


NC COVID Search Job Aid

There are two ways you can search in NC COVID  (Event Search) icon this search is used mainly by state workers.

Searching using this icon is restricted to your jurisdiction. Do not use this icon to complete searches in the system.

Instead Use

The second way, the Manage People and Facilities  (People Search) icon to search.

Select this icon to complete all searching in NC COVID. This search allows users to view every person who has been entered into the system.

When completing searches also make sure you use a wild card * the asterisk every single time. See the chart below on possible combinations to include the * with your searches:

Examples of possible ways to search for Roberta Smith-Jones with Date of Birth 01/01/1980:

- Name (first and last combinations) and DOB
- Name only-using variations along with wild cards
- SSN
- Phone numbers

FIRST NAME	LAST NAME
Roberta*	Smith*
Rob*	Smi*
Ro*	Smith Jones*
Rob*	*Jones*
Roberta*	*Smith*
Rober*	*Jon*
Rob*	*Smi*

The more parameters you enter in the search fields, the fewer results will be returned because the system would have to locate an individual to match all the data you entered. Entering less information in the search parameters will yield more results.

If you locate the person in the system after searching, you must then complete a “record search” to see that event exist in the system for that person. Please feel free to contact a regional supervisor or NC EDSS Helpdesk so that they can further investigate for a possible existing event for the disease you are attempting to create.