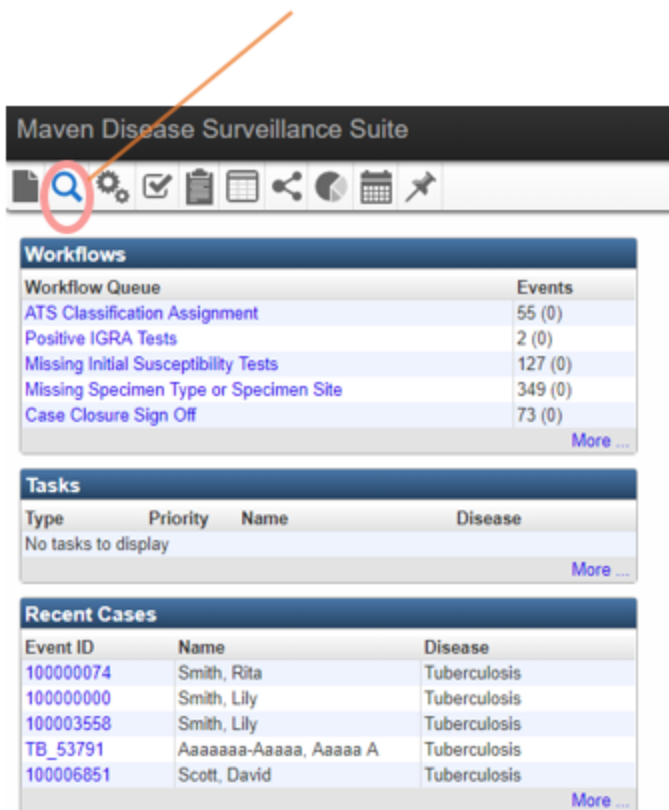


# Searching in THISIS—by Person and Event

In many situations, a user's first *task* after logging into THISIS will be to search for either a person or event. ALWAYS search the system for a person or event to make sure the person or event is not already in the system before creating a new one.

## Searching by Person to see if they exist in the system, unspecified disease

Click on the **Search Event icon** to open the Search Case screen



The Search Case screen will open. To determine if a person exists in THISIS regardless of disease or event, be sure to leave the disease field blank. Do not select unknown.

**Search Case**

**Search Criteria**

Event ID:

Party ID:

Status:

Last Name:

First Name:

Birth Date:  (Inexact)

Street:

City:

State:

Zip Code:

Disease:

From Date:

To Date:

**Search Options**

Search History:

Search Soundex:

Sort By:

Sort Order:

Within the Search Case screen, there are three different ways to search for an individual:

1. Enter the person's date of birth (DOB) and partial last name. Include the known letters of the last name and use an asterisk as the wildcard wherever the spelling is unknown (beginning or end of the name). Then select **Search**.

**Search Case**

**Search Criteria**

Event ID:

Party ID:

Status:

Last Name:  Sml\*

First Name:

Birth Date:  01/01/1990 (Inexact)

Street:

City:

State:

Zip Code:

Disease:

From Date:

To Date:

**Search Options**

Search History:

Search Soundex:

Sort By:

Sort Order:

2. Enter the person's DOB and complete last name. Then select **Search**.

The screenshot shows a web form titled "Search Case". Under the "Search Criteria" section, the following fields are filled: "Last Name" is "Smith", "Birth Date" is "01/01/1990" with "(Inexact)" below it, and "Disease" is a dropdown menu. The "Search" button at the bottom is highlighted with a red box. Other fields like "Event ID", "Party ID", "Status", "First Name", "Street", "City", "State", and "Zip Code" are empty. The "Search Options" section includes "Search History" and "Search Soudex" (both unchecked), "Sort By" set to "Create Date", and "Sort Order" set to "Descending".

3. Enter the person's DOB and complete first name. Then select **Search**.

The screenshot shows the same "Search Case" form. In this version, the "First Name" field is filled with "John" and the "Birth Date" is "01/01/1990" with "(Inexact)" below it. The "Disease" dropdown menu is also highlighted with a red oval. The "Search" button at the bottom is highlighted with a red box. All other fields and options are the same as in the previous screenshot.

