Using Search to find a person record

It is essential to establish that there is no existing record for a person before creating a new person record. Only one person record for each individual must exist.

There are two types of search that can be performed in the CHRIS system: simple search and advanced search

**Simple Search**

**Navigate: Organisation > People**

1. Select the University of Cambridge organisation
2. Select the People menu item from the Action Pane
3. Key in the surname of the person and press Enter or click on

![Search Interface]

**Note:**

When using this method of searching, only current employees within the University or those who have not yet started their employment will be displayed.

Using the Advanced search is the only accurate way of establishing whether a person record exists for a person who has completed a period of employment and been made a leaver.
**Advanced Search**

1. Select the University of Cambridge Organisation
2. Select the People menu from the Action Pane
3. Click on the Advanced button

The display pane will then show the Advanced search display where you can enter more detailed conditions for your search.
To search for people who have completed a period of employment and left the University you need to select Leaver status from the first drop down box.

This search returns an additional record than the simple search.

And then include leavers.

This is because there is a person with the surname specified who has left University employment.
An additional advanced search using other criteria may also be performed. Surname, is not necessarily the best criteria to use, there are many examples of people with the same surname and of course a person’s surname might have changed, for example where someone has subsequently got married.

National Insurance number is ideal criteria to use as this is a unique number to an individual.
Using NI number (select social security number) together with Leaver Status of include leavers will check records for both existing and previous employees.

Only when you have confirmed that the person does not already exist on the system should you continue with the new starter process.