

Searching for Person Records

You can search for persons that are currently registered in CTRP.

How to Search for Registered Persons

1. Click the **Search Persons** tab. Or, on the toolbar, click **Search > Persons**.

Search Clinical Trials

Search Persons

Search Organizations

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)

Person Role

CTEP ID

Organization Affiliation

First Name

Last Name

Search

Reset

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 enter 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.

3. Click **Search**.
The persons that meet your search criteria are listed in the Search Results table. To navigate the search results table, see [Working with Tables and Search Results](#).

Search Clinical Trials

Search Persons

Search Organizations

Search Results

Person(s):

Choose columns

First

Previous

1

2

3

4

5

...

50

Next

Last

Show 10 entries

Search:

PO-ID	CTEP ID	First Name	Last Name	Email	Organization Affiliation	Role	City
302582	10192			@mdanderson.org	M D Anderson Cancer Center Cancer Therapy Evaluation Program	Clinical Research Staff Healthcare Provider	Houston
317786	13610			@dhs.lacounty.gov	Olive View-University of California Los Angeles Medical Center Cancer Therapy Evaluation Program	Clinical Research Staff Healthcare Provider	Sylmar

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

Test

Middle Name

N/A

Last Name

Test

Address

100 Main Street

City

Rockville

Postal Code

20111

Country

USA

PO ID

25976099

CTEP ID

N/A

Role

Clinical Research Staff
Healthcare Provider
Organizational Contact

Organization Affiliation

3 items found, displaying all items.1

PO ID	Name
154376	National Cancer Institute
9559134	CTEP_PROD_TEST
18222446	Test Organization

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