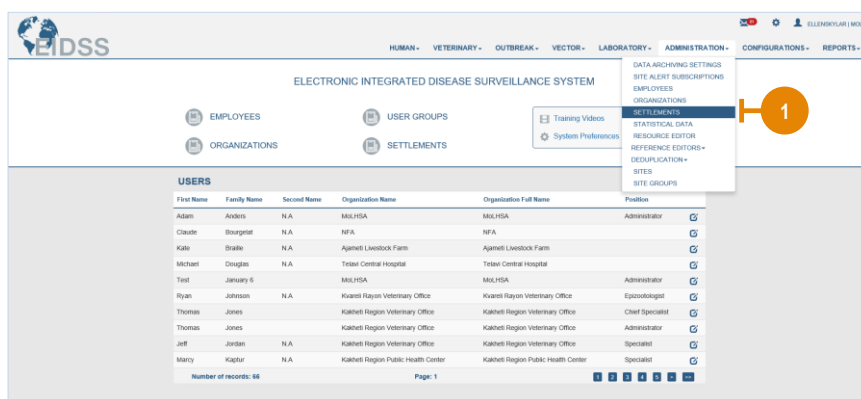


Search for a Settlement Record

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

1. From the **EIDSS Dashboard**, choose **SETTLEMENTS** from the **ADMINISTRATION** drop-down menu. The **Settlement** screen appears.



2. Enter as much information as possible about the settlement 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**.

3. Click **Search**. The **Search Results** appear displaying the settlements that match your **Search Criteria**.

The screenshot shows the Settlement Search Criteria form. It includes fields for Default Name, National Name, Settlement Type, Country, Region, Rayon, Settlement, Latitude, Longitude, and Elevation. The form is highlighted with a red border and a '2' next to it. Below the form are buttons for Cancel, Clear, Search, and Add. The Search button is highlighted with a red circle and a '3' next to it. The Clear button is highlighted with a red circle and a '2' next to it. The Cancel button is highlighted with a red circle and a '1' next to it.