

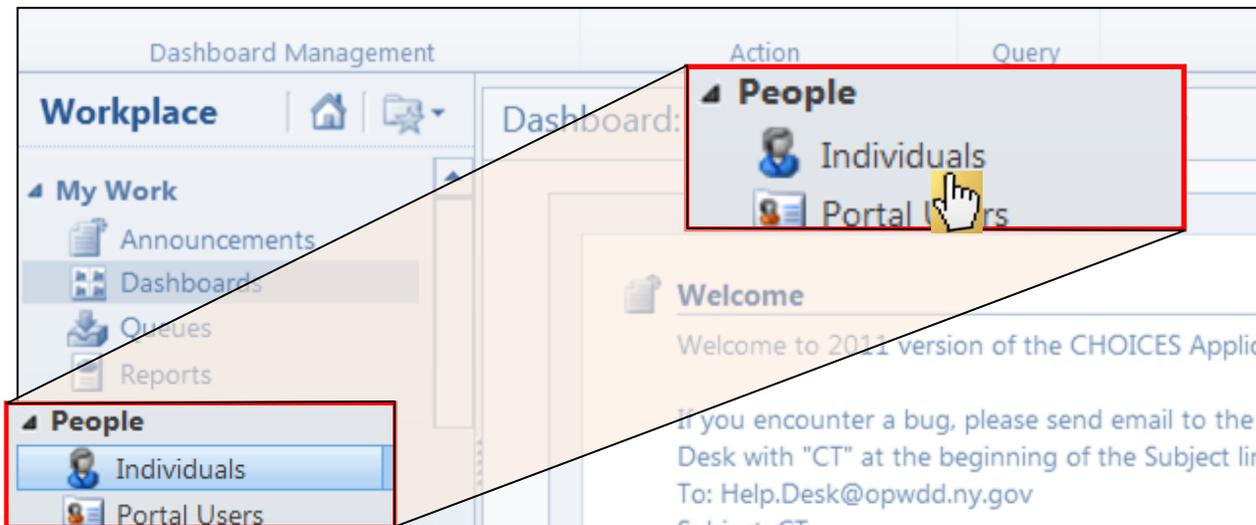
## TABS Inquiries

- **Individual Inquiry** - Master Individual History - CR4.
- **DDP2 Inquiry**

### Individual Inquiry

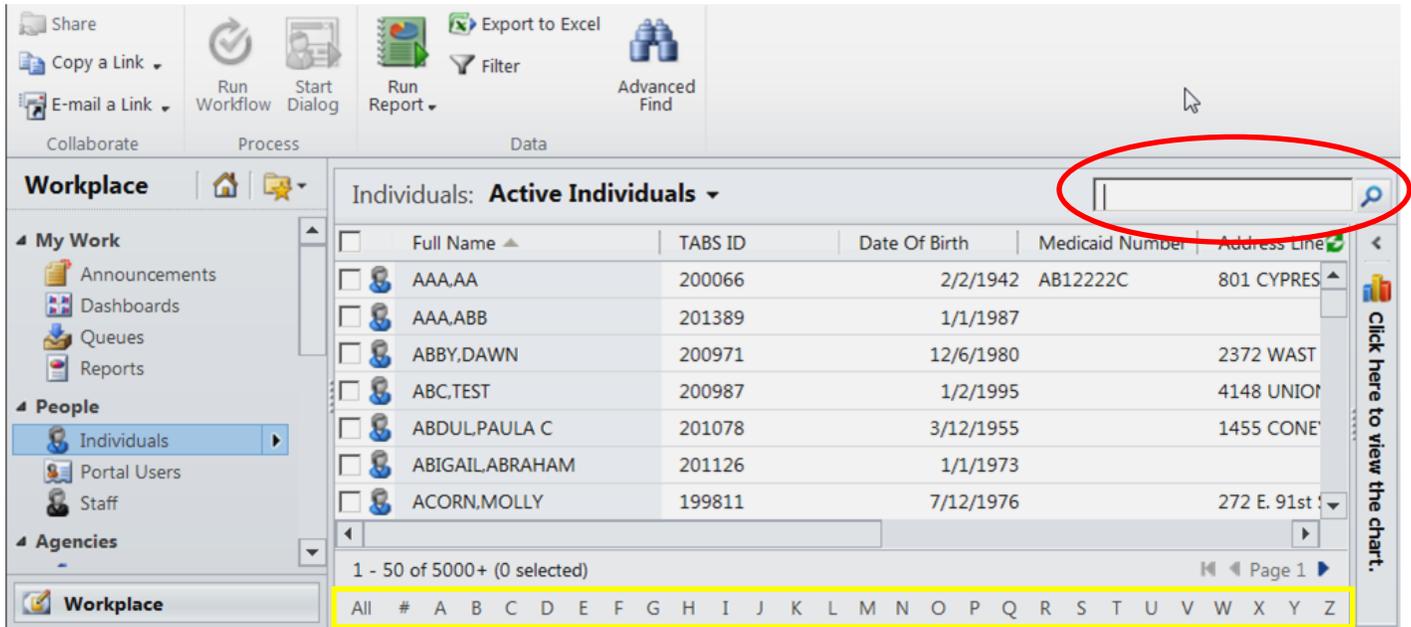
The Individual Inquiry should be used to pull up the current Master Individual History for an individual through TABS.

