




FuSioN User Guide

Searching for a Person

Overview

This User guide details how to search for a Person.

Searching for a Person

Step	Action
1.	<p>The Person Search is a search that will return results for clients who have had previous contact with the Secondary Family Support Network.</p> <p>Before adding a new case to FuSioN it is advisable to conduct a <u>thorough</u> search of the FuSioN database to prevent duplication of clients.</p> <p>The Person Search is accessible from the Home Page of FuSioN.</p>  <p>The screenshot shows the 'Main Menu' of the FuSioN system. It features several navigation options: 'FuSioN Home' (Home folder for FuSioN), 'Person Search' (highlighted with a red box), 'Search Cases', 'Query Viewer', 'My Reports', 'Change My Password' (Create a new password), 'Customers CRM' (Access Customer and Contact setup components), and 'Reporting Tools' (Run, create, and reports. Query).</p>
2.	<p>Searching Criteria includes:</p> <ul style="list-style-type: none"> • Person ID - when persons are added to FuSioN a unique Person ID number is created • Surname - you can search by a person's surname using the options 'begins with', 'contains' or 'equal to' • Forename(s) - you can search by a person's first name using the options 'begins with', 'contains' or 'equal to' • Gender - you can include a person's gender in the search selecting from M (male), F (Female), U (undetermined) • Age - you can search by Age using the options 'equals to' or 'between' which enables an age range search • Birth Date - you can search for an exact birth date using 'equals to' or select 'between' to search a range of dates • Address - you can also enter an address to the search criteria

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3. Wildcard Search

A Wildcard search allows you to search for names when you are unsure of the spelling.

- Insert a percentage sign % for those letters you are unsure of.

For example, the surname Thompson can be spelt in a variety of ways. To conduct a wildcard search you would enter T%M%S%N in the surname field and a forename and click Search. The search results would display all those clients with similar surname spellings.

If the correct client appears in the search results, click on their **Person View** icon.

If the person does not exist, they will need to be created through **Case**.

4.

Person ID	Surname	Forename(s)	Gender	Birth Date	Age	Current Address
450936	CFTEST04	CHILD1	F	01/01/2010	4 Yrs 5 Mths	21 ROYAL ST, , EAST PERTH 6004
450937	CFTEST04	CHILD2	F	01/01/2008	6 Yrs 5 Mths	21 ROYAL ST, , EAST PERTH 6004
450938	CFTEST04	CHILD3	F	01/01/2014	5 Mths	

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5.

The Person View displays a summary of the client's information.

Refresh
Return to Search

Actions Add Case Go

Person View

Person ID 450936

Surname CFTEST04

Forename Child1

Address (P) 21 Royal St, East Perth, WA, 6004, AUS

Phone (P) 040/012-3456

Interpreter Required

Gender Female

Date of Birth (K)

Date of Birth (E) 1/1/2010

Estimated Age 4

CaLD No

Aboriginal Aboriginal

Alert Exists ? Yes

[View Person Details](#)

Activities

*Date Filter 7 - View All

First | Previous | Next | Last | Left | Right

Overview of - Child1

- Activities
 - Cases - (5)
 - Completed - (1)
 - Open - (4)
 - View All
 - Services - (5)
 - Completed - (4)
 - Open - (1)
 - View All
 - Alerts - (1)
 - Completed - (1)
 - View All

Case Details

ID	Start Date	Status	Primary Issue	Assigned to
100001981	19/06/2014	Open	Parenting Issue	GERALDTON PARTNER AGENCY2
100001976	01/01/2012	Open	Family Support	MIDWEST FuSioN Lead Agency
100001974	15/06/2014	Completed	Grief and Loss	ARMADALE-THORNLLIE TEAM
100001970	16/06/2014	Open	Parenting Issue	GERALDTON PARTNER AGENCY2
100001968	16/06/2014	Open	Parenting Issue	GERALDTON PARTNER AGENCY2

6.

To return to the search screen, click on the **Return to Search** link.

Refresh
Return to Search

Actions Add Case Go

Person View

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Surname CFTEST04

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