

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.

The screenshot shows a web-based search form for 'KeepnTrack People Search'. The form is organized into several sections. At the top, there are two input fields for 'Name', labeled 'First' and 'Last'. Below these are several dropdown menus: 'Person ID', 'Status' (set to 'Any'), 'Facility' (set to 'Washington High Sch...'), 'Classification' (set to 'Any'), and 'Security Group' (set to 'Any'). There are also two date range selectors: 'Effective Dates' and 'Last SOR Check', each with 'From' and 'Through' fields and a calendar icon. A 'Volunteer Type' dropdown is at the bottom of the main form area. Below the dropdowns is a checkbox labeled 'Add to current results'. At the very bottom, there is a blue bar containing three buttons: 'Clear', 'Cancel', and 'Search'.

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.