

Individual Demographics

• Search Individual Demographic Form

Users may search Individual Demographic Form in two methods.

Method 1:

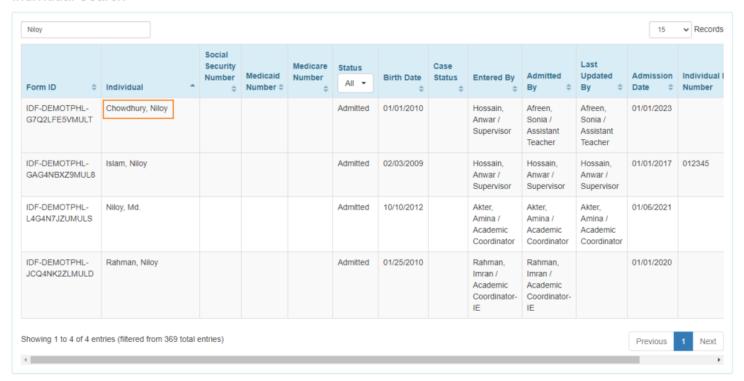
1. Click on the List link beside Individual Demographics.

Care					
Individual Demographics	List Search Custom Fields				
Individual Intake	New Pending Admission Notes Import from Excel Search Imported Excel				
Enrollment	By Program By Individual Import from Excel Search Imported Excel				
Contact	New List Import from Excel Search Imported Excel				

2. Individual Search page will appear. Select individual from the list.



Individual Search



Note: Users may also search by individual's name in the **Filter** box.

3. **Individual Demographic Form (IDF)** page of the individual will appear.



Cancel

Back

Individual Demographic Form (IDF) Admitted 9 T-Notes Individual Niloy Chowdhury Photo 1 Photo 1 Date Title Mr Gender Male First Name Chowdhury Niloy **Last Name** Suffix Middle Name Abrar 01/01/2010 Niloy Birth Date Goes By Medicaid Number SSN 1235098743 E-mail demo@demo.com Phone Number Race Asian Ethnicity / Hispanic Bengali Origin Tribe Class Membership Residential Address Attention or in care of Parent Address House# 73/4, Road # 86, Bashundhara R/A, Dhaka, 1510, Bangladesh Location **Primary Phone** 01122334455 Secondary Phone Additional Phone Mailing Address Attention or in care of Address House# 73/4, Road # 86, Bashundhara R/A, Dhaka, 1510, Bangladesh 01122334455 Primary Phone Secondary Phone Additional Phone View PDFs Mark as Deceased Mark as Pending Admission

Discharge

SComm



Method 2:

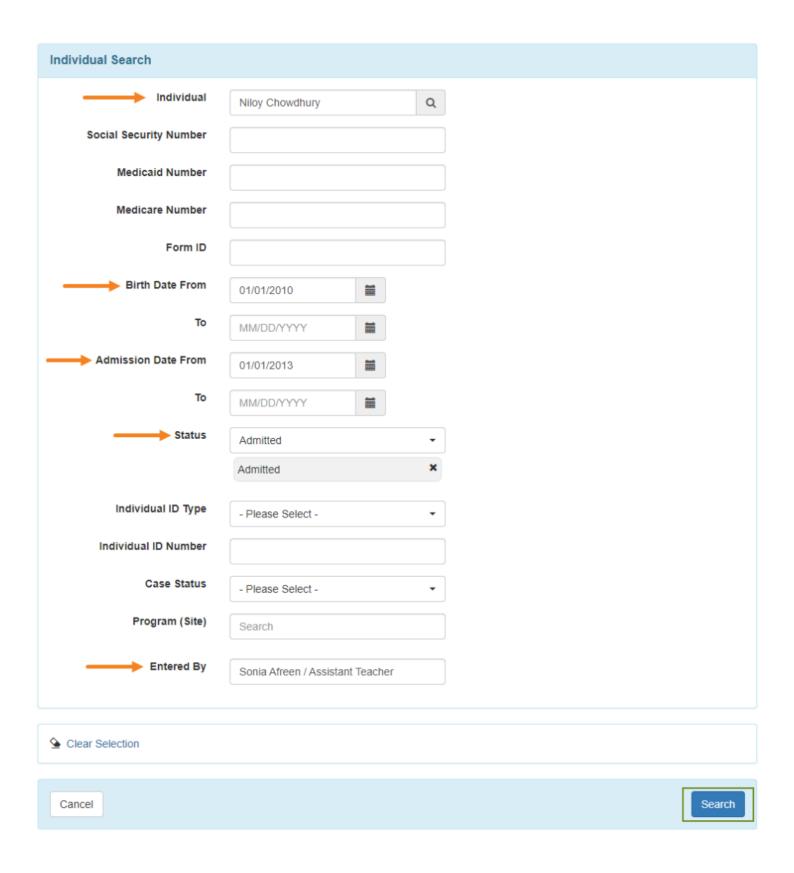
1. Click on the **Search** link beside **Individual Demographics.**

