

# Looking up a person in GMS 7

The screenshot displays the GMS 7 interface. At the top, there is a blue header with the text 'GMS 7' and a row of trophy icons. Below the header, the interface is divided into several sections. On the left, there is a 'Warnings' section with a yellow background and a warning icon, containing the text 'SOMI Training'. Below this is a 'GMS 7.5.2 (build #146)' section with a trophy icon and links for 'Online videos' and 'About GMS 7'. Further down is a 'Special tools' section with a laptop icon and links for 'User preferences' and 'Start GoToAssist'. The main content area is titled 'Person lookup/data entry' and is highlighted with a red border. It contains a table with the following entries:

Tool	
Find people by personal data - name, date of birth, address, phone number, e-mail address, etc.	
Find people using advanced criteria	
Enter name, address and phone changes	

Below the table, there is a list of navigation options: Games: 34, Applicant screening, Reports, GMS Transfer, User tools, Administrator tools, and Setup.

When you open GMS 7 the main screen will appear. The red box shows the area you will use to search for a person.

**Warnings**  
SOMI Training



**GMS 7.5.2 (build #146)**

[Online videos](#)


[About GMS 7](#)






**Special tools**

[User preferences](#)

[Start GoToAssist](#)



Person lookup/data entry

Tool
 Find people by personal data - name, date of birth, address, phone number, e-mail address, etc.
 Find people using advanced criteria
 Enter name, address and phone changes

