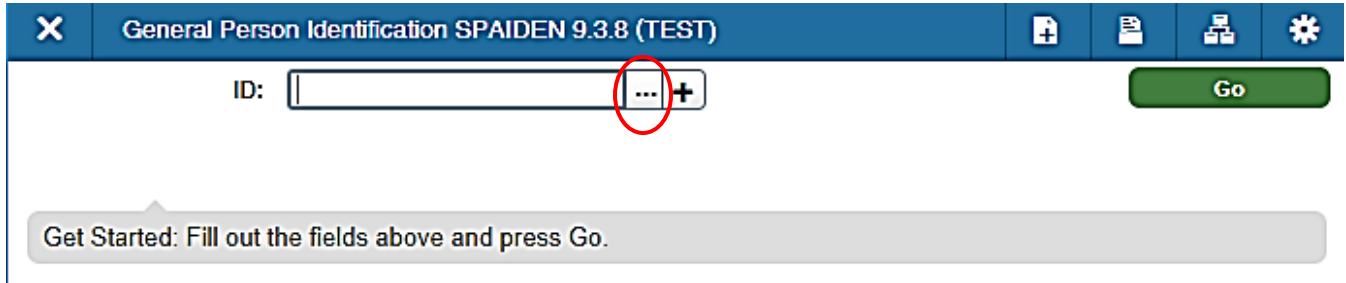


How to Search for a Person

The SPAIDEN form's Person Look Up search was used for the purpose of this tutorial. Most pages will have similar search functions.

Go to SPAIDEN

Click on the ...



The screenshot shows the top of a web browser window with the title "General Person Identification SPAIDEN 9.3.8 (TEST)". Below the title bar is a search interface. On the left, there is a label "ID:" followed by an empty text input field. To the right of the input field is a button with three dots and a plus sign, which is circled in red. To the right of this button is a green "Go" button. Below the search area is a grey instruction box that says "Get Started: Fill out the fields above and press Go."

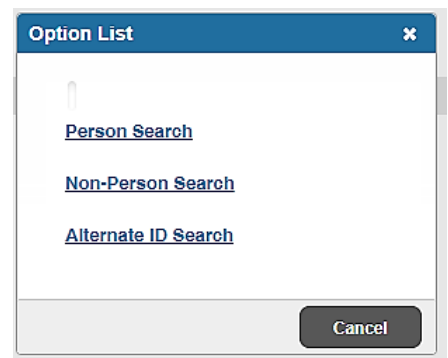
The Option List search menu will open

You will have three search options:

Person Search – use when know at least partial first and/or last name and searching for the record of a person

Non-Person Search – use when searching for a business or organization

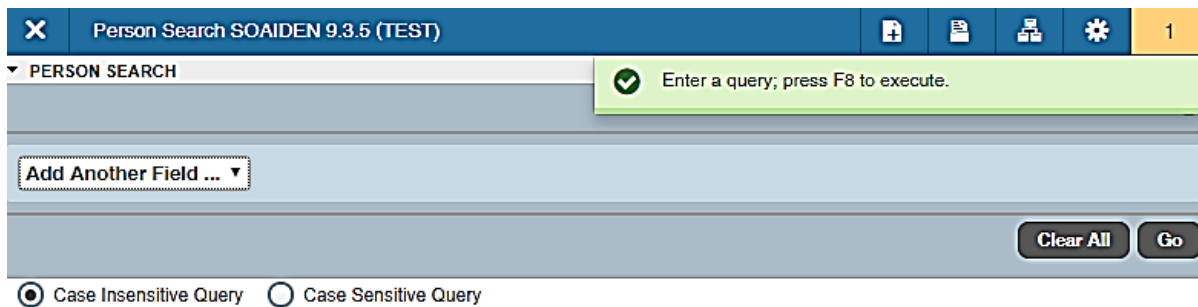
Alternate ID Search – use when searching for a person by date of birth or partial M#



The screenshot shows a small dialog box titled "Option List" with a close button in the top right corner. Inside the dialog, there is a search input field. Below the input field are three blue, underlined links: "Person Search", "Non-Person Search", and "Alternate ID Search". At the bottom right of the dialog is a grey "Cancel" button.

