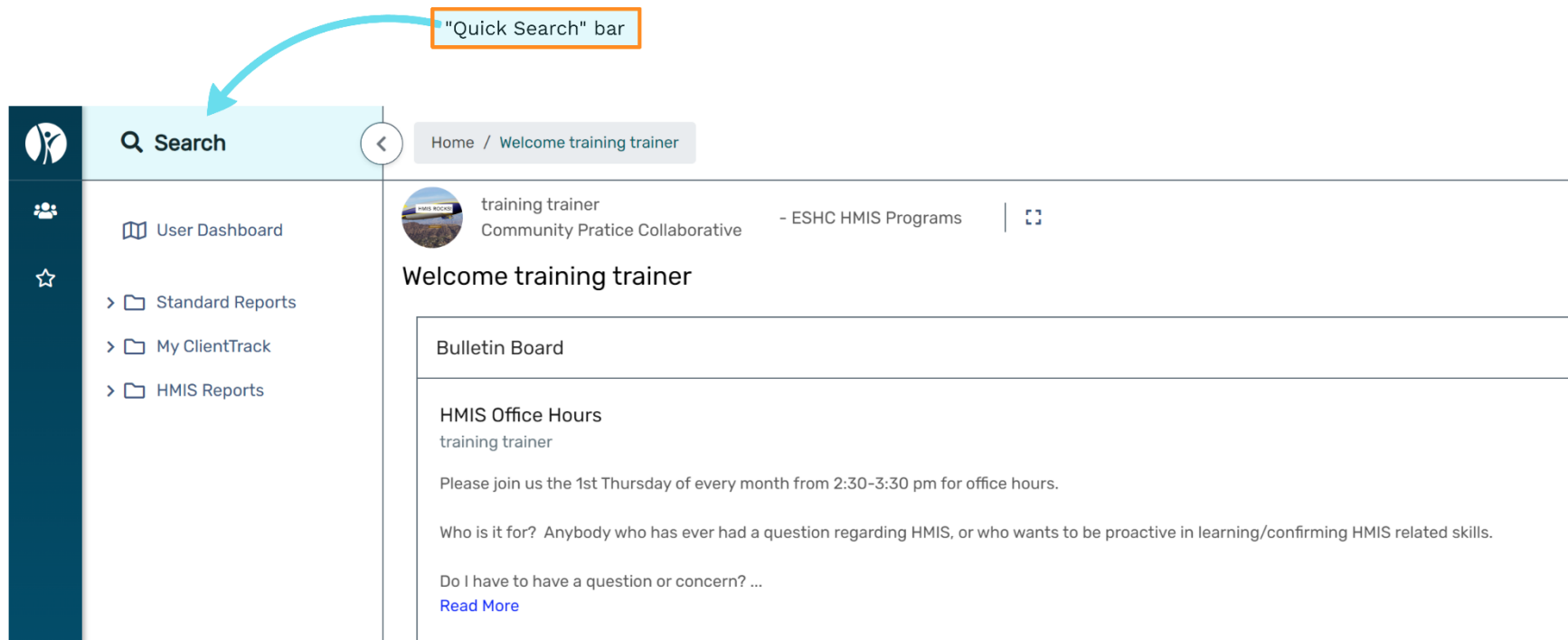


Quick Search

“Quick Search” is a dynamic search tool that can help navigate in ClientTrack.

“Quick Search” is located permanently at the top of the secondary sidebar*.

*For terminology regarding HMIS spaces, go to Chapter 1: HMIS Client Track Basics/General Navigation/General Page Anatomy and Page Terminology in the “HMIS Basic User 2025 Manual”.



The screenshot displays the ClientTrack user interface. On the left is a dark blue sidebar with navigation icons. The top of this sidebar is a light blue bar containing a magnifying glass icon and the text "Search". A red box highlights this "Search" bar, with a red arrow pointing to it from the label "'Quick Search' bar" located above the box. To the right of the sidebar is the main content area. At the top of this area is a breadcrumb trail: "Home / Welcome training trainer". Below this is a user profile section for "training trainer" at "Community Practice Collaborative", with "ESHC HMIS Programs" and a refresh icon. The main content area is titled "Welcome training trainer" and contains a "Bulletin Board" section. This section has a sub-heading "HMIS Office Hours" and text: "training trainer", "Please join us the 1st Thursday of every month from 2:30-3:30 pm for office hours.", "Who is it for? Anybody who has ever had a question regarding HMIS, or who wants to be proactive in learning/confirming HMIS related skills.", and "Do I have to have a question or concern? ...". A "Read More" link is provided at the bottom of the bulletin board entry.

