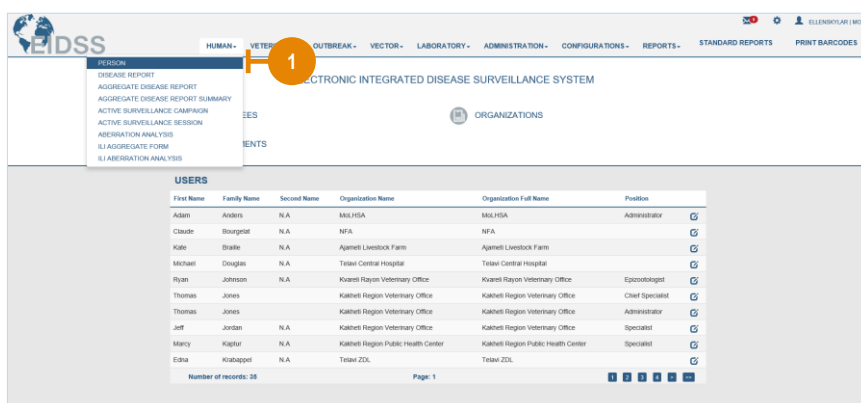


Edit a Person Record

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An EIDSS user with the appropriate permissions can revise records in the database. This quick guide presents the steps to edit 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 whose record you wish to edit. **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 the **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. The form has several fields for search criteria, including 'Person ID', 'Personal ID Type', 'Last Name', 'First Name', 'Middle Name', 'Date of Birth Range', 'Gender', 'Region', and 'Rayon'. The form is annotated with a red box around the search criteria fields, a red circle '2' next to the 'Personal ID' field, a blue arrow 'T1' pointing to the 'Gender' dropdown, a blue arrow 'T2' pointing to the 'Clear' button, and a red circle '3' next to the 'Search' button.

3. Click **Search**. The **Search Results** appear.

Edit a Person Record

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Tip 3: To revise the **Search Criteria**, click the **Show/Hide** icon, make the necessary changes, and click **Search**.

Tip 4: To view additional information, click the **Show/Hide** icon next to the desired record.

Tip 5: To return to the previous screen without saving entered information, click **Cancel**.

Person

Search Criteria T3

Search Results

| Person ID | Last Name | First Name | Personal ID | Personal ID Type | Date of Birth | Gender | Rayon | |
|----------------|-----------|------------|-------------|------------------|---------------|--------|-------------------|-----------------|
| PER19000000293 | Imnadze | Tamuna | HIMS-12345 | Unknown | 02/12/1980 | Female | Didube-Chughureti | T4 |

Number of records: 1 Page: 1

4

Cancel Add

T5

- Click the **Person ID** corresponding to the desired person. His or her **Person** screen appears.
- Click the **Edit** icon in the appropriate section. The chosen section appears.

Person

★ Indicates required information

Date Entered: 11/06/2019 Date Last Updated: 11/06/2019

Person Information T4

Person ID: PER19000000293

Personal ID Type: Unknown Personal ID: HIMS-12345

★ Last Name: Imnadze First Name: Tamuna Middle Name: R

Date of Birth: 2/12/1980 Age: 39 Years

Gender: Female

Citizenship: Georgian Passport Number: SV09784321

Person Address 5

Current Address

★ Region: Tbilisi ★ Rayon: Didube-Chughureti

Settlement Type: ALL Settlement:

Street: Sycamore St.

House: Building: Apt: 21

Cancel Submit

Edit a Person Record

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6. Make any necessary revisions.
7. Use the navigation menu to access and revise other sections as needed.
8. Click **Person Review**. All sections of the record appear.

Person

Indicates required information

Date Entered: 11/06/2019 Date Last Updated: 11/06/2019

Person Address

Current Address

Region: Tbilisi Rayon: Old Tbilisi

Settlement Type: ALL Settlement:

Street: Sycamore St.

House: Building: 200 Apt: 21

Postal Code:

Latitude (N.####): 41.69673 Longitude (E.####): 44.7964

Is there another address where this person can reside?

☐ Yes ☒ No

Person's Phone Number

Country Code and Number: 9950123345 Phone Type: Mobile

Is there another phone number for the person?

☐ Yes ☒ No

Cancel Previous Next

9. Review the revised information for accuracy.
10. Click **Submit**. A window appears confirming successful modification of the record.

Person

Indicates required information

Date Entered: 11/06/2019 Date Last Updated: 11/06/2019

Person Information

Person ID: PER1900000293

Personal ID Type: Unknown Personal ID: HIMS-12345

Last Name: Imnadze First Name: Tamuna Middle Name: R

Date of Birth: 2/12/1980 Age: 39 Years

Gender: Female

Citizenship: Georgian Passport Number: SV09784321

Person Address

Current Address

Region: Tbilisi Rayon: Old Tbilisi

House: Building: 200 Apt: 21

Postal Code:

Latitude (N.####): 41.69673 Longitude (E.####): 44.7964

Cancel Previous Submit