Cai	re
Individual Demographics	List Search Custom Fields
Individual Intake	New Pending Admission Notes Import from Excel Search Imported Excel
Enrollment	By Program By Individual Import from Excel Search Imported Excel
Contact	New List Import from Excel Search Imported Excel

2. **Individual Search** page will appear. Enter the appropriate search parameters in the fields; such as: Individual name, Birth Date, Admission Date etc.

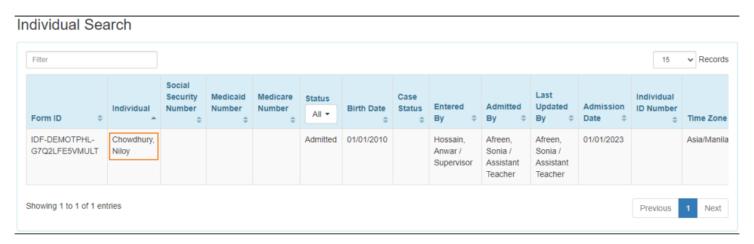
After entering the fields, click on the **Search** button at the bottom of the page.







3. In the **Individual Search** page, all the search results within the search parameters will come up. Click on the individual name.



4. Individual Demographic Form (IDF) page of the individual will appear.



Cancel

Back

Individual Demographic Form (IDF) Admitted 9 T-Notes Individual Niloy Chowdhury Photo 1 Photo 1 Date Title Mr Gender Male First Name Chowdhury Niloy **Last Name** Suffix Middle Name Abrar 01/01/2010 Niloy Birth Date Goes By Medicaid Number SSN 1235098743 E-mail demo@demo.com Phone Number Race Asian Ethnicity / Hispanic Bengali Origin Tribe Class Membership Residential Address Attention or in care of Parent Address House# 73/4, Road # 86, Bashundhara R/A, Dhaka, 1510, Bangladesh Location **Primary Phone** 01122334455 Secondary Phone Additional Phone Mailing Address Attention or in care of Address House# 73/4, Road # 86, Bashundhara R/A, Dhaka, 1510, Bangladesh 01122334455 Primary Phone Secondary Phone Additional Phone View PDFs Mark as Deceased Mark as Pending Admission

Discharge

SComm



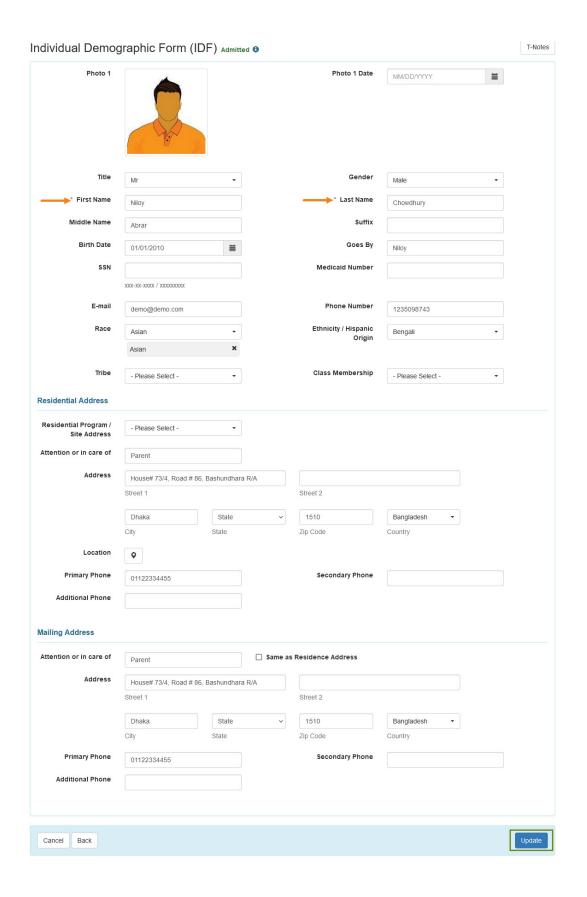
- Edit Individual Demographic Form
- 1. Click on the **Edit** button at the bottom of the page.



2. Enter/ Change necessary fields. Click on the **Update** button.

Fields mark with Red Asterisk (*) are required and must be filled in.







3.	A	success	message	will	appear.

The form IDF-DEMOTPHL-G7Q2LFE5VMULT has been successfully updated