Quick Search

Utilizing and executing a search with “Quick Search”

Step 1: To utilize “Quick Search”, click within the box. A call-out window will appear with the past 10 executed searches for Client #s and the 5 most recently accessed client profile names.



Quick Search Call-out Window

Step 2: Type in search criteria. ClientTrack will automatically populate results after the first unit is entered.

Full or Partial Client Information

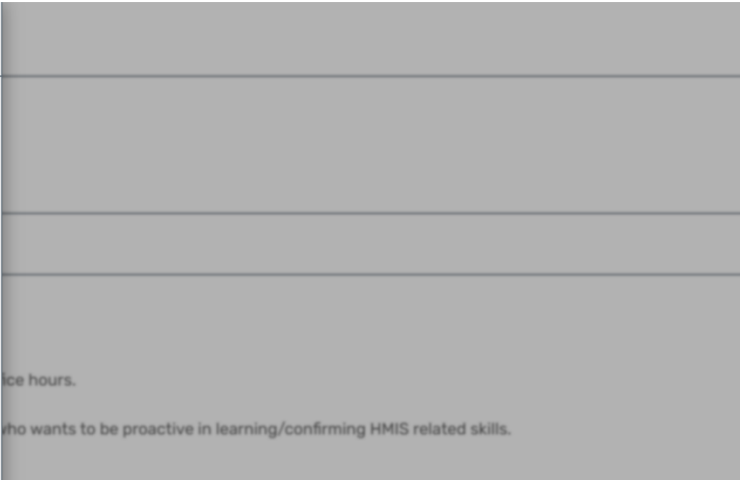
624

Find Client

1 result found.

Full Name	SSN	Birth Date	Home Phone	City	client ID
Lebron Bradley James	XXX-XX-5123	04/04/1994	904-555-8458	Jacksonville	624

Clickable populated search result



Quick Search Populated List

Step 3: Click applicable choice. ClientTrack will navigate to the selection.

Tips and Tricks - ClientTrack's Dynamic "Quick Search"



Quick Search can populate results from client names, client #s, as well as other aspects like ClientTrack folders. Quick Search can also populate results with partial information.



For searching clients before intakes, it is still best practice to use the "Find Client" folder as that client search is more consistent and customizable.

Partial searches

Find Client

Displaying 1-20 of 54 results. Next Last

Full Name	SSN	Birth Date	Home Phone	City	client ID
Jerome Lavette James	XXX-XX-9877	03/11/2018			1481
Malachi James	XXX-XX-4563	01/01/1960			1464
Sheldon James	XXX-XX-4658	08/07/1987	904-555-8543		1239
Sarah James	XXX-XX-5755	06/08/1985			1140
Jimmy James	XXX-XX-5888	05/05/1982	904-555-5555		1139
Sarah James	XXX-XX-8888	08/08/2015			1136
Jimmy James	XXX-XX-5555	05/05/1999	904-999-9999		1135
George James	XXX-XX-8457	04/08/1986			1134
Bobby James	XXX-XX-5544	05/05/1982	904-888-5555		1131
James Jameson	XXX-XX-4888	05/08/1979			1119
Janise LaVette James	XXX-XX-2324	03/11/2020			1109
Rick James	XXX-XX-4748	08/04/1980	904-555-4785		1089
Jerry James	XXX-XX-3333	07/08/1981			1082
Sarah James	XXX-XX-4444	05/05/1982	904-999-9999		1081
Fred Jameson	XXX-XX-7777	05/08/1992			1074
Sally Jameson	XXX-XX-8888	05/08/1993	999-888-8888		1073
Jimmy James		05/05/2019			1067
nella James	XXX-XX-4567	01/23/1973			1056
Sid James	XXX-XX-6787	01/23/1993			1055
Sally Jameson		06/08/1983			1038

Find Client

1 result found.

Full Name	SSN	Birth Date	Home Phone	City	client ID
Lebron Bradley James	XXX-XX-5123	04/04/1994	904-555-8458		624

Folder searches

intake

Clients HMIS Intake

624

Client # searches

Find Client

1 result found.

Full Name	SSN	Birth Date	Home Phone	City	client ID
Lebron Bradley James	XXX-XX-5123	04/04/1994	904-555-8458		624

Dynamic Quick Search