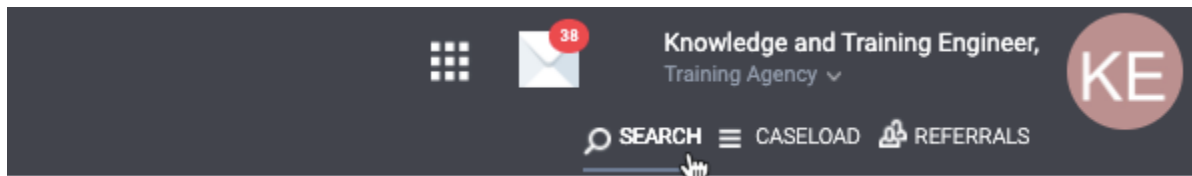


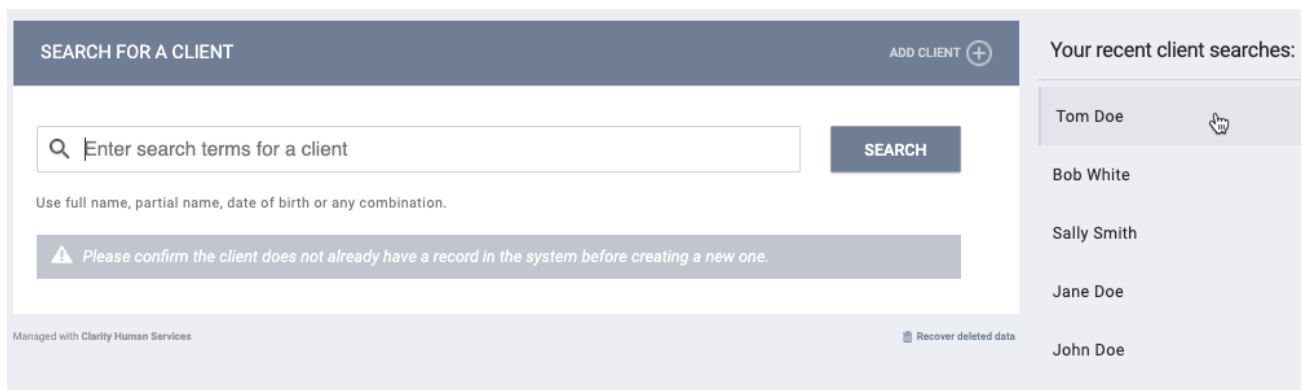
How Do I Search for a Client?

Users search for and [create new client records](#) from the *Search* page. Users can set the *Search* page as the default *Home Screen* for an agency or user in the [Agency Overview](#) and staff member [Account Settings](#).

To access the *Search* page, click the *SEARCH* tab in the upper right-hand corner.



Records you recently viewed will appear in the right sidebar. The system retains this list after you log out and will display it when you log back in and view the *Search* screen. Clicking a client name navigates you to the associated client record.



Any [Search Page Notification text](#) that the system administrator has entered will appear below the search box.

Recover deleted data allows system administrators to search for and restore deleted client records.

 Recover deleted data





Searching for Clients

Clarity Human Services has an *Auto Suggest* feature that allows you to enter only partial first and last names when searching for a client. As you begin typing your search criteria, the system searches the database and displays potential results that match your search terms. This feature can be enabled by [system administrators](#) or by users in [Account Settings](#).

SEARCH FOR A CLIENT

ADD CLIENT 

Jane Doe		DOB	Age	SSN	ROI
	Jane Doe	02/02/1977	Age: 43	1234	Missing
	Jane Doe	10/10/1980	Age: 39	4321	Missing

SEARCH

one.