Overview

From any form where you are asked to enter a Person ID you can do a person search if you do not already know the ID. This document provides instructions on performing that search.

Person Search

Access the Person Search form from within another form by clicking the arrow next to the ID field.

You will be taken to the following form:

You can enter part of a name with a wildcard (%). For example, if you were looking for the name Reggie Registrar, you may enter Regist% in the Last Name field and Reg% in the First Name field.

After executing the query the people who match your search will be displayed in the form:
Perform a Person Search

To see more information about one of the people in the list before deciding to select them follow the screen shots below:

First: Click the ID of the person you want to see more details on.

Second: Click Options

Third: Click "Search and Display More Detail"

Enter additional information (if desired) to search on in the form below, or remove some of the information. For example, if I want to see more information on all three of the people from the above list I would delete the first name in the screen shot below before clicking Execute Query:
Perform a Person Search

If you have more than one person in your list after executing this query you can click each ID to have the rest of the form display the information for that particular person.

Click Execute Query to run the query below

Click Exit to be returned to the previous form where you will then click the person you want and then click Select to work with them on the form that you originally started from.
Person Search (alternate method)

On any form where the ID field is followed by the name field (see image below), you may search for a new person by deleting the ID currently in the ID field then tab or click in the Name field to the right of the ID field. Search for the person by typing the person’s last name, first name middle initial or part of it with the % wildcard then press tab.

ID: ▼ Train, T%  

If you enter a name that has multiple matches then an extended search window will pop-up (see image below). Click on the down arrow on the Results field then click on the person you want.
Person Search Form direct access

If you only wish to find a person’s ID # without working on them on another form you can go directly to the Person Search form by typing SOAIDEN in the Go To… field and pressing Enter on your keyboard.