To access a certain individuals Master Individual History, we will start in the **Workplace** section under **People**, click the “**Individuals**” link:



In the Individuals Section of CHOICES type the name of the individual that you are searching for in the blank field area next to the Start Search button .



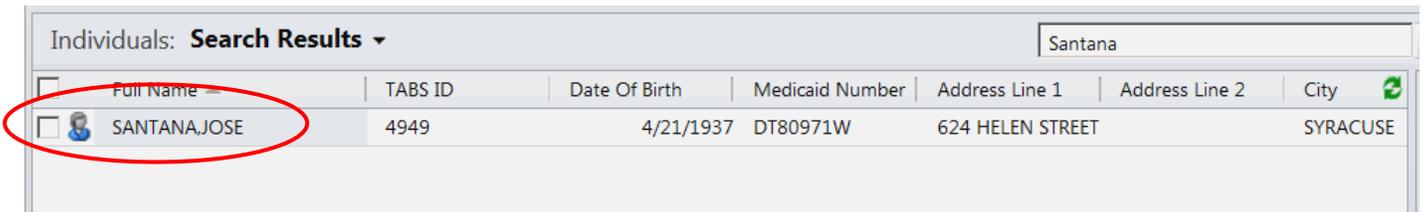


**NOTE:** You can also find individuals by using the letters at the bottom of the screen. To find Jose Santana, you would click 'S'.

For this example we will show typing the name 'Santana' in the Search for records section. Then click the **Start Search** button  or type the **Enter** key on the keyboard.

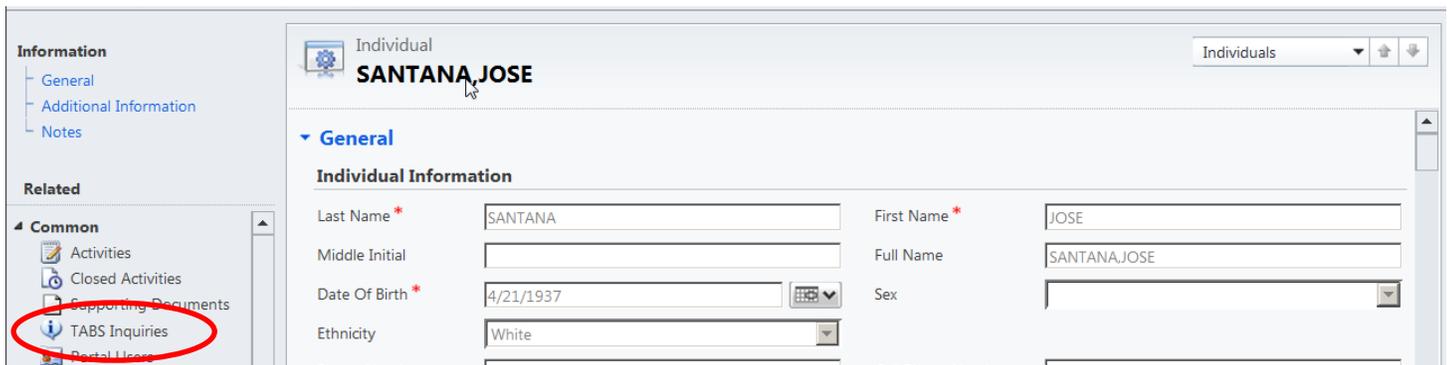
A list of names matching our search criteria search displays.