How to Search for a Person

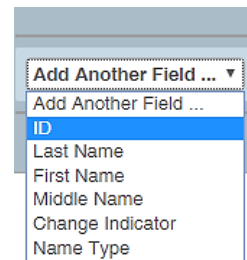
PERSON SEARCH



Please Note – Case Insensitive Query is checked by default

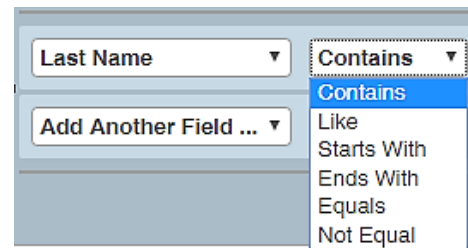
Click the arrow on the drop down box to access the list of search options

- ID – M#
- Last Name – person’s legal last name
- First Name – person’s legal first name
- Middle Name – person’s legal middle name
- Change Indicator – not typically used
- Name Type – not used



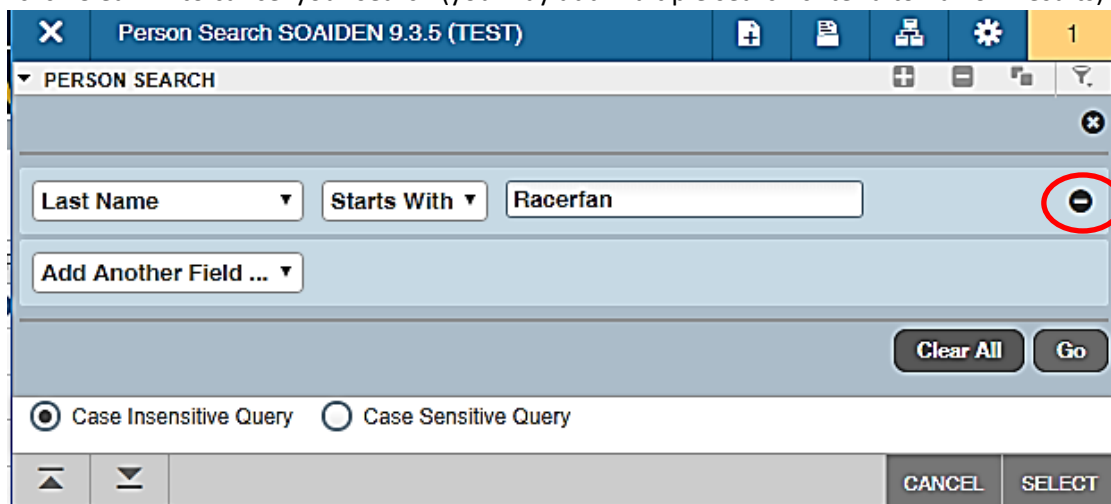
Select a search option from the middle drop down menu

- Contains – results will contain text entered in search
- Like – results will have text as entered in search
- Starts With – results will begin with text as entered in search
- Ends With – results will end with text as entered in search
- Equals – results will exactly match text as entered in search
- Not Equal – results will not include text as entered in search



Enter your partial/full name in the text field

Select Go or F8 to execute your query; click the drop down menu from Add Another Field to add a second search parameter; or click Clear All to cancel your search (you may add multiple search criteria to narrow results)

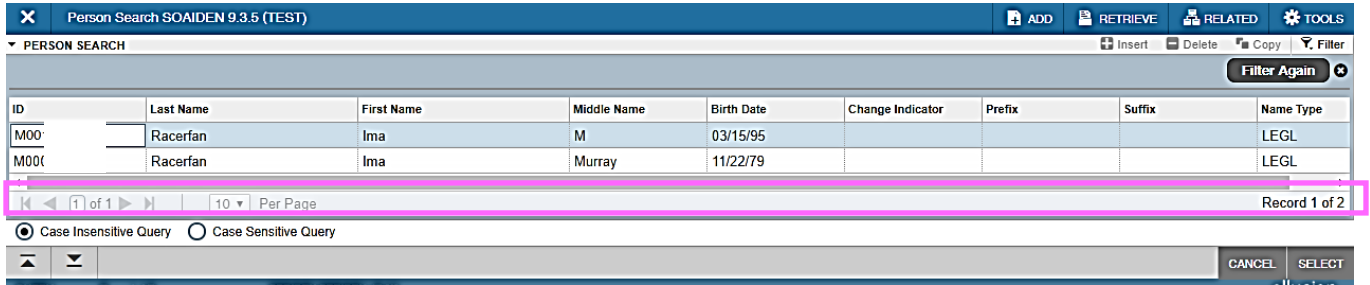


To delete a search parameter, click the negative icon on the far right side of the parameter you wish to delete