Upon hitting Search, the Search Results will appear. If you find matches, you can preview information by selecting **the magnifying glass icon** next to the event ID.

Be sure to search every page of results.

Search Results

Event ID	Name	Birth Date	Disease	Status	Create Date	External ID
100013690	Brian Smith	06/12/1977	Tuberculosis	Open	12/19/2017	PEPEXKLRHSK
100013551	Brian Smith	03/13/1977	Tuberculosis	Open	09/19/2017	PEPEWTIAJUBP
100013511	Lily Smith	10/20/1981	Tuberculosis	Open	09/19/2017	PEPEWTGLDSB
100006853	Brian Smith	12/27/1976	Tuberculosis	Open	07/05/2017	PEPEWEWOYFEXS
100003558	Lily Smith	10/20/1981	Tuberculosis	Open	07/05/2017	PEPEWEVSYBJ
100003550	Lily Smith	10/20/1981	Tuberculosis	Open	06/29/2017	PEPEWDTUBGA
100003207	Kenneth Ray Smith	03/24/1968	Tuberculosis	Open	06/06/2017	PEPEVZLAHKEJZ
100003205	Aubrey Donte Smith	01/08/1978	Tuberculosis	Open	06/06/2017	PEPEVZLAHFEJX
100002693	David Smith	07/13/1985	Tuberculosis	Open	06/06/2017	PEPEVZKZEMDQF
100002675	Joseph Smith	10/31/1972	Tuberculosis	Open	06/06/2017	PEPEVZKZDTPN

Showing 1 to 10 of 22 entries

First Previous 1 2 3 Next Last

Select Create Record for Person Cancel Help

## Searching by Person for a specific disease

To search for all instances of a specific disease for one individual, **click on the Search Event icon** and **enter the name and DOB** information as specified

above, in addition to selecting the desired disease from the disease dropdown menu. Once the search criteria are entered, select Search.

The screenshot shows a web form titled "Search Case". It contains several input fields and dropdown menus. Red circles highlight the following fields: "Last Name" (Smith), "First Name" (John), "Birth Date" (01/01/1990), "Disease" (200 - Chlamydia), and the "Search" button. Other fields include "Type" (Normal), "Event ID", "Party ID", "Status", "Street", "City", "State", "Zip Code", "From Date", "To Date", "Sort By" (Create Date), "Sort Order" (Descending), "Search History", and "Search Soudex".

The Search Results screen will appear with a list of all events for the specified person and disease.

Search Results

Event ID	Name	Birth Date	Disease	Status	Create Date	External ID
200001494	John R Smith	01/01/1990	200 - Chlamydia	Open	01/17/2018	PBEXOVCGXJW
200001446	John R Smith	01/01/1990	200 - Chlamydia	Open	01/11/2018	PBEXOVCGXJW
200001445	John R Smith	01/01/1990	200 - Chlamydia	Open	01/11/2018	PBEXOVCGXJW

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Select Create Record for Person Cancel Help

## Searching by Person for a specific event

To search for a specific event associated with an individual, select the Search Event icon, then enter the name and DOB information, in addition to selecting the desired disease from the disease dropdown menu. If you know the date of the event, you can enter this information in the From Date and To Date fields. Once the search criteria are entered, select Search.

### Search Case

**Search Criteria**

Type: Normal ▾

Event ID:

Party ID:

Status: ▾

Last Name: Smith

First Name: John

Birth Date: 01/01/1990

(Inexact)

Street:

City:

State: ▾

Zip Code:

Disease: 200 - Chlamydia

From Date: 01/09/2018

To Date: 01/12/2018

**Sort Options**

Sort By: Create Date ▾

Sort Order: Descending ▾

**Search Options**

Search History:

Search Soundex:

Another way to view a specific event for an individual is to search by the person's name, DOB, and disease, then select the desired event from the search results window and choose the select button.

Search Results

Event ID	Name	Birth Date	Disease	Status	Create Date	External ID
200001494	John R Smith	01/01/1990	200 - Chlamydia	Open	01/17/2018	PBEXOVCGXJW
▶ 200001446	John R Smith	01/01/1990	200 - Chlamydia	Open	01/11/2018	PBEXOVCGXJW

Showing 1 to 2 of 2 entries

Last Updated: 3/7/2018