


Person Searches

Basic Person Search






Search for a person

From Administrator **Main Menu**:

- **Person Directory**
- Type known information into the name and/or Login ID fields (using an * asterisk wildcard if you have incomplete information)
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Search for persons under a particular supervisor






From Administrator **Main Menu**:

- **Person Directory**
- Click the Supervisor magnifying glass icon 
- Type in the Supervisor's Last Name, First Name, and/or Login ID (using an * asterisk wildcard if you have incomplete information)
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- Click on the desired supervisor's underlined name
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 - If your search results contain multiple pages, scroll to the bottom of the page and click on either the page numbers or arrows  [1](#) | [2](#) | [3](#)  to navigate between pages



Advanced Search Page


Search by Hierarchy (state/region/population/county)

From Administrator **Main Menu**:

- **Person Directory**
- **Advanced Search Page**
- Operator: In most cases you will select "At and all levels below this level"
- Hierarchy Path: Click on the magnifying glass icon 
- Click on yellow folders  to drill down to desired hierarchical level
- Click on the Underlined Hierarchical Level you want to use in your search
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 - Scroll down to see if your search results contain multiple pages, and click on either the page numbers or arrows  [1](#) | [2](#) | [3](#)  to navigate between pages.


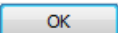
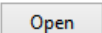

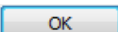
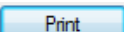


Narrow Search Results

You can use the  option to narrow results further. For example, if your original search was for all staff at Cuyahoga County, you can use the [Person Type](#) option and  to identify all Cuyahoga County staff who currently have the person type of OAC Supervisor:

- After performing an advanced search by hierarchy, from the left-side menu, click on [Person Type](#)
- Type an x in the VALUE field to the right of the desired person type
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SPECIAL NOTE: If you select multiple person types, your results will ONLY include individuals with **all** of the person types indicated. For example, if you place an x in the VALUE fields for both Assessor *and* OAC Caseworker, the resulting list will include only those individuals who are both.

Print Search Results:

- From the left-side menu, under **I Want To:** click on [Print Search Results](#)
- Report Header: If desired, type a header in the Report Header field
- Select an Export Format
(TEDS Report Viewer or Adobe Acrobat (PDF) are most reliable but cannot be sorted/manipulated. Microsoft Excel (XLS) can be used to sort/manipulate data but requires a great deal of reformatting work before it can be useful.)
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- If you get a window asking you to confirm the report format, click  or 
- *Locate and click on the printer icon* 
The location of the printer icon varies depending on the Export Format
- Select printing options and click  or 
- Once printing is complete, click on the X in the upper-right corner of the screen until you are returned to the **Person Search Results** screen
- Click on the  button to continue working in E-Track, or the  button to exit E-Track