

# Searching for Persons in PA - Include v4.4

You can search for persons that are currently registered with the Clinical Trials Reporting Program.

## How to Look Up Registered Persons

1. On the main menu, click **Search Persons**.  
The Search Persons window appears.

Search Persons

Help

Enter information for at least one of the criteria and then click Search. The maximum number of results returned for any search is 500 records. If necessary, limit your search by providing additional search criteria.

PO ID (Exact Match)

CTEP ID

Status

First Name

Last Name

Organization Affiliation

Person Role

Any

Search

Reset

### Search Persons Window

2. Provide as much information as you can about the person you are looking for, or, enter the Person/Organization (PO) ID or Cancer Therapy Evaluation Program (CTEP) Identifier. To search by person role, select a role from the **Person Role** drop-down list. You must enter search criteria in at least one field.



### Searching by PO ID

The PO ID you enter for your search criterion must be exact and complete. That is, do not use partial IDs or wildcards.



### Using wildcard characters ( % )

You can type a series of characters in any of the search fields (except the PO ID, which must be an exact match) to narrow the search results. The system adds wildcards on both sides of the search string (the series of letters you type) for you implicitly. You can type wildcard symbols ( % or \* ) between characters of the string as necessary.

3. Click **Search**.  
The Search Persons window displays the results of your search.

Person(s):									
3 items found, displaying all items. 1									
PO-ID	CTEP ID	First Name	Last Name	Email	Organization Affiliation	Role	City	State	Status
<a href="#">23863952</a>		Isabelle	Autissier	AutissierI@example.ort	National Childhood Cancer Foundation Example	Clinical Research Staff Healthcare Provider	Le Selve	ME	PENDING
<a href="#">23857498</a>		Doc	Tester1	tester1@doc.org	Abbott Laboratories Cancer Therapy Evaluation Program Example Cancer Treatment Center	Clinical Research Staff Healthcare Provider	Kensington	MD	PENDING
<a href="#">23857480</a>		Doc	Tester4	abc@test.org	Example	Clinical Research Staff Healthcare Provider	Kensington	MD	PENDING



### Tip

If the person you are searching for is not listed, you may have searched too narrowly (that is, you may have provided too much information about the person). If the list of results is very long and contains many persons that are similar to the one you are searching for, you can narrow your search by providing more information.

4. If the person does not appear in the results table, do one of the following to modify your search:
  - To broaden your search so that more persons are listed in the search results, delete one or more of your criteria. For example, if you searched by part of the person's name, city, state, and zip code in your original search, you may want to search by state alone.  
- Or -
  - To narrow your search so that fewer persons are listed in the search results, provide more about your person. For example, if you searched by state in your original search, you may want to search by city in addition to the state.

5. To view the details of any person in the search results list, click its **PO-ID** link.  
The Person Details window displays current information about the person.

**Person Details**

**Prefix:** N/A  
**First Name:** Isabelle  
**Middle Name:** N/A  
**Last Name:** Autissier

**PO ID:** 23863952  
**CTEP ID:** N/A  
  
**Role:** Clinical Research Staff  
Healthcare Provider


**Address:** 321 Reef St.  
**City:** Le Selve  
**State:** ME  
**Postal Code:** 25842  
**Country:** USA

**Status:** PENDING  
**Status Date:** 04/30/2012

**Phone:** N/A  
**Fax:** N/A  
**Email:** AutissierI@example.ort  
**Website:** N/A

**Organization Affiliation**  
2 items found, displaying all items.1

PO ID	Name
<a href="#">43284</a>	National Childhood Cancer Foundation
<a href="#">23863935</a>	Example

 Close

6. To view the details of the organization with which the person is affiliated, click its **PO-ID** link.

**Organization Details**


**Name:** Example  
**Family Name:** N/A

**PO ID:** 23863935  
**CTEP ID:** N/A

**Address:** 11122 Darwin St.  
**City:** Boston  
**State:** MA  
**Postal Code:** 320159  
**Country:** United States


**Type:** Lead Organization  
Participating Site  
**Status:** PENDING  
**Status Date:** 04/30/2012

**Phone:** N/A  
**Fax:** N/A  
**Email:** [orgcontact@example.org](mailto:orgcontact@example.org)  
**Website:** N/A

 Close



#### Displaying Organization and Person Details

You can display the details of any organization or person, including their CTEP and PO IDs, that appears on abstraction pages by clicking the **D**etails icon () located next to an organization or person name field.