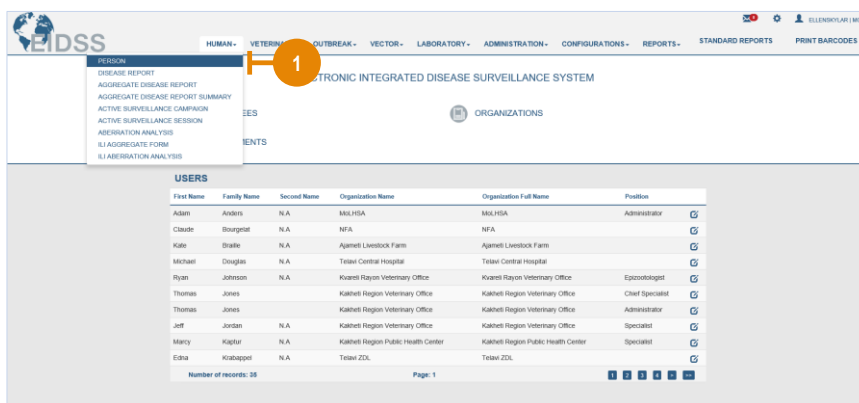


# Search for a Person Record

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. A red box highlights the search criteria section, which includes fields for Person ID, Last Name, Date of Birth Range, Gender, Region, and Rayon. A red circle highlights the 'Search' button. A 'Clear' button is also visible. Callouts '2', 'T1', 'T2', and '3' are present on the form.

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