

Global Search

1. The Global Search function is available to all users. It is possible to find if a person is in the system even if you do not have permissions to see the organization, they are in. The primary idea is that any user can determine if a person is already in the system before they enter a person as new. Because of this the information available from the search is general. You may have to contact someone with permission to get the rest of the information, but at least you know where to ask.

2. After clicking on [Global Search](#) on the left you will see the following where you can enter as much or as little information as you have to try to locate a person. Don't squint we will talk about each section shortly. At the top is an example of what you can enter. You can use the percent sign ("%") to allow for any letter or number if you only know approximately what the value should be. For example if the last name could be 'Smith' or 'Smythe' you would enter 'Sm%th%'. But you might also get Smiths.

- Names: Enter all or part of the the You can leave the first name. With some persons what is considered part of the last name so you may have to use the '%' before the last name.
- Name Suffix** can be used to filter on Order. Options are: **All** for any case, **OFM**, **OFM Cap**, **OFM Conf**, or **TOR** for various firars, **OFS** for professed seculars.
- Active Flag**: If you know the person is active (e.g., alive, not lapsed) set it to **Yes**. If you know the person is not active set it to **No**. Otherwise leave it the default **Any**
- Profession Status**: The options are: **All**, **Temporary Professed**, **Affiliate**, **Professed**, **Candidate**, **Inquirer**, **Aspirant** (in orientation), or **Visitor**. If you are unsure but think it might be one of two (e.g., Inquirer or Candidate) hold down the Ctrl key to select more than one entry.
- Email Address**: enter it if you know it.
- Phone Number**: enter it in the format the database uses (e.g., **(808) 909-9090**). If that does not work, you can use the % wildcard as follows: %909%9090%.
- City** and **Sate/Province**: can be used to limit it search.
- Click on [SEARCH](#) to execute the search.

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and of % can be used anywhere in the first or last name. Searches are not case sensitive

Examples:

Name: M%
Name: Smith
anyone whose first name begins with M and last name a Smith

Name: K%
anyone whose last name begins with K and ends with y

Last Name

First Name

Name Suffix

Active Flag

Profession Status

Email Address

Phone Number

City/Province

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last name and first name.

Last Name _____

First Name _____

3. The search results are displayed below the search criteria. In this example I used **Last Name** '%Lee', **First Name:** 'Teresa%', **Name Suffix:** All, **Active Flag:** No, **Profession Status:** All and **State/Province:** California.

ID	Prefix	First Name	Middle Name	Last Name	Suffix	Display Name	Last/First/Middle	Primary Membership Org Unit	Parent Org Unit Name	Active	City	State/Province
401		Teresa		Lee	OFS	Teresa Lee	Lee, Teresa	Sung Antonio-San Francisco-CA	Saint Junipero Serra-Napa-CA	No	Redwood City	CA
37689	Mrs	Teresa Chong Su		Lee	OFS	Teresa Chong Su Lee	Lee, Teresa Chong Su	Saint Francis Fraternity at Anaheim (K)-Anaheim-CA	Saint Francis-unknown-CA	No	Fullerton	CA
37693		Teresa Gi Ho		Lee	OFS	Teresa Gi Ho Lee	Lee, Teresa Gi Ho	Saint Francis Fraternity at Anaheim (K)-Anaheim-CA	Saint Francis-unknown-CA	No	unknown	CA
29794		Teresa Mal		Lee	OFS	Teresa Mal Youm	Lee, Teresa Mal	Saint Francis Fraternity at Anaheim (K)-Anaheim-CA	Saint Francis-unknown-CA	No	Buena Park	CA

- a. Four results are displayed. The actual desired individual was Teresa Gi Ho Lee. Use of the '%' allowed to adjust for the last name being entered as 'Ho Lee' or 'Lee'.
 - b. The information is limited to protect privacy so no address and phone numbers are displayed.
 - c. You can use the city and/or Fraternity to help determine which person is the one you are after. If you need to obtain more information and you do not have permission, contact someone in that Region or Fraternity.
4. When you are done with the search click on  to return to the page you were viewing before you clicked on Global Search.