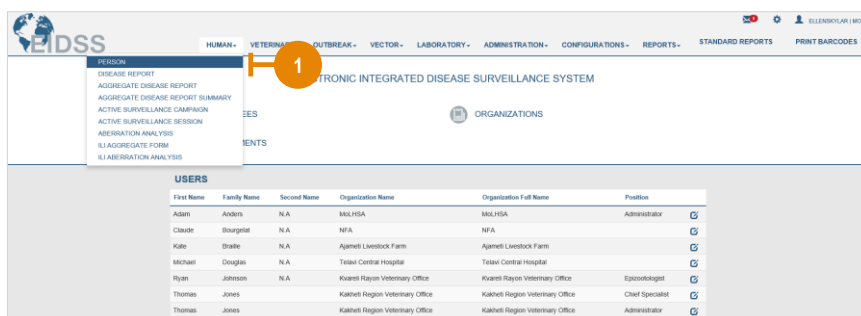


Enter a Person Record

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An EIDSS user with the appropriate permissions can create records in the database. This quick guide presents the steps to enter a person record.

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



2. Complete any field for the person whose record you wish to create.

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**.

3. Click **Search**. The **Search Results** appear. **Note:** Before proceeding, ensure that the record you wish to create does not already exist in the database.

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

Tip 4: To return to the previous screen without saving entered information, click **Cancel**.

4. Click **Add**. A blank **Person** screen appears.

Enter a Person Record

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- Complete the **Person Information** section. **Note:** Fields marked with a red asterisk are mandatory.
- Click **Next**. The **Person Address** section appears.

- Complete the **Person Address** section. **Note:** Any commas used when entering **Latitude** and **Longitude** will appear as periods once the record is saved. ⚠ If **Yes** is selected in response to **Is there another address where this person can reside?**, the section refreshes to reveal additional fields. ⚠ If **Yes** is selected in response to **Is there another phone number for the person?**, the section refreshes to reveal additional fields.

Tip 5: To quickly enter **Latitude** and **Longitude**, click the **Map** icon and click the appropriate location on the map that appears (choosing a location on the map will overwrite any **Latitude** and **Longitude** already entered).



Tip 6: The navigation menu allows you to access any section and displays a green checkmark next to each completed section.

Tip 7: To collapse the navigation menu, click the three lines at the top.

- Click **Next**. The **Person Employment/School** section appears.

Enter a Person Record

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- Complete the **Person Employment/School** section.  If **Yes** is selected in response to **Is this Person currently employed?**, the section refreshes to reveal additional fields.  If **Yes** is selected in response to **Does the Person currently attend school?**, the section refreshes to reveal additional fields.

- Click **Next**. The **Person** screen appears displaying all sections of the record.

- Review the information for accuracy.

Tip 8: To revise information, click the **Edit** icon in the appropriate section, make the necessary changes, and return to the **Person Review**.

- Click **Submit**. A window appears confirming successful entry of the record.

