Special Olympics

Person Lookup/Data Entry

This panel provides a set of tools you to help you find and edit people in GMS 7. From the **Person lookup/Data entry** panel you can select between three tools:

Find people using advanced criteria

This tool allows you to find people in GMS, but lets you specify your own criteria. The default criteria are **Groups** and **Type of People**. By selecting the **Add another filter** link you can narrow your search even further with additional filters.

Find people by personal data

This tool allows you to find people in GMS using several predetermined personal information filtering criteria: Name, DOB, Gender, Short ID, Groups and People types.

It is recommended that you begin with the person's family name. A list of everyone in GMS with this (or a similar) name will be displayed, allowing you to either select the intended individual from the results list to see their record in GMS or narrow your filter. After generating a results list, a **Filter by name** field will be displayed to the left of the list, allowing for quick name filtering.

Note: You do not need to enter the person's complete last name to search. GMS will find all of the people whose name begins with the entered values. This is especially useful if you are not sure how the name is spelled.

Enter name, address and phone changes

This tool resembles the **Find people by personal data** tool, but when you select an individual from the results list, rather than displaying their complete record, GMS will display their name and address and other contact information for quick updates.

Create a new person

Regardless of which tool you select under the **Person lookup/data entry** panel, the **Create a new person** tool is displayed in the left-hand **Tools** panel. Selecting this tool launches the **Create a new person** tool.

You must enter the individual's Person type, Group, First and Last name. When you select **Continue**, GMS will first check for potential duplicate records. These will be displayed allowing you to either select the correct existing record, or continue in creating a new record. GMS will display the full Person record, allowing you to input all relevant information. When you are finished, selecting **Save** will save the new record in GMS.