NAZ Connect Procedure

Record - Find
(rev 10/16)

SIMPLE SEARCH
1. On the Home page, locate the **Client Name Search** box on the upper left.

2. Type in the last name, then click on the magnifying glass icon to the right of the box.

![Client Name Search](image)

3. On the **Client Search Results** window, click on the correct record and then choose where you want to go from the options at the top.

![Client Search Results](image)

ADVANCED SEARCH
1. On the Home page, click on **Advanced Participant Search**.

![Advanced Participant Search](image)

2. On the **Youth/Family Search** window, enter your search criteria in any one, or combination, of the available fields.

3. (Optional) Select **Show Additional Information** to include the address in the results.

4. (Optional) Select **Include Inactive Names** to include records that have been removed from the standard search (this is helpful in preventing duplicates).

5. (Optional) Select **Show Household Information** to include the Household Name.
6. (Optional) Select **Continuum Wide Search**. Those logged in as a partner may want to search for a participant in the system who is not assigned to their agency. This reduces duplication of building a new record when the family record may already exist.

7. After all criteria have been entered, click **Search Youth/Families**.

8. Find the correct record and click **Select** to go to the Goals/Notes window for that person.