To look at an Individuals information, for example 'Jose Santana', we simply click on their name.



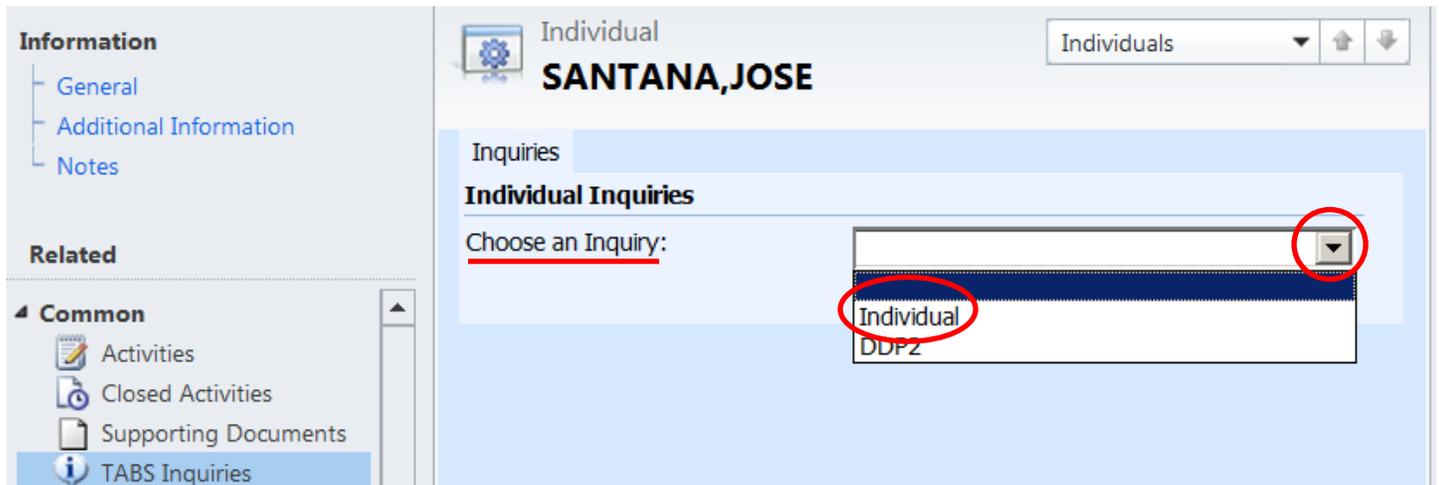
A screen appears with their information pulled directly from TABS.

To view the TABS Inquiries for this person, click the **TABS Inquiries** link under **Common**.