How to Search for a Person

Search results will appear as shown below:

1

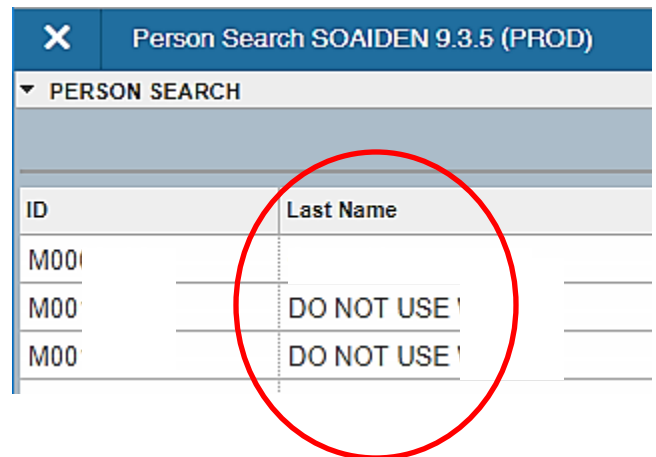


ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Prefix	Suffix	Name Type
M00	Racerfan	Ima	M	03/15/95				LEGL
M00	Racerfan	Ima	Murray	11/22/79				LEGL

In situations where your query results in multiple records, use additional criteria to narrow down your results (ex. birth date or middle name)

1. Toggle to navigate through records
Change # of records visible per page
Record 1 of ## - displays total number of results

Note: Results with DO NOT USE in the Last Name field should not be used.

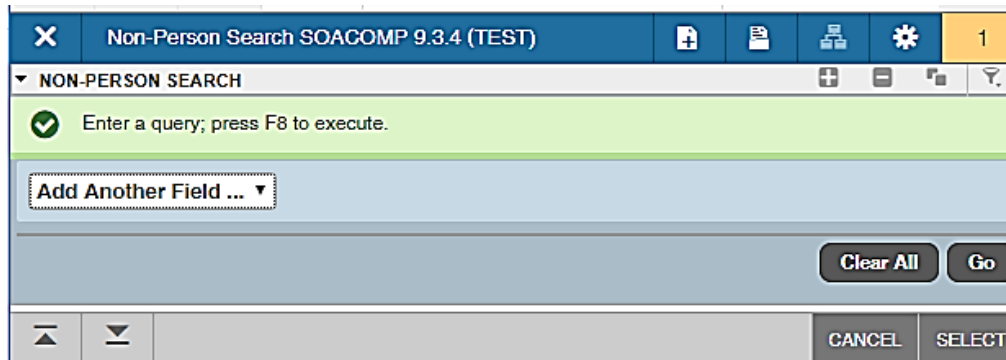


ID	Last Name
M00	
M00	DO NOT USE
M00	DO NOT USE

Select the row containing the person you want to view and click Select

How to Search for a Person

NON-PERSON SEARCH



Click the arrow on the drop down box to access the list of search options

ID – M#

Name – name of business/entity

Type – LGCY = legacy; VEN = vendor; BUS = business; NAME; Blanks

Change Indicator – not typically used

Activity Date – date record last updated/saved



Select a search option from the middle drop down menu

Contains – results will contain text entered in search

Like – results will have text as entered in search

Starts With – results will begin with text as entered in search

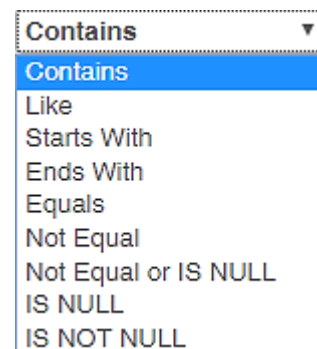
Ends With – results will end with text as entered in search

