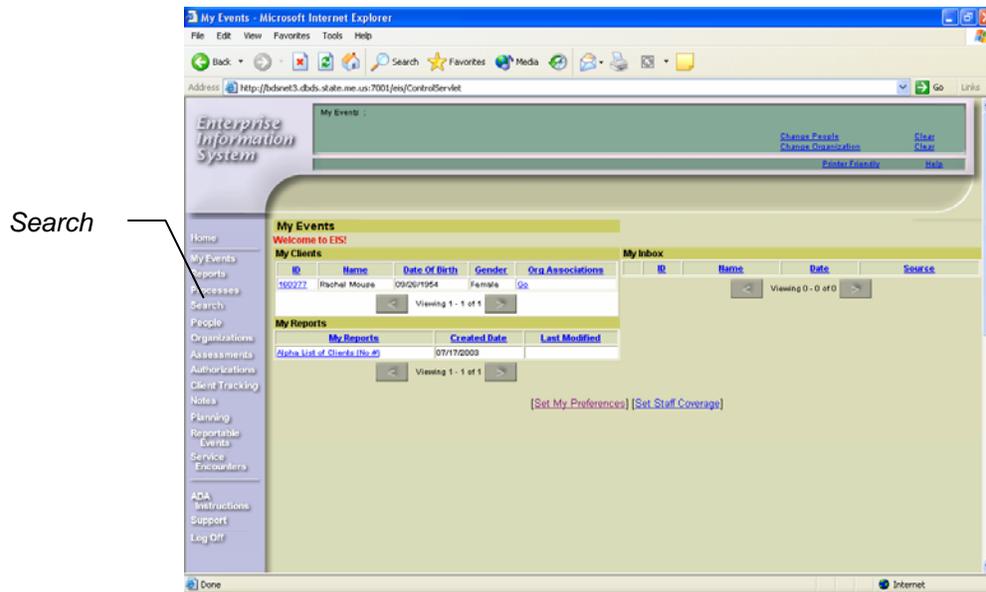


Searching for People in EIS:

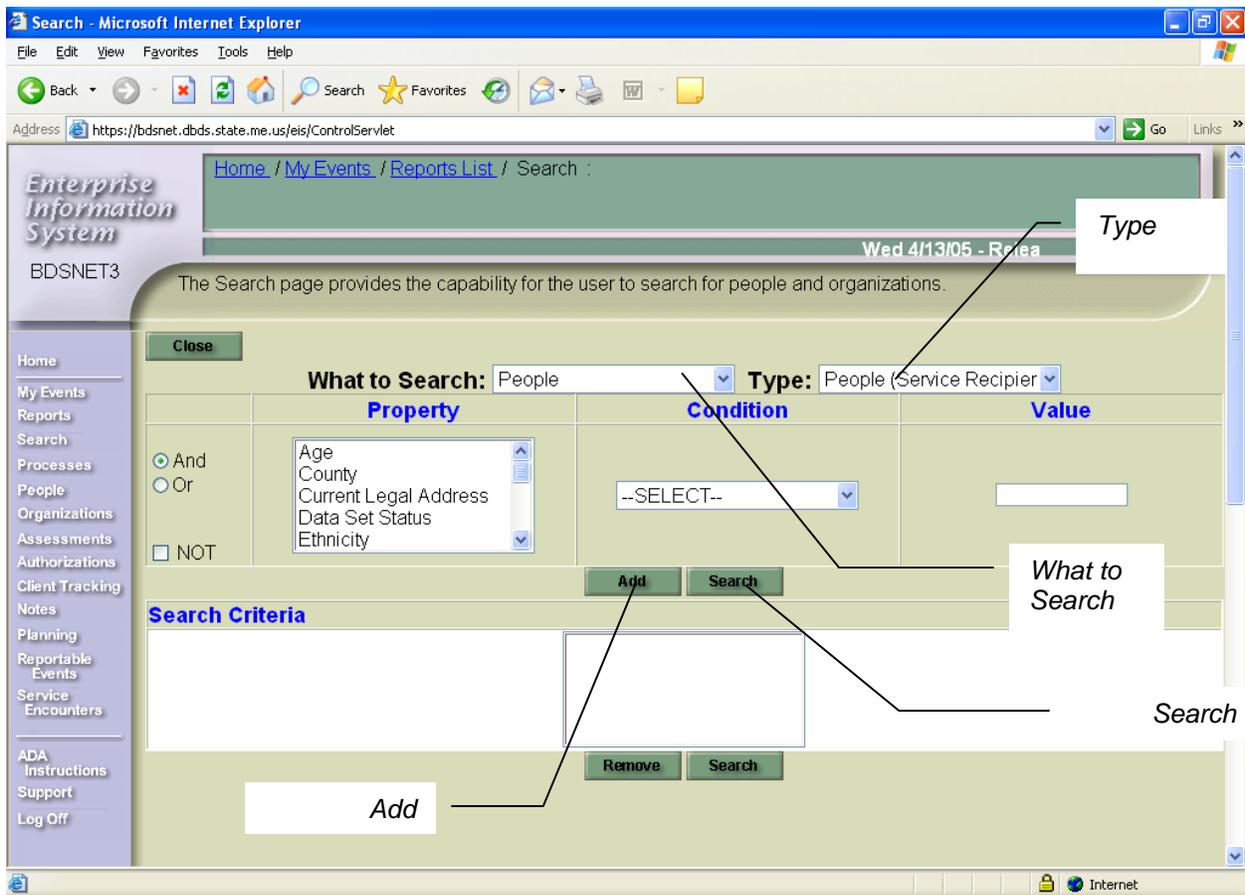
You may need to search for a person in the EIS system, and using the Search option may be the fastest way to find them.

