OACCESS FUNDAMENTALS
How to Conduct a Case search

Note: The following instruction assumes the reader knows how to log into OACCESS and switch between branches.

Summary: This search tool is very helpful during those situations where you have a name, but little else to really distinguish between the clients.

For example, in the screen print below we find conducting a person search for "Robert L. Brown" returns at a minimum - three individuals with that name and as you can see by looking at the scroll bar - there are many more names to be viewed. Find the particular Mr. Brown you seek may be quite an arduous task since you'll have to select each name one-by-one and view the case file until you find the one you set out to find.

PERSON SEARCH						

Person Search

Last Name	First Name	M.I.	SSN	Prime Nmbr	DOB
BROWN	ROBERT	L	- -		00/00/0000

Sounds like: ☐ (CI Only)   Search Status: OA   Search in CI   Clear

Person 1 of 99

Last Name	First Name	MI	SSN	Prime Nmbr	DOB	Status	BrCd
BROWN	ROBERT	L				Active	2011
BROWN	ROBERT	L	5			Active	2011
BROWN	ROBERT	V	54		5	Active	2019
BROWN	ROBERT	G	57			Inactive	
BROWN	ROBERT	R	5			Active	0911
BROWN	ROBERT	A	54			Inactive	
BROWN	ROBERT	L	0			Inactive	
BROWN	ROBERT	H				Active	0611
BROWN	ROBERT		5			Inactive	
BROWN	ROBERT	W	5			Active	0911

Proceed to next page for screen-by-screen direction from the OACCESS Main Menu page.

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1. Choose Select
2. Click on Case

3. Complete these fields with the information you have available
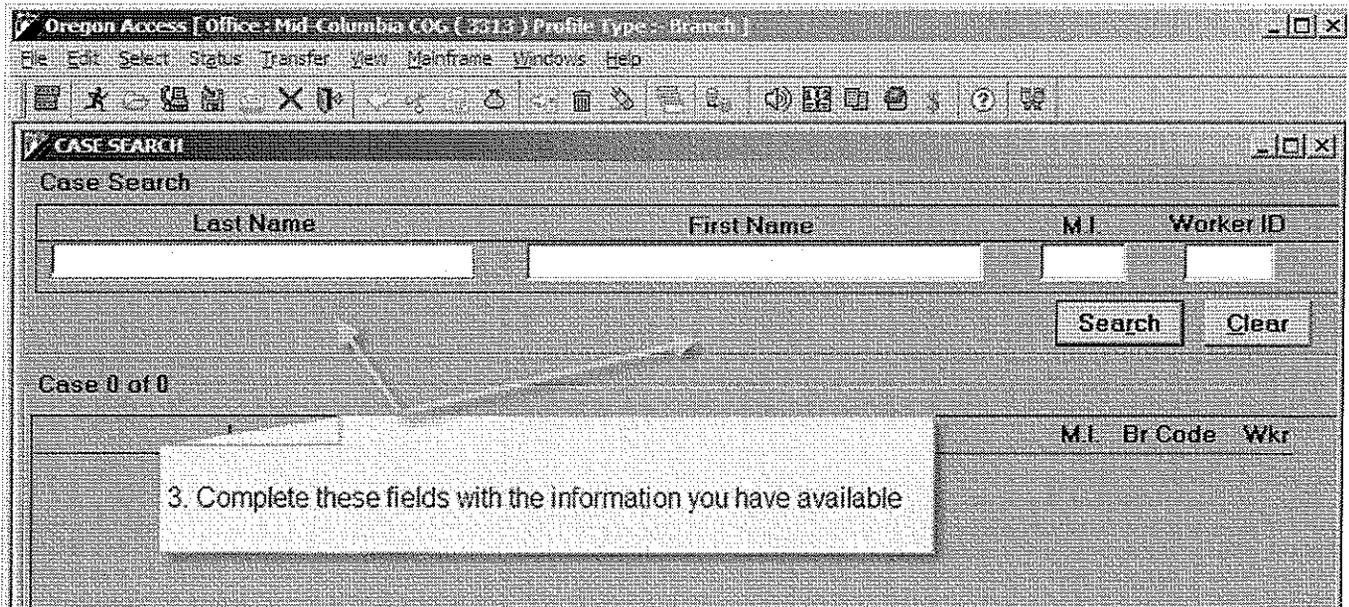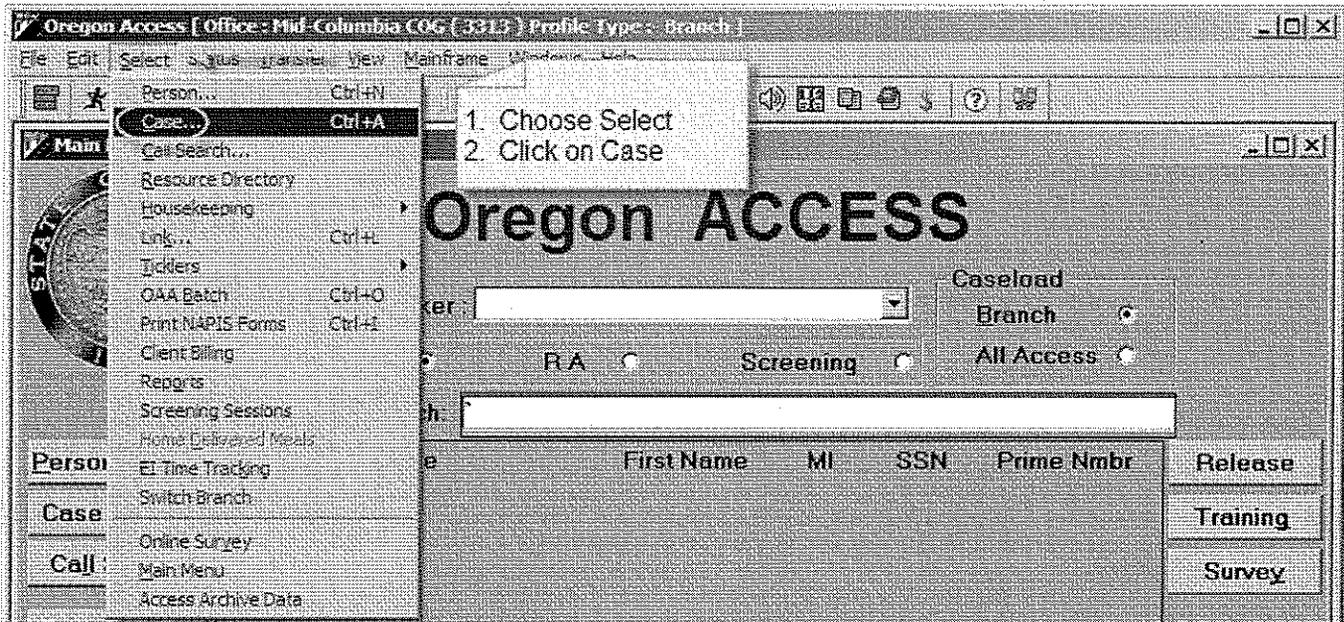
4. Enter the information you have into the applicable fields
5. Single-click on "Search

CASE SEARCH

Case Search

Last Name	First Name	M.I.	Worker ID
BROWN	ROBERT	L	

Search   Clear

Case 1 of 1

Last Name	First Name	M.I.	Br Code	Wkr
BROWN	ROBERT	L	3313	

6. If the client is listed in the results area and not highlighted - place your cursor in the Last Name field and click your left mouse button to highlight the name.

7. Click "View Highlighted Case"

View Highlighted Case   Case Not Found ADD To Database