

PER Auskunft

User manual

Classification

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1 Introduction

1.1 General information

This manual provides instructions for using «PER Auskunft», a web interface designed to search and display person records from the Abraxas suite's «Personenregister». Please note, that PER Auskunft only allows viewing person data; modifying the data is not possible.

1.2 Contact

If you have any questions or comments, please do not hesitate to contact us using the following contact details:

Phone:

+41 58 660 84 70

Mail:

einwohner@abraxas.ch

Service Portal (Ticketing System):

<https://servicenow.abraxas-tools.ch>

1.3 Purpose of this document

This manual provides all the necessary information for users to properly operate PER Auskunft and to respond appropriately in case of any issues. It serves both as a training tool for users and as support for their daily tasks.

INDICATION
Relevant information is highlighted in a framed textbox.

TIPS & TRICKS
Relevant tips and tricks are highlighted in a framed textbox.

1.4 Target audience

The target audience of this manual are English speaking bug bounty testers.

1.5 Change log

Version	Date	Changes
1.0		First publication

Table 1: Changelog of this manual

2. PER Personenregister

«PER Auskunft» relies on data managed by «PER Personenregister», where each individual is recorded only once per canton (state). Only residents are displayed in PER Auskunft. PER Personenregister does not allow direct user input; all changes are made through mutation messages sent by data providers, such as residents' registration offices.

3. Access to PER Auskunft

3.1 Permissions

Access rights for PER Auskunft are allocated via SECURE Connect at tenant level. The same user can be authorized for several tenants (e.g. Canton St.Gallen, KESB Region Toggenburg or the Municipality of Nesslau).

Permissions are assigned by the responsible administrator. The attributes of a person that are visible in PER Auskunft are dependent on the corresponding permissions and can vary depending on the roles assigned to the user.

The login is handled via the personal SECURE Connect user.

3.2 URL

PER Auskunft is accessible via the following URL: <https://sg.bbt.per.abraxas-apps.ch/auskunft/>

3.3 Login / Logout

3.3.1 Login

When launching PER Auskunft, the login screen appears, requiring the «SECURE Connect» username and password for access. Once logged in, the session remains active for twelve hours.



DE

abraxas

Willkommen bei ABRAXAS

Bitte melden Sie sich mit Ihrem Benutzernamen an.

Benutzername

Benutzername

Weiter

oder einloggen mit

Facebook Google Microsoft

Figure 1: Login screen of SECURE Connect to get into PER Auskunft

3.3.2 Logout

You can sign out by clicking the «SIGN OUT» button located in the top right corner of the user interface.



Figure 2: Logout feature of PER Auskunft

4. Tenant selection

Tenants represent either a single (political) municipality or a combination of several political municipalities («compound»). A composite represents either a regional association or an entire canton.

The selected tenant determines the group of persons that is accessible for the user. For example, a user of the tenant «Nesslau» is unable to access residents from «Ebnet Kappel», while a user of the tenant «Canton of St.Gallen» can see residents from both municipalities.

A user may be authorized for multiple tenants simultaneously. In such cases, the active tenant can be switched using the drop-down menu in the header. Upon re-login, the last used tenant is automatically preselected.

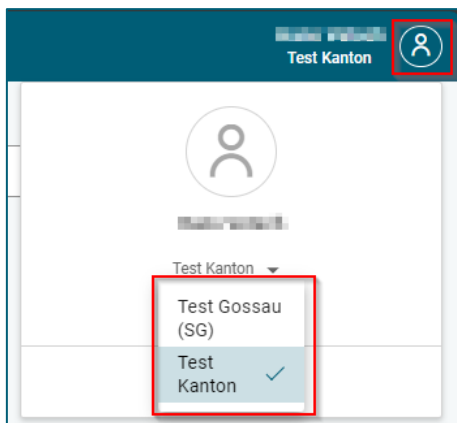


Figure 3: Tenant drop-down

5. Searching for persons

5.1 Search options and results

There are two search options in PER Auskunft:

- Quick search (full text search)
- Advanced search

The screenshot shows the 'PER Auskunft' search interface. At the top, there's a header with 'PER' and 'PER Auskunft' on the left, and 'Test Kanton' with a user icon on the right. Below the header, there are two tabs: 'Einfache Suche' (highlighted with a red box) and 'Erweiterte Suche'. To the right of these tabs is a checkbox labeled 'mit inaktiven Personen' and a dropdown menu for 'Zugehörigkeit' with 'Einwohner' selected. Below the tabs, there's a search bar with the placeholder text 'Suche über Personenfelder...' and a magnifying glass icon. To the right of the search bar are two buttons: 'SUCHEN' and 'EINGABE LÖSCHEN'.

Figure 4: Example of the given search options

Both methods present the search results in a list format. Clicking on an entry opens a new window with the detailed view of the selected person, while the original tab containing the results remains accessible.

The screenshot shows the 'PER Auskunft' search interface with search results. The 'Einfache Suche' tab is selected. The search bar contains 'Te*' and the 'SUCHEN' button is highlighted. Below the search bar, it says 'Gefundene Personen: 2'. There is a table with 11 columns: m/w, Name, Rufname, Allianzname, Geburtsdatum, Meldegemeinde, Strasse, Nr, PLZ, Ort, and Meldeverh. The table contains two rows of results.

m/w	Name	Rufname	Allianzname	Geburtsdatum	Meldegemeinde	Strasse	Nr	PLZ	Ort	Meldeverh.
♀	Test	Yuna	-	08.01.2000	Test St. Gallen TE	Paradiesstr.	2a	9000	St. Gallen	HWS
♂	Test	Jin	-	10.05.2000	Test St. Gallen TE	Paradiesstr.	2a	9000	St. Gallen	HWS

Figure 5: Example of a result list

Personal and address data on the result list:

App Term [Engl. translation]	Description
m/w [m/f]	Sex (displayed as an icon)
	Displays a lock symbol for persons with an active data lock.
Name [Official name]	Official name of the person as written in the resident register.
Rufname [Callname]	Call name of the person as written in the resident register.
Allianzname [Alliance name]	Alliance name of the person as written in the resident register.
Geburtsdatum [date of birth]	Date of birth of the person as written in the resident register.
Meldegemeinde [municipality of residence]	Active persons: <ul style="list-style-type: none">• Current municipality of residency Departure outside of the current state: <ul style="list-style-type: none">• Last municipality of residence before the departure.
Strasse, Nr, PLZ, Ort [Street, No., ZIP, City]	The current dwelling- or departure address of a person
Meldeverhältnis [residential status]	HWS – Main residence NWS – Secondary residence KWS – No main residence in Switzerland

Table 2: Personal and address data on the result list

5.1.1 Search for inactive inhabitants

The search for inactive persons requires a separate permission; the selector «mit inaktiven Personen» will not be displayed without having this permission. The selector controls whether inactive persons should be considered for the result list. The status of a person depends on the validity of the residence at the current date.

Without the permission, deceased, missing or departed persons will not be displayed in the result list.

The screenshot shows the 'PER Auskunft' search interface. At the top, there's a header with 'PER' and 'PER Auskunft' on the left, and 'Test Kanton' with a user icon on the right. Below the header, there are two tabs: 'Einfache Suche' (selected) and 'Erweiterte Suche'. To the right of these tabs is a checkbox labeled 'mit inaktiven Personen', which is highlighted with a red rectangular box. Further right is a dropdown menu labeled 'Zugehörigkeit' with 'Einwohner' selected. Below the tabs, there's a search bar with the placeholder text 'Suche über Personfelder...' and a magnifying glass icon. To the right of the search bar are two buttons: 'SUCHEN' and 'EINGABE LÖSCHEN'.

Figure 6: Search for inactive inhabitants

Inactive persons are displayed in a lighter font.

5.1.2 Historical search

The result list always displays the currently valid data values. If a user has the appropriate permissions, the search will also consider historical values.

The following variants are available for authorization:

- **No** historized data is considered.
- At most* the data from **the last three years** is considered.
- Potentially* **all** of the person's data is considered.

* Which data is considered also depends on the selected tenant. Even if a user with the tenant «Nesslau» in principle has access to a person's entire history, they effectively only have access to data recorded by their tenant.

5.1.3 Search returns more than 60 persons

The maximum number of search results is limited to 60 entries. If the search yields more than this number, an empty result list will be displayed along with a message indicating that more than 60 entries were found («Es wurden mehr als 60 Einträge gefunden»). Users will need to refine their search criteria accordingly.

