



Online CSS People Person Search

The **Person Search** facility enables you to search for and select a person record from the One database. The **Person Search** opens from the top of most pages in One v4 online. It also opens as a separate window when you are asked to select a person, e.g. when linking people to activities or involvements. You cannot create a new person in One v4 online.

Searching for a Person

To perform a quick search for a person by name, enter at least two characters in the **Search Person** field, then click the **Enter** button on the keyboard.

To search for a person using additional details, click the **Search** icon to open the **Person Search Filters** dialog.



Person Search Filters

To search for a person, enter data into any of the following fields, then click the **Search** button.

Enter at least 2 characters from the start of any **Family Name**, **Given Name** or **Chosen Name**.

Select the **Gender** from the drop-down list.

Enter the **Person ID**.

Click the **Calendar** button to select a **Date of Birth**.

Enter the **Postcode**.

Click the **Base Name** button to display the **Base Search** dialog, then select a base.

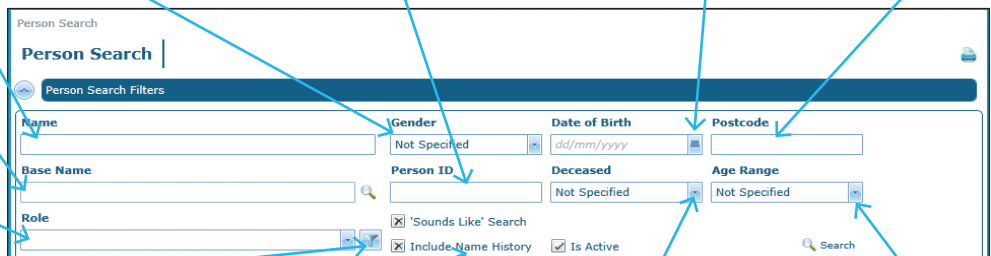
Select a **Role** from the drop-down list.

Click the **Role Type** button to select a role type. A check box displays to select if the role is **SEN Only**.

Select the **Sounds Like Search**, **Includes Name History** and **Is Active** check boxes, if required.

Select the **Deceased** status from the drop-down list.

Select the **Age Range** from the drop-down list.



Person Search Results

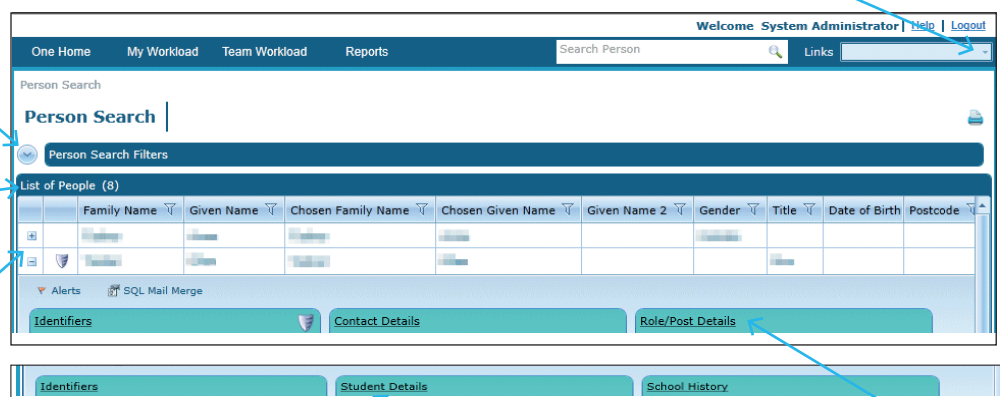
You can open more than one row to check the details of one record against another. You cannot select a person from these search results.

Highlight a record, then click the **Links** drop-down arrow to access the following areas: Activities, Communication Log, Equipment, Involvements, Social Network, Hearing and Visual Impairment.

Click the arrow button to open and close the **Person Search Filters**.

The number of records displays on the **List of People** browse.

Click the **plus** icon to expand the record and view the details. Click the **minus** icon to close the record.



A student record displays **Identifiers**, **Student Details** and **School History** information.

A person record displays **Identifiers**, **Contact Details** and **Role/Post Details** information.

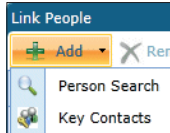


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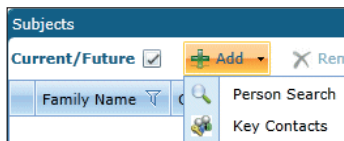
Adding a Person

The **Person Search** browse can be accessed from the following areas:

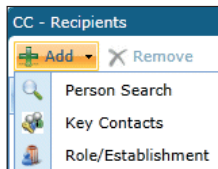
- Linking a person to an activity.



- Adding a subject or a person to an involvement.



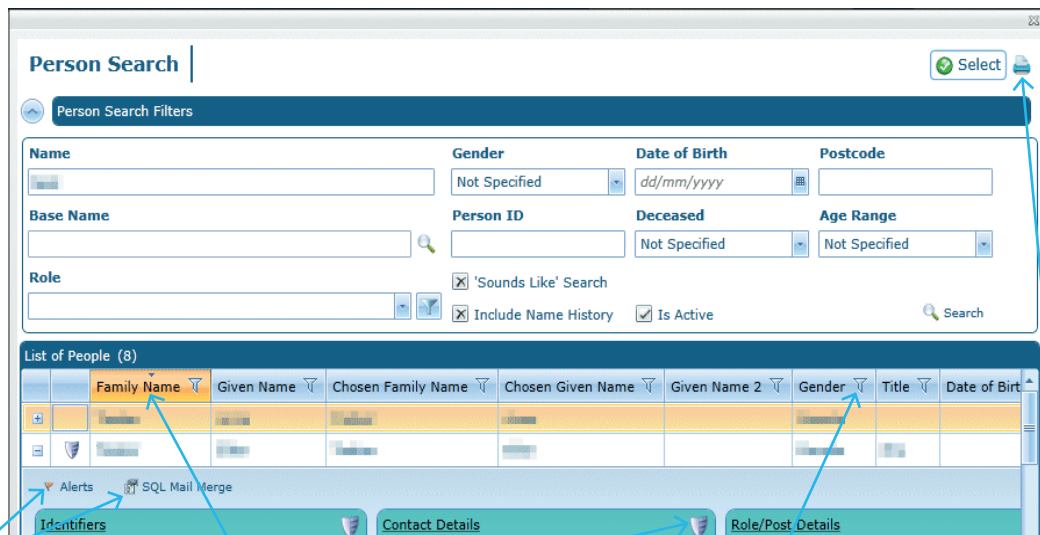
- Adding a person to a new or follow-up communication log item.



Related Reference Guides:

- RG_Online_CSS_People_Person_Student Details
- RG_Online_Administration_SQL Mail Merge
- RG_Online_Common_Alerts_SQLMM
- RG_Online_Common_Buttons_Icons
- RG_Online_Common_Filters_Print

1. Click the **Add** button to display the drop-down list.
2. Click the **Person Search** button to display the **Person Search Filters** dialog.
3. Enter data into one or more of the **Person Search Filters** fields.
4. Click the **Search** button to display the **List of People** browse.
5. Highlight the required record, then click the **Select** button to add the person.



Alerts and SQL Mail Merge are managed from here.

Click on a column heading to order by that criteria.

The information in this record is subject to data protection.

Use the filter functionality to set filters against the data.

Click the **Print** button to print the data visible on the screen.