Welcome to the Public Health Information System. In this demonstration, you will learn how to search for users associated with the establishment. I’ll guide you through the steps of accomplishing this task.

First, click on User Management.
Then, click on Manage Users.

Enter the last name of the user you wish to find. I’ll search for Daniel Test 22.
Select the status “Any.”

Click the Find button.
A list of users appears that fit the last name I entered. In this case, only one user was returned. In a live system, multiple users could be returned. It is also possible that no users could be returned if no user matching the search criteria is found.

Click on Reset if you would like to begin a new search.
Clicking Reset clears the Last Name field and resets the list.

This is the end of this exercise. You will now be returned to the introductory screen. Thanks for your interest in the Public Health Information System.