5.1.4 Affiliation

The dropdown «Zugehörigkeit» can be used to select the type of person that should be searched for. Currently, «Einwohner» is the only possible selection, as additional person types are not supported by PER Auskunft.

5.2 Quick search («Einfache Suche»)

The quick search considers the following attributes:

- Name (official name, alias name, original name, name on foreign passport)
- First name (official first name, call name, alias call name, name on foreign passport)
- Date of birth
- Reporting municipality
- Street *
- House number *
- Zip code *
- Town *
- Residency
- AHVN13 (social security number)
- Person identifiers (Id's)

* The search only considers the dwelling address.

Additional requirements for the search criteria and the handling of special characters, placeholders and so forth are specified directly in the interface.

Using wildcards when searching for the AHVN13 or other identifiers is not permitted.

PER PER Auskunft

Test Kanton

Einfache Suche Erweiterte Suche ☐ mit inaktiven Personen Zugehörigkeit Einwohner

Einfache Suche

Suche über Personenfelder...

Beschreibung

- Eine Suchabfrage muss aus mindestens zwei Zeichen bestehen
- Umlaute und Sonderzeichen werden bei der Suche nicht berücksichtigt (Cisse = Cissé).
- Ein Fragezeichen "?" ersetzt ein einzelnes, nicht definiertes Zeichen (Me?er = Meier, Meyer, Meher, ...).
- Ein Stern "*" ersetzt mehrere undefinierte Zeichen und kann im gleichen Suchbegriff nur einmal verwendet werden (M*ier = Maier, Meier, Mautenstier, ...).
- Ein Fragezeichen darf an erster Stelle eines Suchbegriffs stehen, ein Stern nicht.

Figure 7: Searching for persons - Quick search

5.3 Advanced search («Erweiterte Suche»)

The following criteria can be used in the advanced search:

- Amtlicher Name (official name)
- Vorname(n) (first name and call name)
- Allianzname (alliance name)
- Geburtsdatum (date of birth)
- Strasse * (street)
- Hausnummer * (house number)
- Ort * (town)
- Meldegemeinde (reporting municipality)
- Versichertennummer (AHVN13; social security number)
- Weitere Identifikatoren, z.B. Zemisnummer (additional person identifiers)

* The search only considers the dwelling address.

Additional requirements for the search criteria and the handling of special characters, placeholders and so forth are specified directly in the interface.

Using wildcards when searching for the AHVN13 or other identifiers is not permitted.

Regardless of a user's permission, all search fields are always being displayed. However, the search only considers the authorized attributes of a user.

PER PER Auskunft Test Kanton

Einfache Suche **Erweiterte Suche** ☐ mit inaktiven Personen Zugehörigkeit: Einwohner

Personalien

Name: Vornamen: Allianzname: Geburtsdatum: SUCHEN EINGABE LÖSCHEN

Wohnadresse

Strasse: Hausnr.: PLZ: Ort: Meldegemeinde:

Personenidentifikatoren

AHVN13: Weitere Identifikatoren:

Beschreibung

- Suchkriterien vom Typ "Personenidentifikatoren" dürfen alleine gesucht werden, die restlichen Suchkriterien müssen mit mindestens einem weiteren Feld kombiniert werden.
- Umlaute und Sonderzeichen werden bei der Suche nicht berücksichtigt (Cisse = Cissé).
- Ein Fragezeichen "?" ersetzt ein einzelnes, nicht definiertes Zeichen (Me?er = Meier, Meyer, Meher, ...).
- Ein Stern "*" ersetzt mehrere undefinierte Zeichen und kann im gleichen Suchbegriff nur einmal verwendet werden (M*ier = Maier, Meier, Mautenstier, ...).
- Ein Fragezeichen darf an erster Stelle eines Suchbegriffs stehen, ein Stern nicht.

Figure 8: Searching for persons - Advanced search

5.4 Persons with data lock

Persons with a currently active data lock are marked with a «lock symbol» in the result list. The behavior varies depending on the type of lock and the user's permissions.

Persons with an address lock:

- If the user does not have the corresponding permissions, the person is being treated as if having no address and thus cannot be found when searching for an address.
- If the person has been found when searching for other attributes, the person is displayed in the result list without an address.

Persons with a full data lock:

- Without the required permissions, the person will not be displayed in the result list.