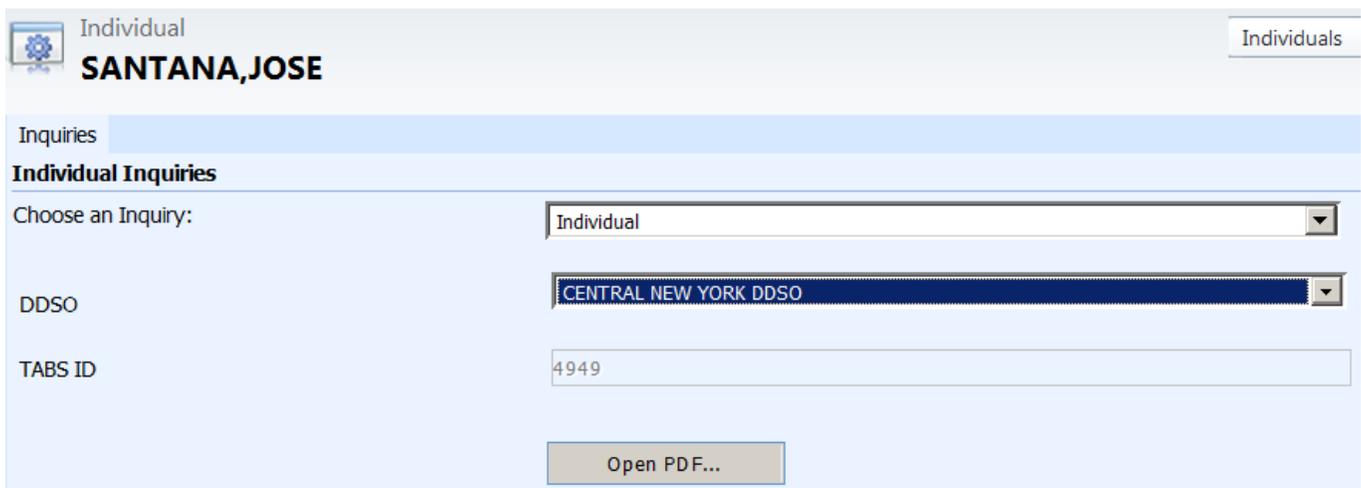


By clicking on the drop-down option for **Choose an Inquiry**, you have the choice of viewing this individuals; **Individual** record (individual master history) or this individuals **DDP2** information.

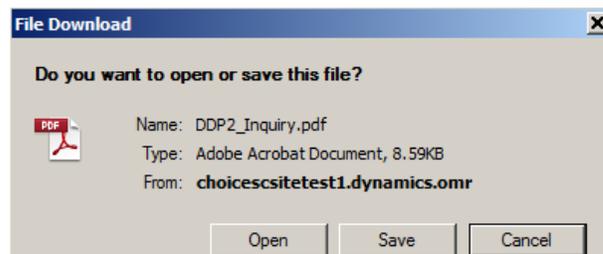
Select: **Individual**



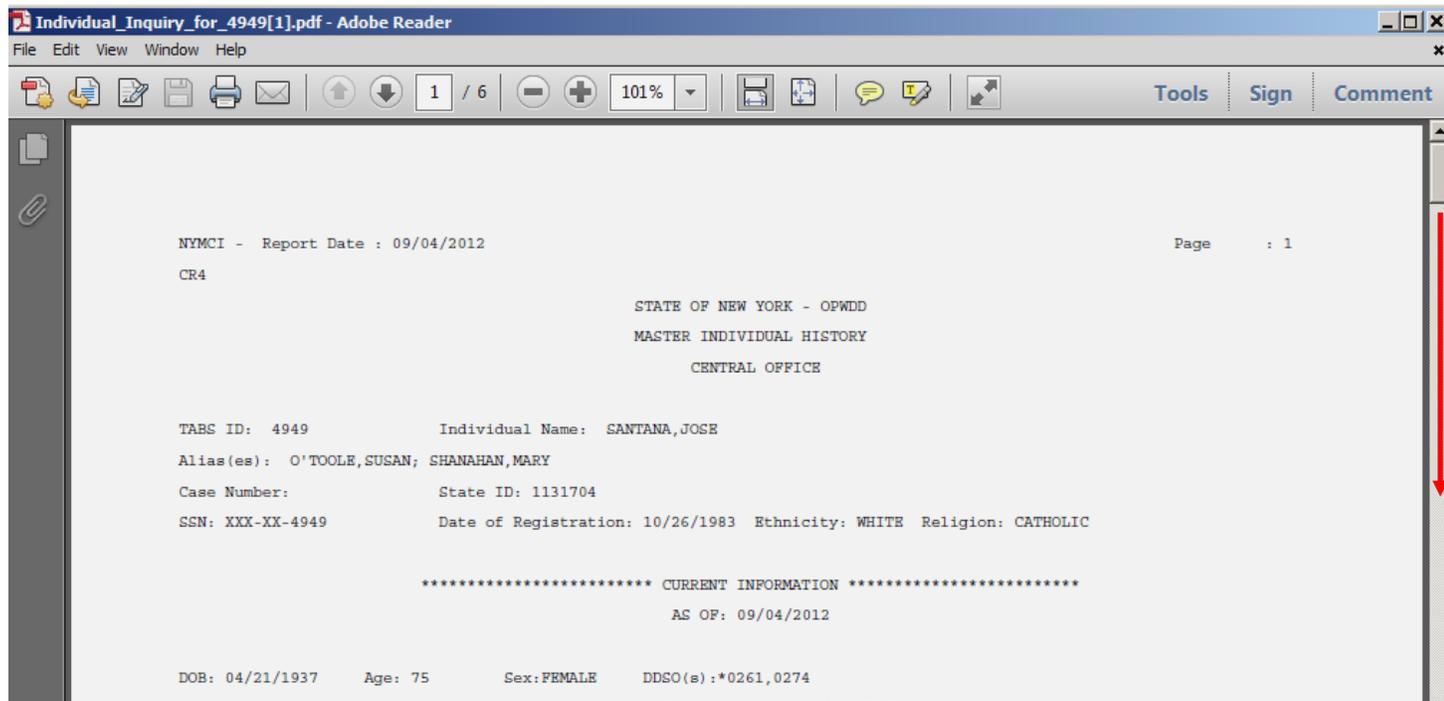
The following screen will display. Make sure that you've selected the correct DDSO from the drop-down menu before clicking on the **Open PDF...** button.



Once the **Open PDF...** button is clicked, you will receive a popup window asking you if you want to Open or Save this file. **Open** the file to see the report.

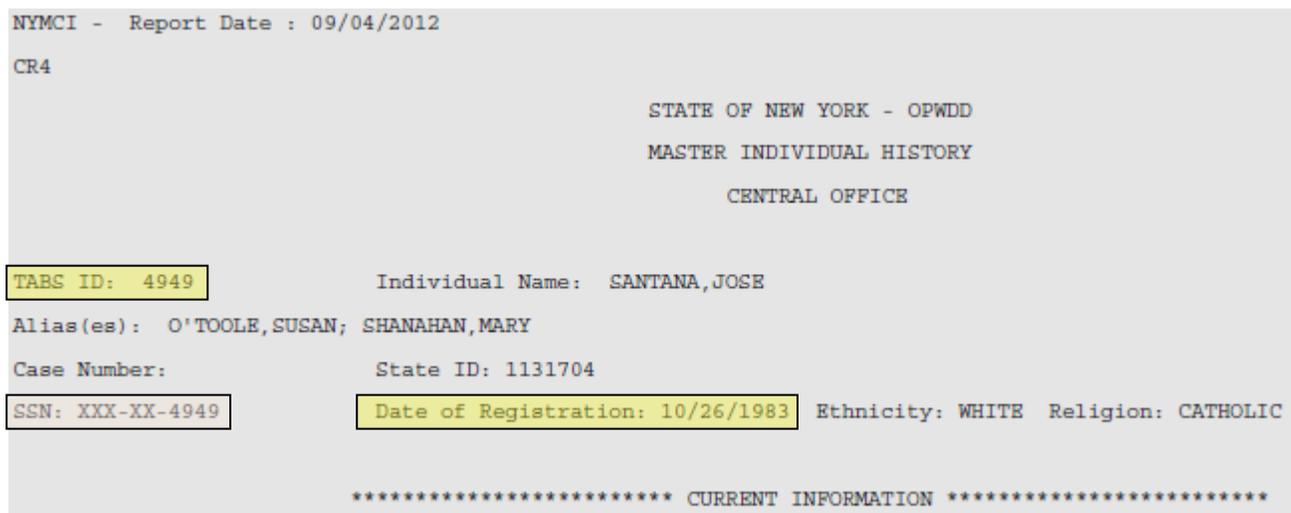


The individuals Master Individual History appears for 'Jose Santana'.



To view the entire form use the scroll bar on the side and bottom of the form.

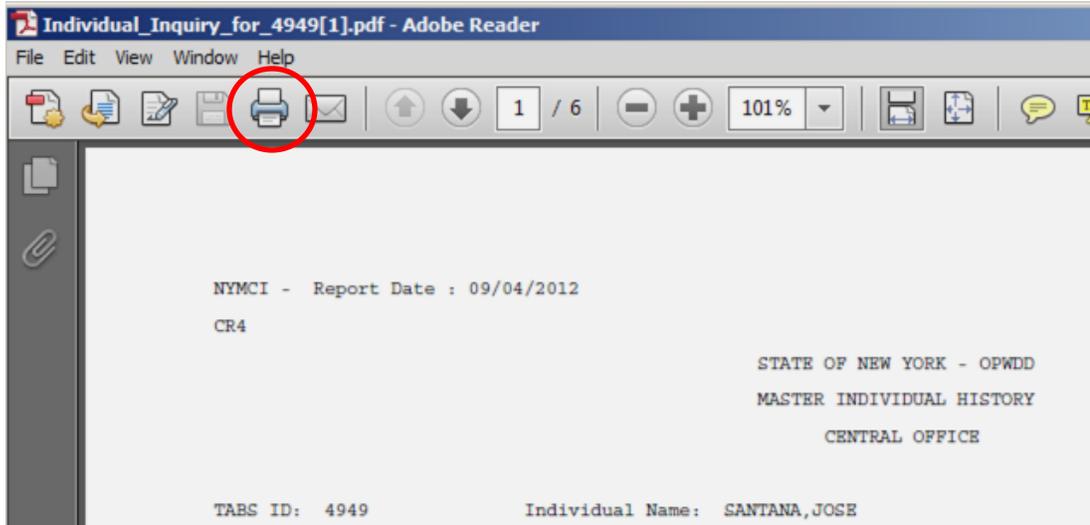
To close this form just click the 'X' at the top right corner of the screen.



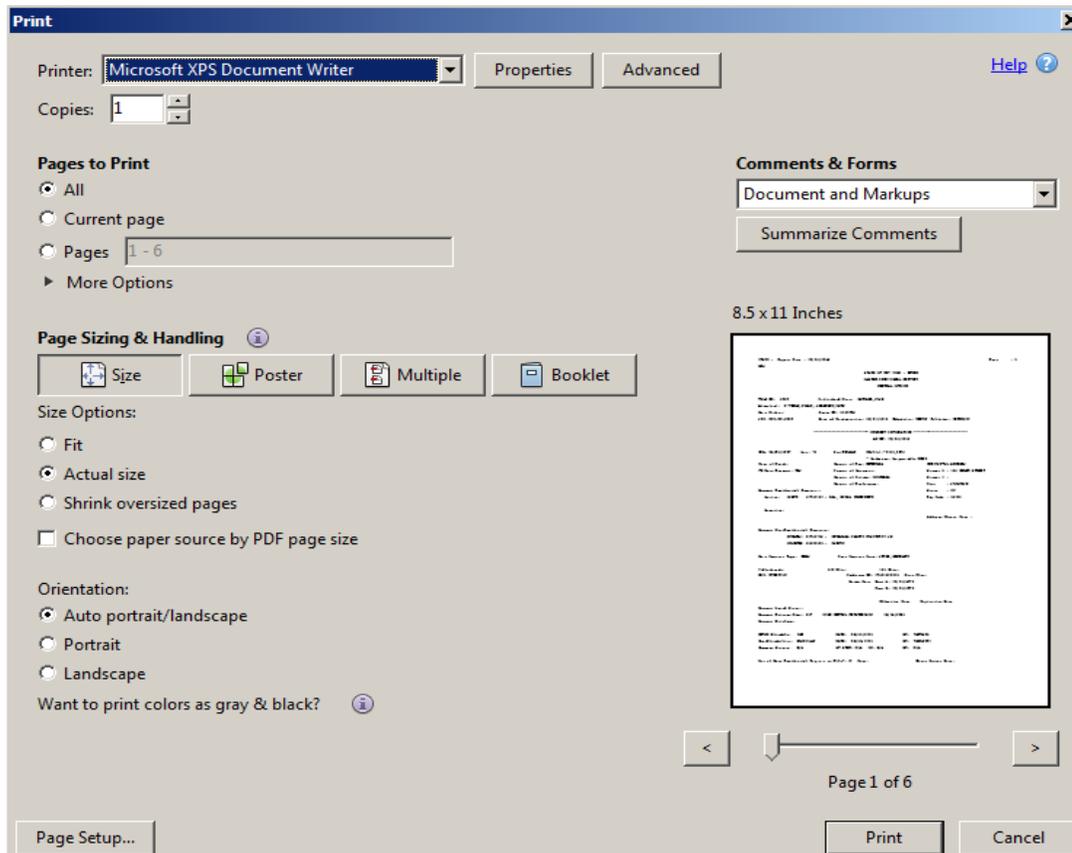
On the Master Individual History you can view an individuals **TABS ID & Date of Registration** along with a whole host of other information.

