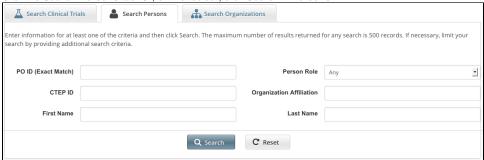
Searching for Person Records

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**.



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.

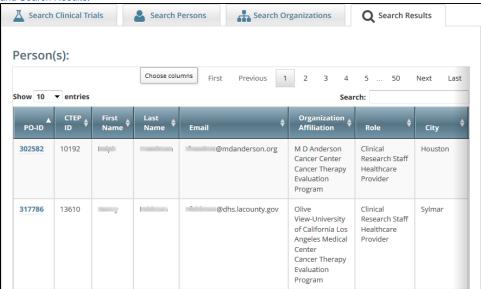


Using wildcard characters (%)

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.



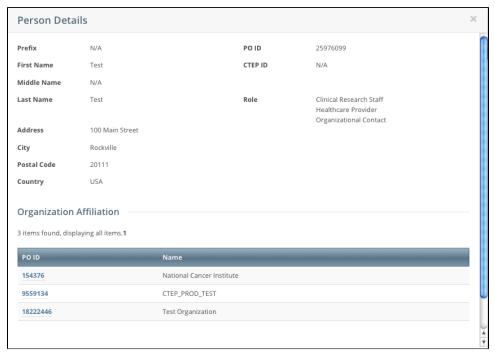


Tip

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.
- 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.



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