The current value for the data lock is displayed in the frame «Zusatzdaten» in the detail view of a person. Possible values are:

- Adresssperre vorhanden (active address lock)
- Auskunftssperre vorhanden (active full data lock)

6. Display of detail view

In the detail view of a person, all attributes are displayed, regardless of the user's permissions. This view is static, showing all possible fields in a fixed order. If a user lacks authorization for a specific attribute, the message «ZUGRIFF GESPERRT» (access denied) will appear. For authorized attributes with no available value, a dash '-' will be displayed.

Namen	
Name	Arryn
Vornamen	Lysa
Rufnamen	Lysa
Allianzname	-
Name Pass	-
Lediger Name	-
Anderer Name	-
Alias Name	-

Merkmale	
Status	Aktiver Einwohner
Geschlecht	weiblich
AHVN13	-
Geburtsdatum	04.05.1977
Geburtsort	Nyon VD
Geburtsland	Schweiz
Heimortort	Montmelon (Clos du Doubs) JU
Bürgerrecht gültig ab	-
Konfession	Evangelisch-reformierte Kirche / Protestantische Kirche

Heimat / Bewilligung	
Einreisedatum	-
Ausländerkategorie	-
Gültig bis	-
Staatsangehörigkeit	Schweiz
Staatsang. Status	Staatsangehörigkeit bekannt
Meldegemeinde	TODO

Zivilstand	
Zivilstand	verheiratet
Zivilstandsdatum	04.04.2004
Trennung	-
Trennungsdatum	-
Auflösungsgrund	-

Eltern	
Name Elternteil 1	-
Name Elternteil 2	-

Zusatzdaten	
Todesdatum	-
Verschollendatum	-
Korrespondenz	de
Stimmverzicht	-
Sperte	-

Figure 9: Detail view of a person

Inactive persons have a corresponding entry in the «Status» field. A person is considered inactive in the following cases:

- Deceased
- Missing
- Moved away (if moving out of the canton)

6.1 Accessing historical and future entries

By default, PER Auskunft always displays the currently valid values. However, users have the option to view entries with different reporting dates. The available date range is determined by the user's permissions and can encompass both past and future dates.

PER

PER Auskunft

Test Kanton

Arryn Lysa, 04.05.1977

AKTUELL

Namen

Merkmale

Heimat / Bewilligung

Figure 10: Display per reporting date

History

Die Anzeige von Personen kann auf einen beliebigen Stichtag gesetzt werden.

aktuell

per Stichtag

24.03.2024

×

ABBRECHEN

OK

Figure 11: Display per reporting date – Date selection

6.2 Residential status (Meldeverhältnisse)

The table displays an arranging of all residence data entries that a user is allowed to access according to his permissions.

Meldeverhältnis								
Art	Zuzugsdatum ↓	Umzugsdatum	Wegzugsdatum	Meldegemeinde	Adressdaten	Wohnungsdaten	Zuzug von	Wegzug nach
HWS	15.05.2020	-	-	St. Gallen SO	Kalkofenweg 5 9015 St. Gallen	Privathaushalt Partene, inkl. Hochpartene 4 Zimmer	Oberdorf (SO) SO	-

Figure 12: Overview of the residential status

The arranging contains the following attributes.

App Term [Engl. translation]	Description
Art [type]	Type of the residence: HWS – Main residence NWS – Secondary residence KWS – No main residence in Switzerland
Zuzugsdatum [date of arrival]	Date of arrival in the reporting municipality
Umzugsdatum [moving date]	Moving date for a move within the reporting municipality
Wegzugsdatum [departure date]	Departure date from the reporting municipality
Meldegemeinde [reporting municipality]	Official name and cantonal abbreviation of the reporting municipality
Adressdaten [address data]	Latest dwelling address for the residence data
Wohnungsdaten [housing data]	Floor, location & number of roofs of the appartement according to GWR
Zuzug von [move in]	Move in from Switzerland: place of departure and cantonal abbreviation Move in from abroad: Town, country
Wegzug nach [move out]	Move out domestic: Place of departure and cantonal abbreviation Move out abroad: Town, country In both cases: departure address

Table 3: Description of the screen «Meldeverhältnis».