Games: 34

Applicant screening

Reports

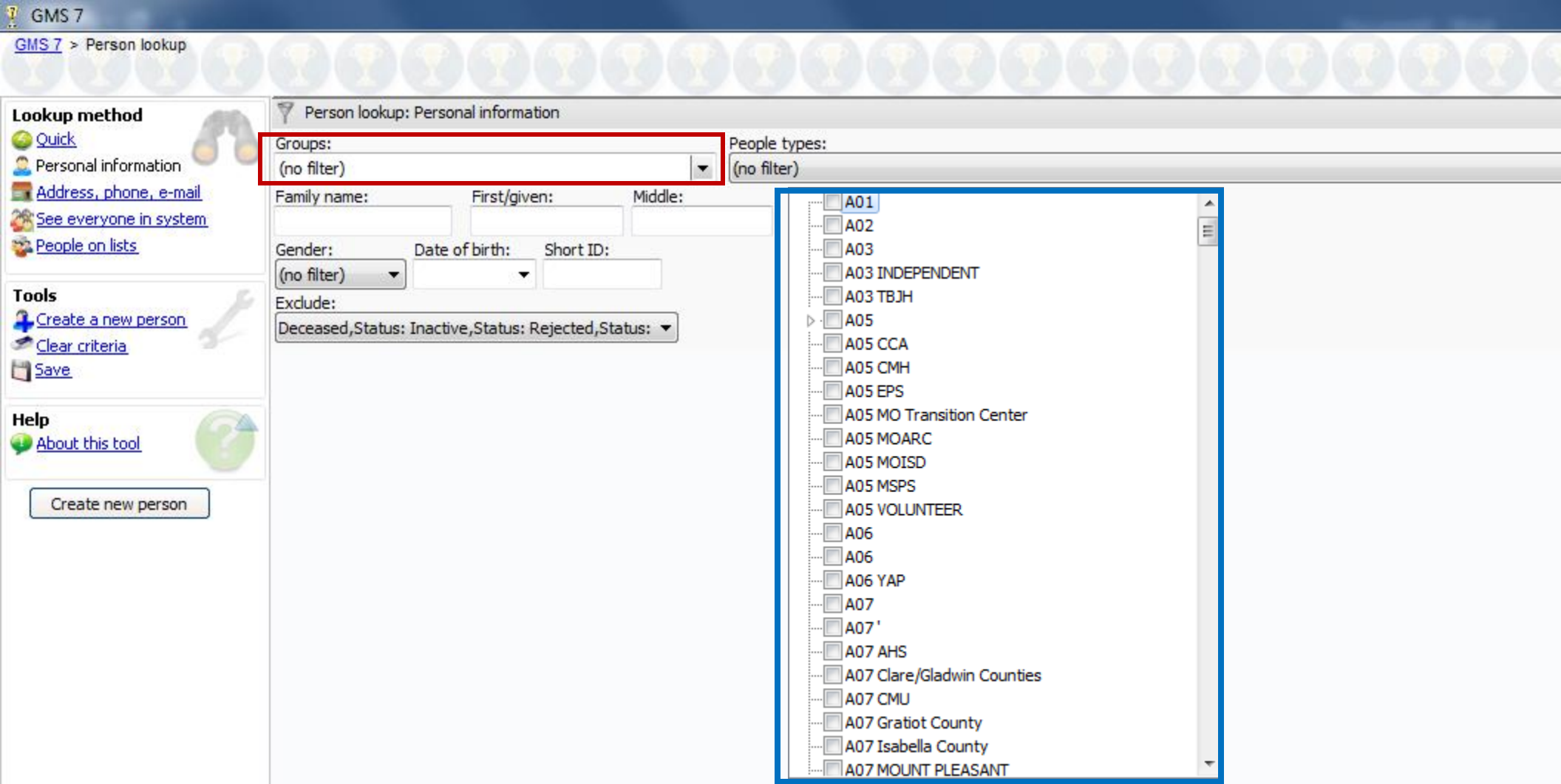
GMS Transfer

User tools

Administrator tools

Setup

Highlighted in blue is the first option to look up a person. The pictures following are based on this option.



This is the screen that will open when you click on “Find people based on personal data-name, date of birth, address, phone number, e-mail address, etc.” In the red highlighted box, you can select by “Groups” this means to look at a certain person within your local/area. The blue box shows examples of what local/area may show up in the “groups” section.

**Lookup method**

- [Quick](#)
- [Personal information](#)
- [Address, phone, e-mail](#)
- [See everyone in system](#)
- [People on lists](#)

**Tools**

- [Create a new person](#)
- [Clear criteria](#)
- [Save](#)

**Help**

- [About this tool](#)

Create new person

**Person lookup: Personal information**

Groups:

(no filter)

Family name:

First/given:

Middle:

Gender:

Date of birth:

Short ID:

(no filter)

Exclude:

Deceased,Status: Inactive,Status: Rejected,Status:

People types:

(no filter)

People types:

(no filter)

- Unknown
- A-HOD
- Assistant Coach
- AS-Staff
- Athlete
- Athlete in training
- Coach
- Family member
- Guest
- Head Coach
- HOD
- Media
- Medical
- Official
- Staff
- Security
- Unified Partner
- Unified Coach

In this red box you will be able to choose the “Person Type.” This includes type such as athlete, coach or volunteer etc..... Some of the examples listed in the blue box.

**Lookup method**

- [Quick](#)
- [Personal information](#)
- [Address, phone, e-mail](#)
- [See everyone in system](#)
- [People on lists](#)

**Tools**

- [Create a new person](#)
- [Clear criteria](#)
- [Save](#)

**Help**

- [About this tool](#)

Create new person

Person lookup: Personal information

Groups: (no filter) People types: (no filter)

Family name:  First/given:  Middle:

Gender: (no filter) Date of birth:  Short ID:

Exclude: Deceased, Status: Inactive, Status: Rejected, Status:

Search

In this highlighted box you have the option to type in "Family Name," "First/Given," and "Middle." You can select to type in part of the name and select "search" highlighted in the blue box. This will show you everyone with the letters you have inputted.

GMS 7 > Person lookup

**Lookup method**

- Quick
- Personal information
- Address, phone, e-mail
- See everyone in system
- People on lists

**Tools**

- Create a new person
- Show checkboxes
- Print a report
- Show default columns
- Clear criteria
- Save

**Help**

- About this tool

Filter by name:

Create new person

Person lookup: Personal information

Groups: (no filter) People types: (no filter)

Family name:  First/given:  Middle:

Gender: (no filter) Date of birth:  Short ID:

Exclude: Deceased, Status: Inactive, Status: Rejected, Status:

Exclude:

- Deceased
- Status: Active
- Status: Applicant
- Status: Inactive
- Status: Leave of absence
- Status: New web applicant
- Status: Prospect
- Status: Rejected
- Status: Retired
- Status: Special
- Status: Terminated

In this red highlighted section, you have the choice to exclude people from your search. The type of people you might exclude may be diseased, inactive, etc. Examples of the types of exclusions shown in the blue outlined box.

## Lookup method

[Add another filter](#)

## Tools

[Load/save criteria](#)[Create a new person](#)

## Criteria

Groups:

(no filter)

People types:

(no filter)

Exclude people with these flags:

11 items selected

## People types:

(no filter)

- A-HOD
- Assistant Coach
- AS-Staff
- Athlete
- Athlete in training
- Coach
- Family member
- Guest
- Head Coach
- HOD
- Media
- Medical
- Official
- Staff
- Security
- Unified Partner
- Unified Coach
- Technical Delegate

In the next highlighted area, you will be able to search by “person type.” This allows you to choose if you want everyone or just certain types of people such as but not limited to coaches, athlete, volunteer, etc. Outlined in blue is the different people types that may appear.

GMS 7

Person Look Up



