Searching for a Person by Name

If you know the person's Name

In this case their name is DS##fa S^@@n.

You can also look up a person's G Number by name in SPAIDEN.

First, make sure the ID field is blank. If it isn't, remove the old ID by using the BackSpace or Delete key on your keyboard. Then push the tab key on your keyboard. This will open up a name field where you can type in the exact name of the person.

Then, type in the person's name in this format: Last Name, First Name.

Next, press enter. You will get this screen:

This search results screen says we found 3 people with that name.

I happen to know the town this person lives in and can use that to narrow the search.

Here I have entered their city and will press the search icon.

Enter their city and then click the search icon.

This will reduce the search to those who only live in that city.
Press the button that says, "Press To See Results."

Click the OK button.

It will take you back to the SPAIDEN search screen.

Press "Go," and it will take you to this person's SPAIDEN screen.