



# 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 thorough 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.

**Age** - you can search by Age using the options 'equals to' or 'between' which enables an age range search.

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

**Birth Date** - you can search for an exact birth date using 'equals to' or select 'between' to search a range of dates

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

**Address** - you can also enter an address to the search criteria by searching on street details; suburb and postcode.

**Gender** - you can include a person's gender in the search selecting from M (male), F (Female), U (undetermined).

The screenshot shows the 'Person Search' form with the following fields and options:

- Person ID: = [dropdown] [input]
- Assist Person ID: = [dropdown] [input]
- Surname: begins with [dropdown] [input]
- Forename(s): begins with [dropdown] [input]
- Gender: = [dropdown] [input]
- Age: = [dropdown] [input]
- Birth Date: between [dropdown] [calendar icon] [input] And [calendar icon] [input]
- Address: begins with [dropdown] [input]
- Town/Suburb: begins with [dropdown] [input]
- Post Code: = [dropdown] [input]

Buttons: Search (green), Clear (grey)



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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 next page of results.

**C.** Clicking on this button will navigate to the last 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.

Search Result 7 record(s) found

Navigation: [E] [B] [C] [D] | 1-5 of 7 | View All

Person View	Person ID	Surname	Forename(s)	Alias Surname	Alias Forename(s)	Gender	Alert Exists ?	Birth Date	Age	Current Address	Deceased
 <b>A</b>	480562	TEST	MELLY	TESTING	MELLY	F	Yes	09/09/1973	46 Yrs 11 Mths	189 ROYAL STREET, , EAST PERTH 6004	
	480563	TESTING	MEL	-	-	F	Yes	09/09/2005	14 Yrs 11 Mths		
	480575	TESTING	ONE	-	-	F	Yes				
	480578	TESTTEST	TESTTEST	-	-	F	Yes	17/07/2020	1 Mths		
	480592	TESTING	REDMOND	-	-		No		34 Yrs		



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## PERSON VIEW:

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

The screenshot shows the 'Person View' interface. At the top left is a navigation link '< Person Search'. The page title is 'Person View'. Below the title are 'Refresh' and 'Return to Search' links. An 'Actions' dropdown menu is set to 'Add Case' with a 'GO' button. The 'Summary' section displays the following information:

Person ID	480562	Gender	Female
Surname	TEST	Date of Birth (K)	9/9/1973
Forename	Melly	Date of Birth (E)	
Address (P)	189 Royal Street, East Perth, WA, 6004, AUS	Estimated Age	46
Phone (P)	0411 222 536	CaLD	Not Recorded
Interpreter Required	Y	Aboriginal	Not Recorded
		Alert Exists ?	Yes

Below the summary is a 'View Person Details' link. The 'Activities' section shows a date filter set to '7 - View All' and a list of activities including 'Cases - (28)', 'Services - (12)', and 'Alerts - (7)'. The 'Case Details' section contains a table with the following data:

ID	Start Date	Status	Primary Issue	Assigned to	Case Type
100021549	03/09/2020	Open		MercyCare (Mirrabooka/Joondalup)	A&C
100021522	19/08/2020	Completed	Community Conflict	MercyCare (Mirrabooka/Joondalup)	A&C
100021520	17/08/2020	Completed	Family Support	COMMUNICARE (FREMANTLE/ROCKINGHAM)	ICM
100021513	16/08/2020	Open	Child Development	COMMUNICARE (FREMANTLE/ROCKINGHAM)	A&C
100021512	16/08/2020	Open	Child Development	COMMUNICARE (FREMANTLE/ROCKINGHAM)	A&C

## 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.

This screenshot is similar to the previous one but highlights the 'Return to Search' link in the top left corner with a red box. The 'Person Search' button in the top left navigation bar is also highlighted with a red box. The rest of the interface, including the summary and case details, remains the same.