

# One Click

Person Search

## Search for a Person

### CCISD Case Workspace

#### Search Criteria

Reference

#### Additional Search Criteria

Full Last Name

albertan

Full First Name

joe

Date of Birth



Gender

Address Line 1

City

Search

Reset

Search Results (Number of Items: 1)

Person

Address

Date of Birth

Registered

One  
Click  
Nav

▶ Joe Albertan - 9418932001

Apr-15-1985

Yes



#### Attachments

- Citizenships
- Communication Exceptions
- Communications
- Contact Details**
- Contacts
- Duplicates
- Education
- Employment
- History
- Interactions
- Person Information
- Relationships
- Tasks

**For Example:** If you needed to update a person's phone number you could do that in One Click. Select the Search for Person, enter their name and birthdate, and confirm it's the correct person. Select One Click, Navigation, Person Information, Contact Details. The next page displayed would be the Contact Details page of that person where you can updated the phone number.

One  
Click  
Nav



▶

Actions

Person Information



Navigation



Applications

Cases

Notes

The One Click feature is the ability to move from the search area directly to editing or another page in one click.

The One Click feature only works for those individuals already registered in Mobius.

**Note:** The One Click feature will not display if you select Search and Register Person.

To begin select “**Search for a Person**” and **always** double and triple check you are selecting the **correct person**, before proceeding with the One Click.

Select the One Click Nav and the following options are available: **Actions** or **Navigation**.

**Actions** provide the option to jump to Edit. Selecting Edit will open the Person Information Page Modify page.

**Navigation** allows you to navigate directly to a page.

