



Advanced Search – FSC Job Aid

The *Advanced Search* screen allows the user to search through Cases using a variety of search criteria

Advanced Search

▼ Search Criteria

Case ID

Client ID

Worker

Provider

Facility

Case Status

First Name

Last Name

Home Visiting Status

Date From

Date To

Search

▼ Search Results

Search within Entities:

Case ID	Client ID	First Name	Last Name	Case Status	Home Visiting Status	Case Date	Facility
1712	573385	SUSIE	SUNSHINE	Pending		4/21/2017	AIU - MCKEESPORT FAMILY CENTER
1608	573385	SUSIE	SUNSHINE	Pending		4/20/2017	AIU - WILKINSBURG FAMILY CENTER

Show 10 entries

First Previous 1 Next Last

Navigation

- The **Search** button can be found at the top of every screen. Clicking on the **Search** button will navigate the user to the **Search** screen.
 - Click on the **Advanced Search** link inside the **Search Criteria** pane.

▼ Search Criteria

Search By

--Select--

Search Tips

--Select--

Search

Advanced Search



Search Criteria

1. The *Search Criteria* can be used singularly or in combination to filter the results down to the desired case(s).

The screenshot shows a 'Search Criteria' form with the following fields and callouts:

- A**: Case ID (text input)
- B**: Client ID (text input)
- C**: Worker (dropdown menu)
- D**: Provider (dropdown menu)
- E**: Facility (dropdown menu)
- F**: Case Status (dropdown menu)
- G**: First Name (text input)
- H**: Last Name (text input)
- I**: Home Visiting Status (dropdown menu)
- J**: A red box highlights the 'Date From' and 'Date To' fields, which are part of a date range selection.

A 'Search' button is located at the bottom right of the form.

- a. *Case ID*: Enter a Case number to search by that criteria.
- b. *Client ID*: Enter a Client ID to search by that criteria. Note that this is NOT the MCI ID.
- c. *Worker*: Select the name of a worker to search for their cases.
- d. *Provider*: Select the name of a provider agency.
- e. *Facility*: Select the name of a specific provider facility (location).
- f. *Case Status*: Select a specific status to filter the results by.
- g. *First Name*: Enter a first name to search by that criteria.
- h. *Last Name*: Enter a last name to search by that criteria.
- i. *Home Visiting Status*: Select a specific Home Visiting Status to filter the results by.
- j. *Date From* and *Date To*: Entering a date range allows the search to be filtered down to a specific time period.

2. Click **Search** to bring up the **Search Results** pane.



Search Results

1. The pane contains a **Search within...** field from which the user can filter the grid down to any grid item containing all or part of a word, date, or number.

▼ Search Results

Search within Entities:

▲ Case ID	▲ Client ID	▲ First Name	▲ Last Name	▼ Case Status	▲ Home Visiting Status	▲ Case Date	▲ Facility
1712	573385	SUSIE	SUNSHINE	Pending		4/21/2017	AIU - MCKEESPORT FAMILY CENTER
1608	573385	SUSIE	SUNSHINE	Pending		4/20/2017	AIU - WILKINSBURG FAMILY CENTER

Show ☐ entries

First Previous Next Last

2. Navigation: Click on the Case ID number to navigate to a specific Case.

For more information...

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access I-Service, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm>