



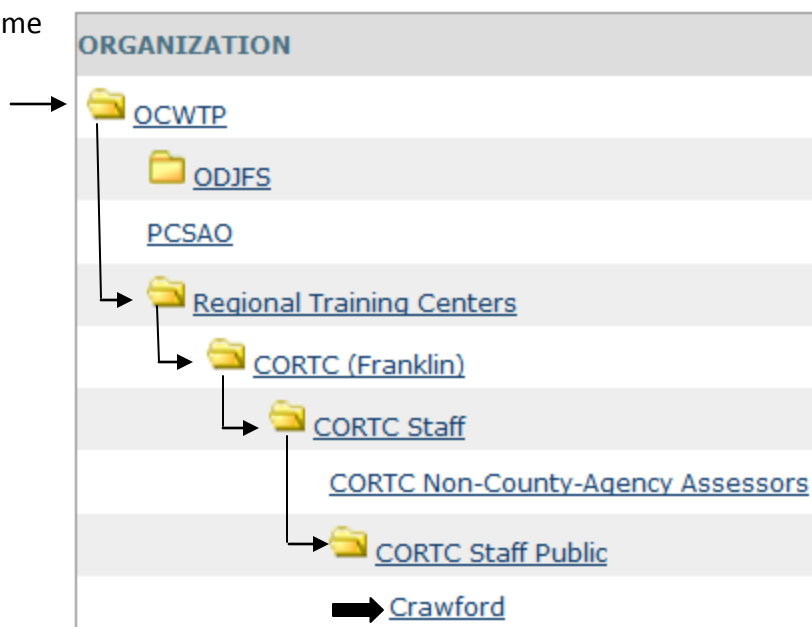
Birth Month Person Record Search

In the Admin environment, go to the  **Person Directory**


Select [Advanced Search Page](#)

Click the  to the right of **Hierarchy Path**



Click the yellow folders until you get down to the hierarchy level you wish to search. Click on the underlined County name



Click **Search**

Click [Selected Details](#) then select the green plus sign next to **Search Criteria** 

Select

Search Criteria  			
<input checked="" type="checkbox"/>	FIELD	OPERATOR	VALUE 1
<input type="checkbox"/>	Login ID	Begins With	01

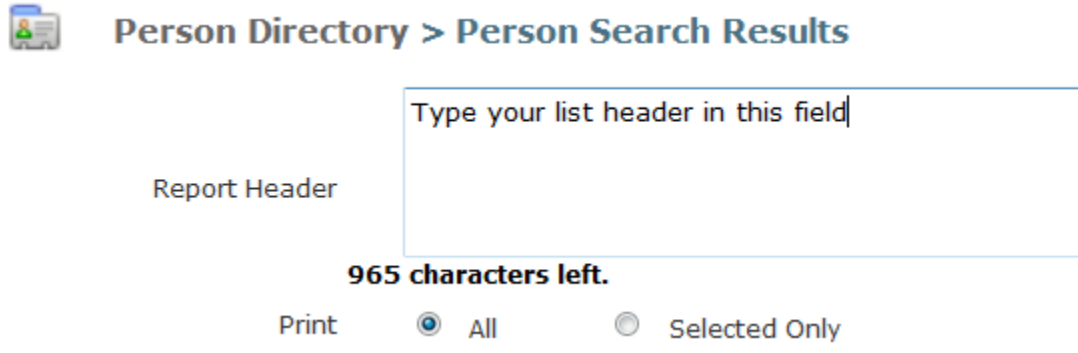
Use 01-12 to reflect month you are trying to locate. The above example returns January birthdays


Next, **Search Within Results**

Be certain to search WITHIN results or you will lose your previously selected hierarchy!

On the left menu, select [Print Search Results](#) to either save the list electronically or print it.

On the following screen, you can type in the Report Header field:



 **Person Directory > Person Search Results**

Report Header

Type your list header in this field

965 characters left.

Print ☒ All ☐ Selected Only

Select the output you wish to use from the drop-down menu:

Export Format

☐ TEDS Report Viewer

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☐ Adobe Acrobat (PDF)

☐ Microsoft Excel (XLS)

☐ Microsoft Word (RTF)

☐ Extensible Markup Language (XML)

☐ OpenDocument Format (ODF)

[Run Report](#)

This bar may appear at the top or bottom of your screen.

Do you want to open or save **Person Search Results.xls** (33.0 KB) from e-track.teds.com?

Open

Save

Cancel

Select Open, Save, Save As, or Open and Save as meets your needs.