Equals – results will exactly match text as entered in search

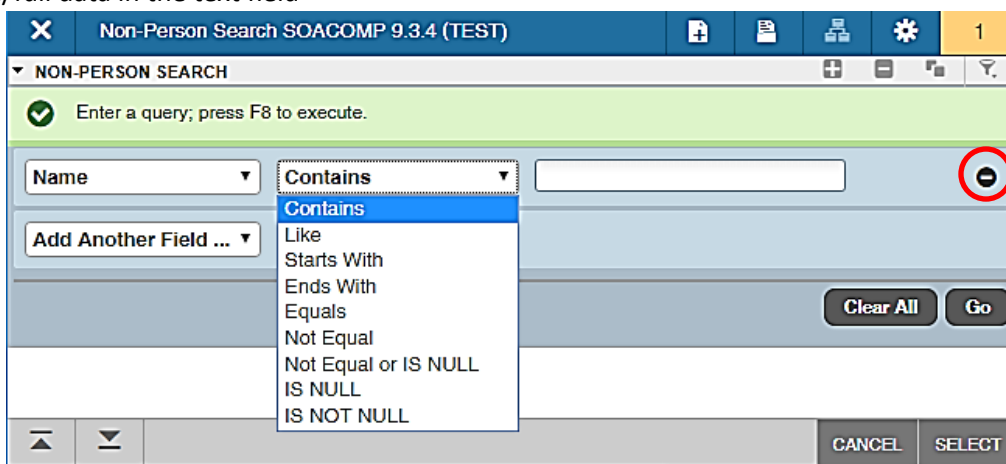
Not Equal or is NULL – results will not include text as entered in search

IS NULL – search field result is blank

IS NOT NULL – search field result is not blank



Enter your partial/full data in the text field



Select Go or F8 to execute your query; click the drop down menu from Add Another Field to add a second search parameter; or click Clear All to cancel your search (you may add multiple search criteria to narrow results)

To delete a search parameter, click the negative icon on the far right side of the parameter you wish to delete

How to Search for a Person

Search results will appear as shown below:

1

ID	Name	Type	Change Indicator
M00002742	ADA Badminton And Tennis	BUS	
M00002741	Ad Factory	LGCY	N
M00030067	Ad Wizards Internet Services		
M00002742	Ada Badminton And Tennis	LGCY	N
M00259834	Adair County High School	VEN	
M00009138	Adairville School	LGCY	
M00002747	Adams Elevator Equipment Co	LGCY	
M00245240	Adams Produce		
M00025547	Adams Products		
M00009141	Adaptive Child LLC	LGCY	

Navigation: 1 of 6 | 10 Per Page | Record 1 of 57

Select the row containing the non-person record you want to view and click Select

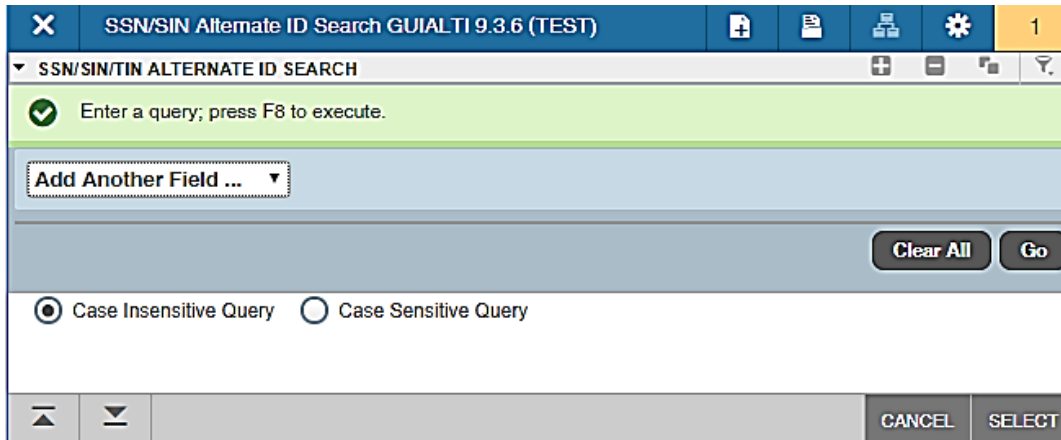
1. Toggle to navigate through records
Change # of records visible per page
Record 1 of ## - displays total number of results

Note: Results with DO NOT USE in the Last Name field should not be used.

