

Mobius Person Search/Search and Register Quick Reference

Internal Users

As of September 28, 2015 Search and Search and Register has changed. Existing Search practices must change to continue to return successful search results.

Successful Search Methods

In order to get the **best** return on a search, enter the individual's:

- * Full First Name **AND** Full Last Name **WITH**
- * Date of Birth **OR** Reference Number (e.g. SIN or EIID)

Try adding the following if you do not see the client near the top of the Search Results:

- * Middle Name (add to Full First Name field) **AND/OR**
- * Address Line 1

The following search methods are no longer valid:

- * Address Line 1 alone
- * Wildcards (for example: typing J* for Jones will not work)
- * System specific IDs such as LISA file number or CSS individual & Stakeholder ID

Search Results will include:

- * Alternate spelling or spelling mistakes that sound the same (for example: Michael vs Micheal)
- * Name variations (for example: Robert vs Bob) as per the predefined list
- * Names that sound the same, from any Mobius name field (e.g.. first, last, middle) and any of the Mobius name types (e.g. Registered, alias)

How to Choose the Right Record

Follow the same process you use today to identify the correct record from the results displayed. These additional tips will help:

- * Start your review from the top of the list. The system orders the records by the best match
- * Starting at the top, investigate additional records to determine potential matches. The displayed name may not be the name you entered in the search criteria. It may be one of the client's names
- * If your results show two records with the same EIID, it does not matter which one you choose, they will both go to the same Mobius record

Search Rules

The following will be ignored by the system when searching:

- * Spaces and other special characters such as hyphens and apostrophes. For example "O'Tool" can also be search by entering "O Tool" or "OTool"
 - * Invalid values** such as:
 - ⇒ SINS of consecutive or sequential numbers (e.g.. 888 888 888)
 - ⇒ Unrealistic birthdates such as Jan-01-1900
 - ⇒ "Undeclared" gender
 - ⇒ Names predefined as invalid such as Duplicate, Unknown, Boy, Girl, etc.
- **Invalid values are identified in the predefined list

Search Results

- * Differences you will find between Person Search and Search and Register:
 - Person Search
 - ⇒ Searches Mobius only
 - ⇒ Displays the **top 100 records** found plus Prospect Persons
 - Search and Register
 - ⇒ Searches multiple Human Services systems
 - ⇒ Displays the top **100 records** found
- * Results are sorted by a ranking calculated by the system against the search data entered
 - ⇒ Records with the same ranking may be displayed in a different order each time a search is performed as there is no secondary sort order (e.g. they are not ordered alphabetically if they have the same ranking)

How to get Help

Continue to follow your current support processes