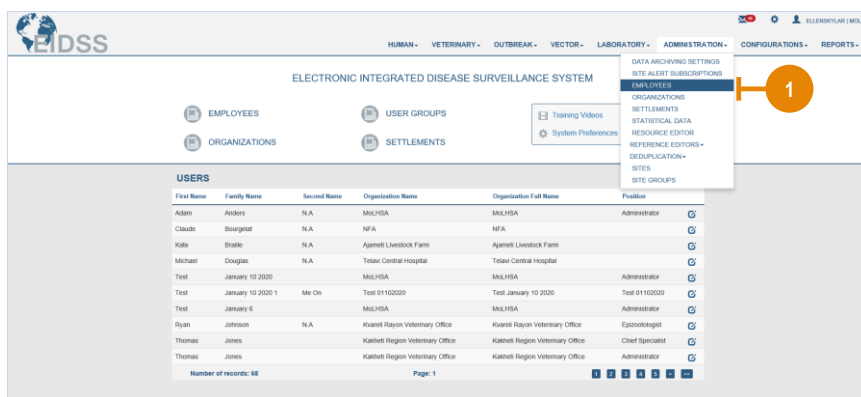


Search for an Employee Record

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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 an employee record.

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



- Enter as much information as possible about the employee for whom 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 Employee Search Criteria form. The form has fields for Position, Family Name, First Name, Second Name, Organization, and Unique Organization ID. The Position field is set to 'Epidemiologist'. The Family Name field contains 'Rustavelli', the First Name field contains 'Shota', and the Organization field is set to 'NCDC'. The form also has buttons for Cancel, Clear, Search, and Add. A red circle with a '2' callout is placed over the Search Criteria section, and a red circle with a '3' callout is placed over the Search button.

- Click **Search**. The **Search Results** appear displaying the employees who match your **Search Criteria**.