ID	Last Name
M00	DO NOT USE
M00	DO NOT USE

How to Search for a Person

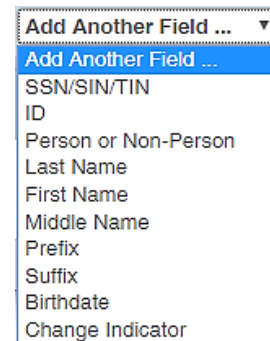
Alternate ID Search



Please Note – Case Insensitive Query is checked by default

Click the arrow on the drop down box to access the list of search options

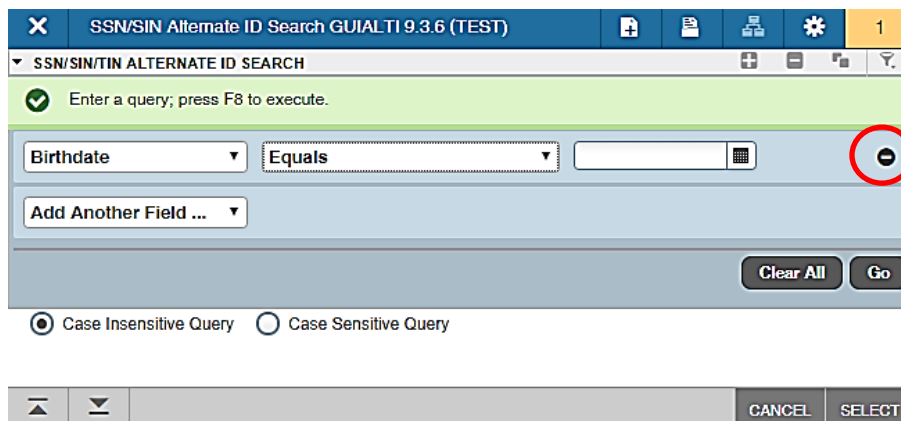
- SSN/SIN/TIN – social security number; social insurance number; tax information number
- ID – M#
- Person or Non-Person – record belongs to a person; record belongs to an organization
- Last Name – person’s legal last name
- First Name – person’s legal first name
- Middle Name – person’s legal middle name
- Prefix – Mr., Mrs., Ms., etc.
- Suffix – Jr., Sr., II, III, etc.
- Birthdate – date of birth
- Change Indicator – not typically used



Select a search option from the middle drop down menu

Note: search option choices will vary depending on which field type is selected

Enter your partial/full data in the text field



Select Go or F8 to execute your query; click the drop down menu from Add Another Field to add a second search parameter; or click Clear All to cancel your search (you may add multiple search criteria to narrow results)

To delete a search parameter, click the negative icon on the far right side of the parameter you wish to delete

How to Search for a Person

Search results will appear as shown below:

ID	Person or Non...	Last Name	First Name	Middle Name	Prefix	Suffix	Birthdate	Change Indicator
M001	Person		Rachel	Leah			11/22/1979	Name Change
M001	Person	Fan	Ima	Murray			11/22/1979	Name Change
M001	Person		Rachel	Leah			11/22/1979	
M001	Person		Rebecca	J			11/22/1979	
M001	Person	Mouse	Arthur	X			11/22/1979	
M001	Person	Racerfan	Ima	Murray			11/22/1979	
M001	Person		Jessica	Danielle			11/22/1979	

1 of 1 records | 10 Per Page | Record 2 of 7

Case Insensitive Query Case Sensitive Query

CANCEL SELECT

Select the row containing the record you want to view and click Select

1. Toggle to navigate through records
Change # of records visible per page
Record 1 of ## - displays total number of results

Note: Results with DO NOT USE in the Last Name field should not be used.

ID	Last Name
M001	
M001	DO NOT USE'
M001	DO NOT USE'