

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

15 Records

Form ID	Individual	Social Security Number	Medicaid Number	Medicare Number	Status All	Birth Date	Case Status	Entered By	Admitted By	Last Updated By	Admission Date	Individual Number
IDF-DEMOTPHL-G7Q2LFE5VMULT	Chowdhury, Niloy				Admitted	01/01/2010		Hossain, Anwar / Supervisor	Afreen, Sonia / Assistant Teacher	Afreen, Sonia / Assistant Teacher	01/01/2023	
IDF-DEMOTPHL-GAG4NBXZ9MUL8	Islam, Niloy				Admitted	02/03/2009		Hossain, Anwar / Supervisor	Hossain, Anwar / Supervisor	Hossain, Anwar / Supervisor	01/01/2017	012345
IDF-DEMOTPHL-L4G4N7JZUMULS	Niloy, Md.				Admitted	10/10/2012		Akter, Amina / Academic Coordinator	Akter, Amina / Academic Coordinator	Akter, Amina / Academic Coordinator	01/06/2021	
IDF-DEMOTPHL-JCQ4NK2ZLMULD	Rahman, Niloy				Admitted	01/25/2010		Rahman, Imran / Academic Coordinator-IE	Rahman, Imran / Academic Coordinator-IE		01/01/2020	

Showing 1 to 4 of 4 entries (filtered from 369 total entries)

Previous
1
Next

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

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

Individual Demographic Form (IDF) Admitted ⓘ

[T-Notes](#)

Individual Niloy Chowdhury

Photo 1



Photo 1 Date

Title	Mr	Gender	Male
First Name	Niloy	Last Name	Chowdhury
Middle Name	Abrar	Suffix	
Birth Date	01/01/2010	Goes By	Niloy
SSN		Medicaid Number	
E-mail	demo@demo.com	Phone Number	1235098743
Race	Asian	Ethnicity / Hispanic Origin	Bengali
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	Parent	
Address	House# 73/4, Road # 86, Bashundhara R/A, Dhaka, 1510, Bangladesh	
Primary Phone	01122334455	Secondary Phone
Additional Phone		

[View PDFs](#)
[Cancel](#) [Back](#)
[SComm](#)
[Mark as Deceased](#)
[Discharge](#)
[Mark as Pending Admission](#)
[Edit](#)

Method 2:


1. Click on the **Search** 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. 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.

Individual Search


 **Individual**

Social Security Number


Medicaid Number

Medicare Number


Form ID

 **Birth Date From**

To

 **Admission Date From**

To


 **Status**

Individual ID Type

Individual ID Number

Case Status

Program (Site)

 **Entered By**

 Clear Selection

Cancel

Search

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

Individual Search

15 Records

Form ID	Individual	Social Security Number	Medicaid Number	Medicare Number	Status	Birth Date	Case Status	Entered By	Admitted By	Last Updated By	Admission Date	Individual ID Number	Time Zone
IDF-DEMOTPHL-G7Q2LFE5VMULT	Chowdhury, Niloy				Admitted	01/01/2010		Hossain, Anwar / Supervisor	Afreen, Sonia / Assistant Teacher	Afreen, Sonia / Assistant Teacher	01/01/2023		Asia/Manila

Showing 1 to 1 of 1 entries
Previous 1 Next

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

Individual Demographic Form (IDF) Admitted ⓘ

[T-Notes](#)

Individual Niloy Chowdhury

Photo 1



Photo 1 Date

Title Mr

Gender Male

First Name Niloy

Last Name Chowdhury

Middle Name Abrar

Suffix

Birth Date 01/01/2010

Goes By Niloy

SSN

Medicaid Number

E-mail demo@demo.com

Phone Number 1235098743

Race Asian

Ethnicity / Hispanic Origin Bengali

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 Parent

Address House# 73/4, Road # 86, Bashundhara R/A, Dhaka, 1510, Bangladesh

Primary Phone 01122334455

Secondary Phone

Additional Phone

[View PDFs](#)

[Cancel](#) [Back](#)

[SComm](#)

[Mark as Deceased](#)

[Discharge](#)

[Mark as Pending Admission](#)

[Edit](#)

- **Edit Individual Demographic Form**

1. Click on the **Edit** button at the bottom of the page.

A horizontal bar at the bottom of the page containing several buttons. From left to right, the buttons are: "Cancel", "Back", "SComm", "Mark as Deceased", "Discharge", "Mark as Pending Admission", and "Edit". The "Edit" button is highlighted with an orange border.

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

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

Individual Demographic Form (IDF) Admitted

[T-Notes](#)

Photo 1




Photo 1 Date

Title

Mr

Gender

Male

First Name

Niloy

Last Name

Chowdhury

Middle Name

Abrar

Suffix

Birth Date

01/01/2010

Goes By

Niloy

SSN

Medicaid Number

E-mail

demo@demo.com

Phone Number

1235098743

Race

Asian

Ethnicity / Hispanic Origin

Bengali

Tribe

- Please Select -

Class Membership

- Please Select -

Residential Address

Residential Program / Site Address

- Please Select -

Attention or in care of

Parent

Address

House# 73/4, Road # 86, Bashundhara R/A

Street 1

Street 2

City

Dhaka

State

Zip Code

1510

Country

Bangladesh

Location

Primary Phone

01122334455

Secondary Phone

Additional Phone

Mailing Address

Attention or in care of

Parent

☐ Same as Residence Address

Address

House# 73/4, Road # 86, Bashundhara R/A

Street 1

Street 2

City

Dhaka

State

Zip Code

1510

Country

Bangladesh

Primary Phone

01122334455

Secondary Phone

Additional Phone

[Cancel](#) [Back](#)
[Update](#)

3. A success message will appear.

The form IDF-DEMOTPHL-G7Q2LFE5VMULT has been successfully updated