

### FuSioN User Guide – Searching for a Person

### **OVERVIEW**

The **Person Search** will return results for clients who have had previous contact with the Family Support Network.

Before adding a new person to FuSioN it is advisable to conduct a <u>thorough</u> search of the FuSioN database to prevent duplication of clients.

### **NAVIGATION**

The **Person Search** is accessible from the Home Page of FuSioN.

### **HINTS & TIPS**

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.

**Person ID:** when persons are added to FuSioN, a unique Person ID number is created. This search will return all person matching the criteria.

**Surname:** searches can be conducted for a person's surname using the options 'begins with', 'contains' or is 'equal to'.

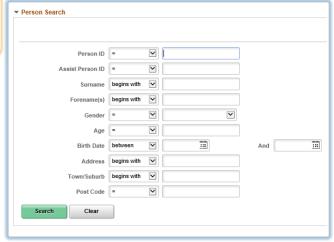
Forename(s): searches can be conducted for a person's first name using the options 'begins with', 'contains' or is 'equal to'.

**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 by searching on street details; suburb and postcode.





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#### **DISPLAYING OF RESULTS:**

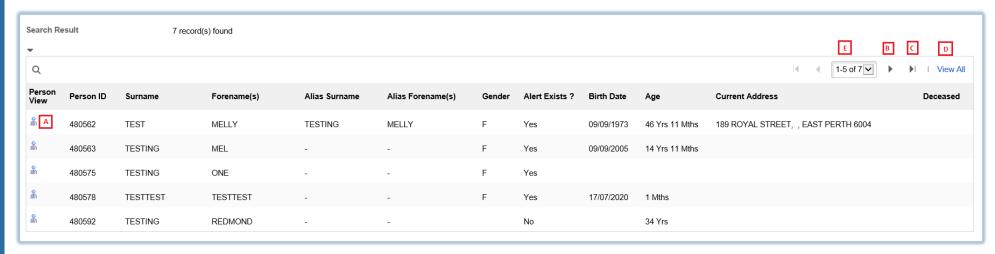
If the person does not exist, they will need to be created through a Case.

The following outline useful information regarding filtering of the results displayed:

- **A**. Clicking on the **Person View** icon will navigate to the **Person View**.
- **B.** Clicking on this button will navigate to the <u>next</u> page of results.
- C. Clicking on this button will navigate to the <u>last</u> page of results.
- D. Clicking on View All will display all the results.

NOTE: This could also be View 100 depending on the results displayed. By default, 5 results will be displayed

**E.** Clicking on the drop down you can navigate to the next list of 5 results.

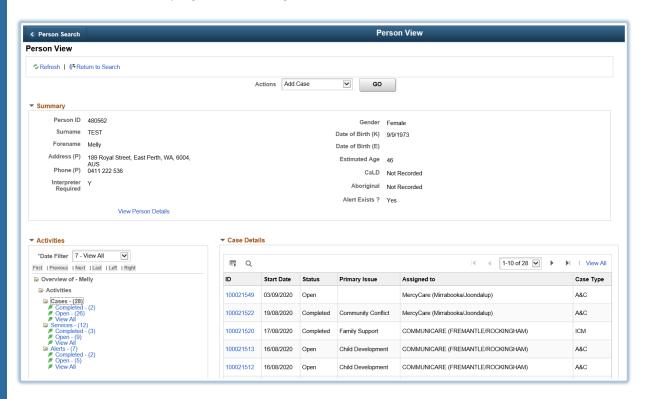




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#### **PERSON VIEW:**

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



### **RETURNING TO SEARCH RESULTS:**

To return to the search screen, click on the **Return to Search** link or the **Person Search** button in the top left hand corner.

