > Select Year > Select Decade** bars at the top of the calendar.

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

The screenshot shows the 'Person' search criteria form. It includes fields for Person ID, Last Name, Date of Birth Range, Gender, Region, and Rayon. The form is titled 'Search Criteria' and has a 'Clear' button and a 'Search' button at the bottom.

Search Criteria

Person ID: [] -OR- Personal ID Type: [] Personal ID: []

Last Name: [Imnadze] First Name: [Tamuna] Middle Name: []

Date of Birth Range: From [] To []

Gender: [Female] T1

Region: [Tbilisi] Rayon: [Didube-Chughureti]

Clear Search T2 3

3. Click **Search**. The **Search Results** appear displaying the persons who match your **Search Criteria**.