## Printing an Inquiry

If you would like to print this Inquiry, click on the printer icon  at the top of the page.



The following screen will display, allowing you to designate the printer you want to send this report to.



Click the 'X' in the top right-hand corner to close this or any other print or inquiry window.  
9/27/2012

## DDP2 Inquiry

### DDP2 Inquiry – Personal Abilities Profile

The DDP2 Inquiry should be used to view the most current DDP2 filed in TABS for any one of an Individual's programs.

To do a DDP2 Inquiry for an individual, you must go through the same procedure as doing an Individual Inquiry. On page 2, you have the choice of selecting: **Individual** or **DDP2**.

Select: **DDP2**



Individual SANTANA, JOSE

Individuals

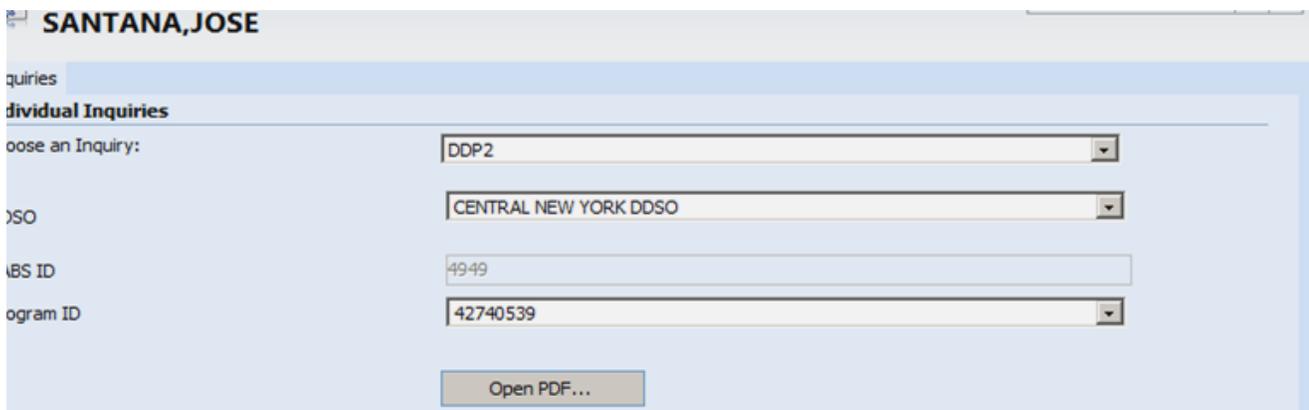
Inquiries

**Individual Inquiries**

Choose an Inquiry:

Individual  
DDP2

On the DDP2 inquiry screen, make sure you select from the drop-down buttons, the correct DDSO and Program ID for the search.



SANTANA, JOSE

Inquiries

**Individual Inquiries**

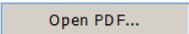
Choose an Inquiry: DDP2

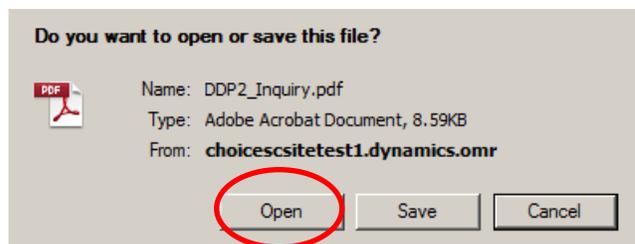
DDSO: CENTRAL NEW YORK DDSO

TABS ID: 4949

Program ID: 42740539

Open PDF...

Once you've selected the correct criteria, click on the  the button. You will receive a popup window asking you if you want to Open or Save this file.