STEPS

1. Click **SEARCH** in the EIS menu.



2. View the *Search* page.



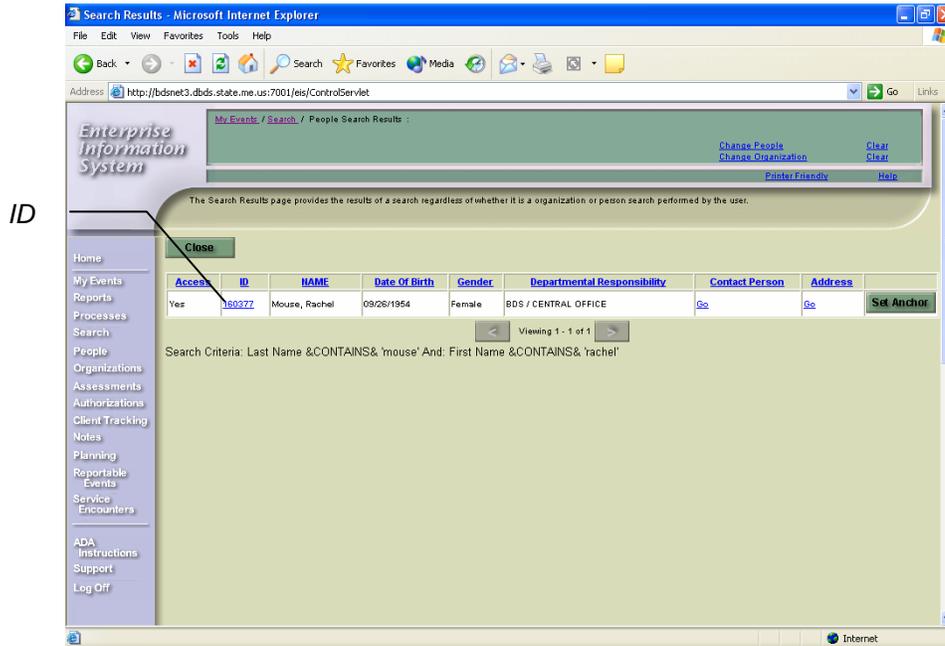
3. In the **WHAT TO SEARCH** drop-down menu, ensure that **PEOPLE** is selected.
4. In the **TYPE** drop-down menu, ensure that **PEOPLE-SERVICE RECIPIENT** is selected.
5. Now, for example, Select a **PROPERTY** type of **LAST NAME**, a **CONDITION** of **CONTAINS** and type in a **VALUE** of 'andrews'.
6. Click the **ADD** button. Goto '**SEARCH**' item #9 or for additional criteria see steps 7&8 below.

Note:

Clicking the **REMOVE** button on the *Search* page will remove criteria from the search.

7. To narrow the criteria and continue the example, if you know the first name begins with a 'd' then Select a **PROPERTY** type of **FIRST NAME**, a **CONDITION** of **CONTAINS** and type in a **VALUE** of 'd'.

8. Click the **ADD** button and verify your search criteria in the **SEARCH CRITERIA** section.
9. Now, when you are ready to search, Click the **SEARCH** button.
10. View the *Search Results* page—below:



Helpful Hint:

Your security access may not allow you to access a particular person. See your Regional Security Coordinator or call the HelpDesk at 287-8400.

11. Click on the **ID** that corresponds to your **SEARCH CRITERIA** in this example, **Dennis Andrews**. This person is now **ANCHORED**, you will see the person's name your EIS header box at the top of the screen. You can also select the appropriate **SET ANCHOR** button to on this screen.

Helpful Hint:

If your search results have no matching records, try to search again using a different spelling or SSN or try using the **OTHER NAME** property (this will search for alias names).

12. To re-start your search, Click **SEARCH** in the EIS header (step #1) to go back to the *Search* page.