



Governors

Searching for a Person

1. Select **Governors** from the primary navigation bar to display the **Person Search** page.
2. Enter a value for one or more search criteria:

- a. Enter the first two or more characters of **Name** (any name field).
- b. Select **Gender** or **Date of Birth**.
- c. Enter the first three or more characters of **Post Code**.
- d. Click the browse button to select a **Base Name**.
- e. Enter one or more characters of **Person ID**.
- f. Select **Deceased** status.
- g. Select the **'Sounds Like' Search** check box to include names that sound like the name entered.
- h. Select the **Include Name History** check box to include people with the name entered in their name history.
- i. Select the **Is Governor** check box to include only people who are governors.
- j. Select the **Is Active** check box to include only people with a status of **Active**.

3. Click the **Search** button to display the **List of People** matching the search criteria.
4. If required, sort the list by clicking a column heading.
5. If required, filter the list as follows:
 - a. Click the filter button on a column heading to display the filter dialog.

- b. Select the check box adjacent to a value to display matching records.
Alternatively, select a phrase from the **Show rows with a value that** drop-down and enter a value in the box.
- c. Click the **Filter** button to display the filtered **List of People**.

6. Select the person you are looking for, then click the **Show Person Details** button to display the **Person Details** page.

Show Person Details

Show Governor Details

Related Reference Guides:

- **Governors Primary Navigation**
- **Governors Person Details**

If the person is a governor, click the **Show Governor Details** button to display the **Governor Details** page.