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]

Proceed to next page for screen-by-screen direction from the OACCESS Main Menu page.
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Note: The following instruction assumes the reader knows how to log into OACCESS and switch between branches.

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"

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"