6.3 Family («Familie»)

Only persons which are accessible to the user will be displayed. The following relationships will be considered:

- Spouse (both marriage & partnership)
- Parents
- Foster parents
- Children

Familie														
m/w	Rolle	Name	Vornamen	Allianzname	Ledigname	Aliasname	Geburtsdatum	Zivilstand	Staatsangehörigkeit	Wohnadresse	Zustelladresse	Sorgerecht	Detail	
♀	Ehepartner	Arlyn	Lysa	-	-	-	04.05.1977	verheiratet	Schweiz	Kalkofenweg 5 9015 St. Gallen	Abraxas Informatik AG Neue Strasse 80 Postfach 93 9000 St. Gallen, CH	-	Detail	
♂	Sohn	Arlyn	Robert	-	-	-	01.01.2019	ledig	Schweiz	Kalkofenweg 5 9015 St. Gallen	-	Keine elterliche Sorge oder nicht abgeklärt	Detail	

Figure 13: Overview of the screen «Familie»

The following data will be displayed for family members:

App Term [engl. translation]	Description
m/w [m/f]	Sex (displayed as an icon)
Rolle [Role]	Type of relationship
Name [official name]	Official name
Vornamen [call name]	Call name
Allianzname [alliance name]	Alliance name
Ledigname [original name]	Original name
Aliasname [alias name]	Alias name
Geburtsdatum [date of birth]	Date of birth
Zivilstand [marital status]	Marital status
Staatsangehörigkeit [nationality]	Nationality
Wohnadresse [residential address]	Active residence: dwelling address Inactive residence: departure address
Zustelladresse [delivery address]	Contact address Only entries that are currently valid and were recorded by the municipality from where the «Wohnadresse» (residential address) is located are being displayed.
Sorgerecht [custody]	Type of parental care for a child.
Detail [detail]	Opens the relationship partner in a new tab when clicked.

Table 4: Description of the screen «Familie»

6.4 Guardianships («Beistandschaften»)

The list of a person's guardian that a user can access is based on his permissions. Only currently valid relations are being displayed.

- If a guardian exists in PER Personenregister but the user is not allowed to access the person, only the relationship will be displayed. In the column «Name», the text «Kein Zugriff auf Beziehungspartner» (no access to relationship partner) will be displayed.
- If a guardian does not exist in PER Personenregister, only the relationship will be displayed. In the column «Name», the text «Beziehungspartner unbekannt» (relationship partner unknown) will be displayed.

Beistandschaften					
m/w	Rolle	Name	Vornamen	Adressdaten	Detail
♀	Beistand	relationships Meldewesen	Beziehungspartner	- - -	

Figure 14: Overview of guardianships

The following information of guardians are visible in PER Auskunft:

App Term [Engl. translation]	Description
m/w [m/f]	Sex (displayed as an icon) No entry, if the guardian is a legal person.
Rolle [role]	Type of relationship
Name [official name]	Natural person: official name Legal person: legal name
Vornamen [call name]	Natural person: call name Legal person: empty
Adressdaten [address]	Natural person: dwelling address Legal person: business address
Detail [detail]	Opens the guardian in a new tab when clicked.

Table 5: Description of the screen «Beistandschaften»

6.5 Household («Haushalt»)

The household overview is separated into two charts:

- Haushalt Wohnadresse (main residence & no main residence in Switzerland)
- Haushalt Nebenwohnsitz (secondary residence)




Haushalt Wohnadresse									
m/w	Name	Vornamen	Allianzname	Aliasname	Geburtsdatum	EGID	EWID	Haushaltstyp	Detail
♂	Arryn	Jon	-	-	07.04.1943	2364586	1	Privathaushalt	
♂	Arryn	Robert	-	-	01.01.2019	2364586	1	Privathaushalt	
♀	Arryn	Lysa	-	-	04.05.1977	2364586	1	Privathaushalt	

Figure 15: Overview of household

The charts require separate authorization and lists all persons sharing the same household ID as the current person. Only those persons the user is authorized to access will be displayed.

The following data will be displayed for household members:

App Term [Engl. translation]	Description
m/w [m/f]	Sex (displayed as an icon)
Name [official name]	Official name
Vornamen [call name]	Call name
Allianzname [alliance name]	Alliance name
Aliasname [alias name]	Alias name
Geburtsdatum [date of birth]	Date of birth
EGID	Federal building identifier
EWID	Federal housing (appartement) identifier
Haushaltsart [houshold type]	Type of household according to the «Merkmalskatalog»
Detail [detail]	Opens the household partner in a new tab when clicked.

Table 6: Description of the screen «Haushalt»