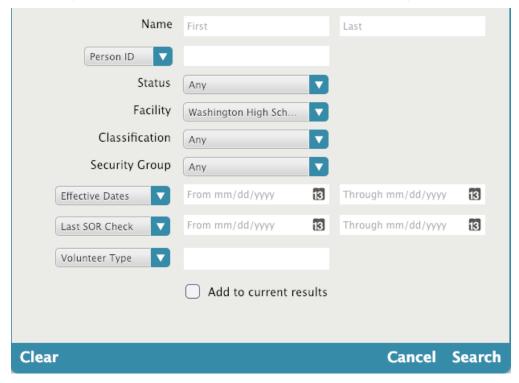# People Search

The **KeepnTrack People Search** utility allows an operator to enter specific parameters to perform a search for a single person or a group of people that fit the criteria. All fields are optional, but at least one field must be filled out before a search can be attempted.

Name

Enter either first, last or both names.

Person ID

Search by Person ID, Staff ID, Student ID or Family ID.

Status

Choose a status: Any, Active, Inactive, Access Denied or Pending.

Facility

Choose one of the facilities you have access to.

Classification

Choose a classification. This list is based on your Security Level.

Security Group

Like Classification this drop down provides a list of currently used Security Groups.

Effective Dates

Effective Dates and Expiration Dates: Enter a date range in which a person would have been effective.

Date Created and Date Modified: Enter a date range in which a Person Record was created.

Last SOR Check

Also: Last Background Check, Failed Background Check, Passed Background Check

Enter a date range to search for when the last Sex Offender Registry or Background Check was performed.

Volunteer Type

Also: Staff Type, Homeroom, Teacher, Grade

This dropdown menu contains all of the Volunteer Types in your KeepnTrack system. You can enter a bus number or username in the text field.

Add to Current Result

When checked, all results will be added to an ongoing list, allowing you to build a set of results with multiple criteria.