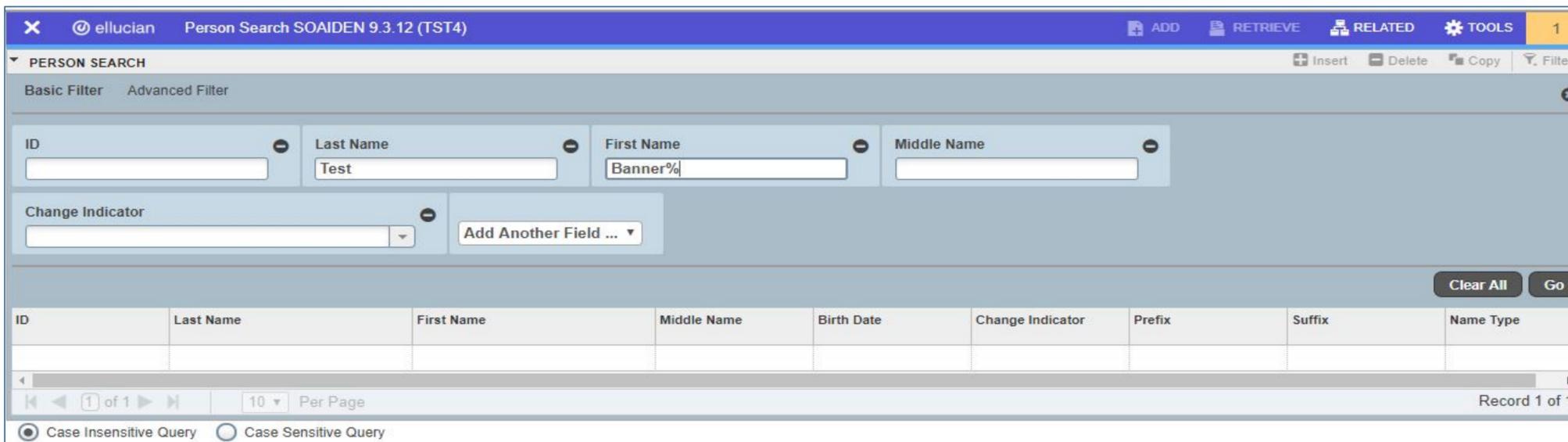


# Accessing SOAIDEN Person Search Screen

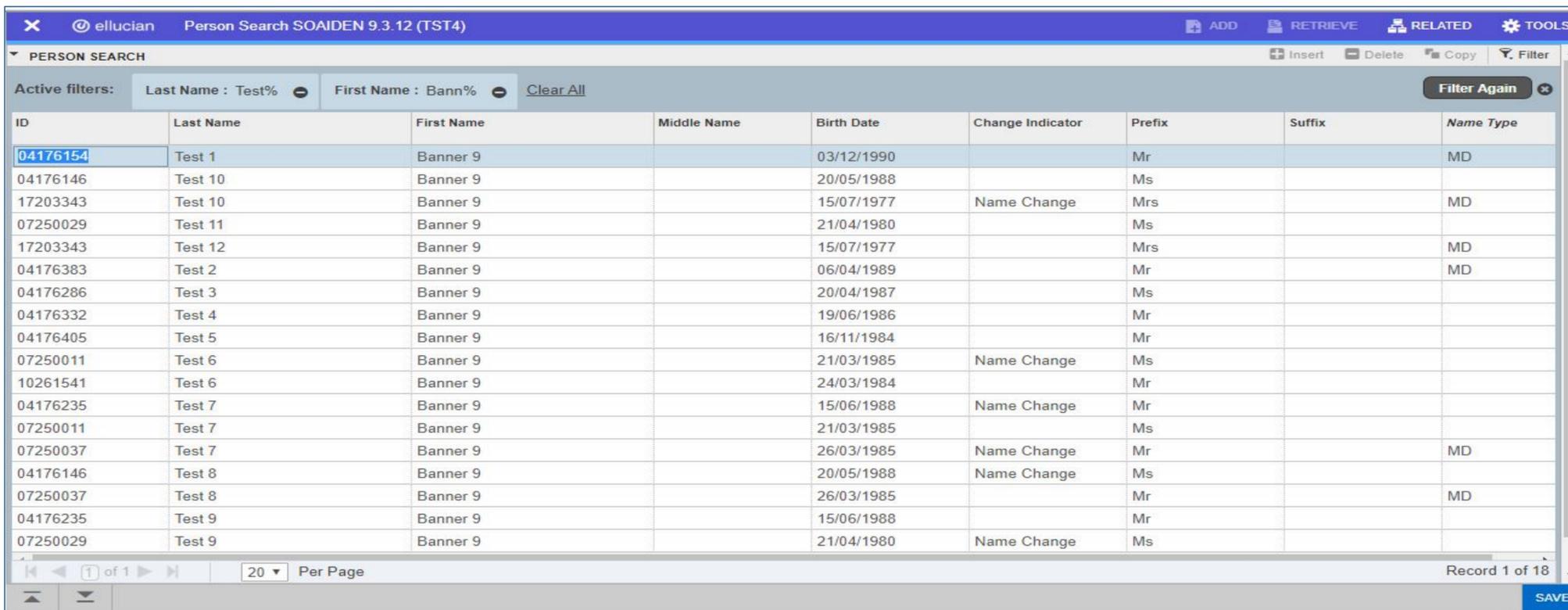
- Type '**SOAIDEN**' or '**Person Search**' into the search field and hit the return key



- Use the **search fields** to enter your information e.g. a partial ID number or a last name and **press Go or F8**

- You can use % as a wildcard e.g. Sm%th or O%Reilly

- The relevant results will be displayed



- If you need to refine your search just click on **Filter Again**