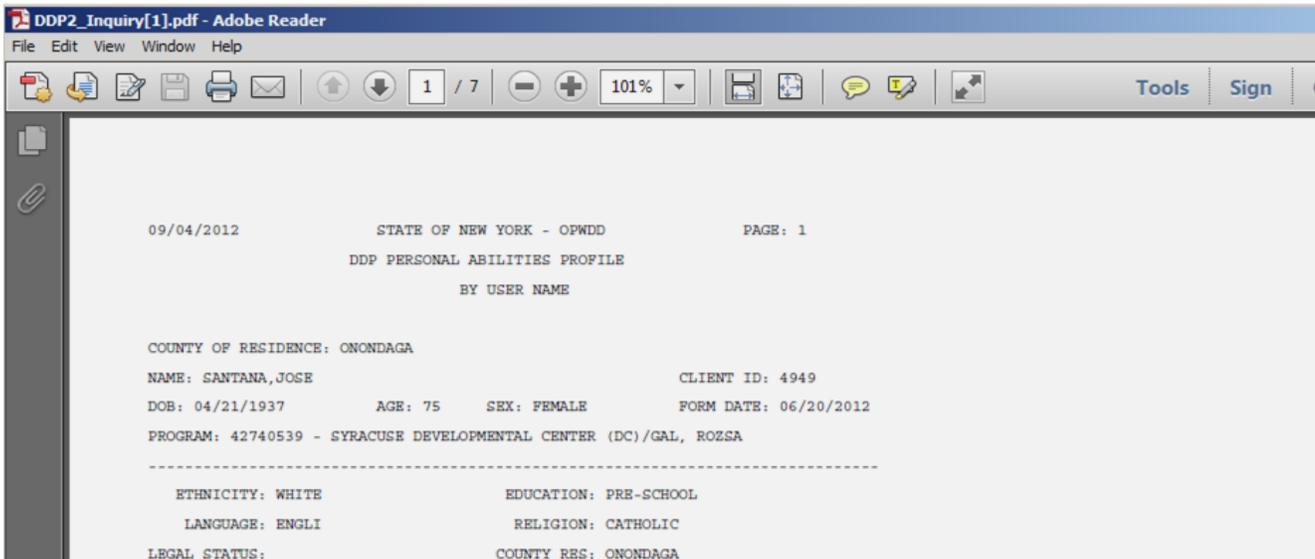
Do you want to open or save this file?

Name: DDP2\_Inquiry.pdf  
Type: Adobe Acrobat Document, 8.59KB  
From: choicescsitetest1.dynamics.omr

Open Save Cancel

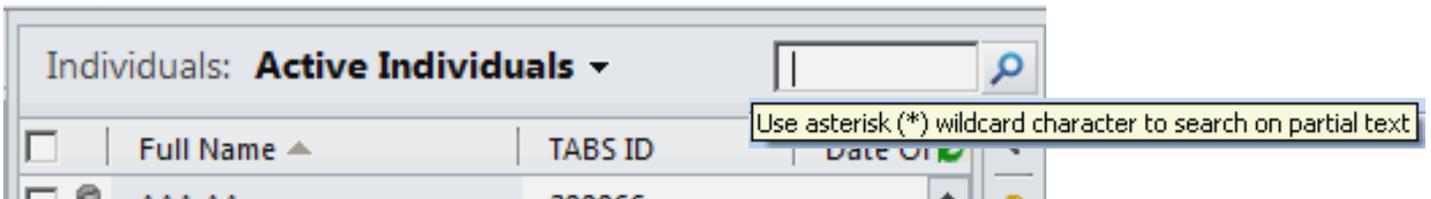
Open the file to see the report.

Displayed is the result:



## Wildcards

When performing a lookup for any of the scenarios above; a Wildcard character can be used (\*) to help narrow down the search.



**Example:** If I am searching for Jose Santana, I may only know the 1<sup>st</sup> 4 letters of the last name. I can type \*SANT



When clicking on the **Start Search** button  it returns every last name that starts with 'SANT'.

Displayed is the result:

Individuals: <b>Search Results</b> ▾				*SANT
<input type="checkbox"/>	Full Name ▲	TABS ID	Date Of Birth	
<input type="checkbox"/>	 SANTANA,JOSE	4949	4/21/193	▲
<input type="checkbox"/>	 SANTINO,ALEXANDRA	9061	8/8/196	
<input type="checkbox"/>	 SANTINO,ALEXANDRA	22999	9/20/194	
<input type="checkbox"/>	 SANTINO,ALEXANDRA	82204	9/25/195	