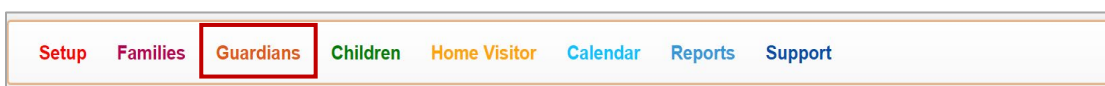# How to search in Visit Tracker using Guardian or Child IDs
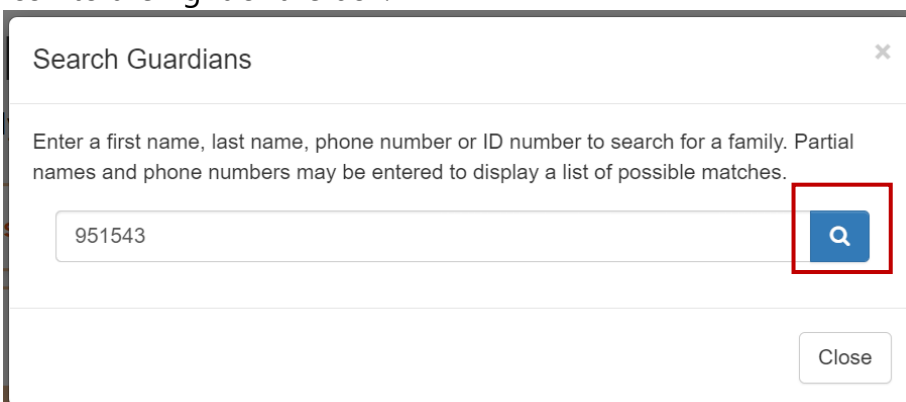
Guardians:

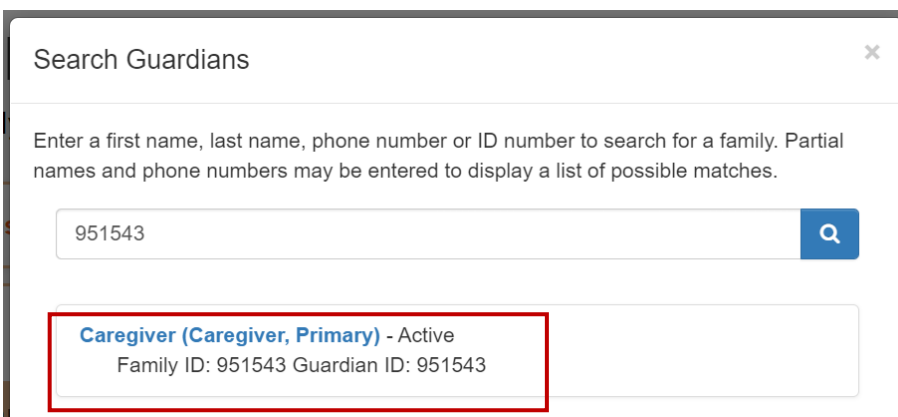1. From the Home Page, click on the "Guardians" link in the menu bar at the top of the page.

2. Click on the magnifying glass icon to the right of the "Select Guardian" drop down menu.

3. Enter the Guardian Id in the search box and click on the blue magnifying glass icon to the right of the box.
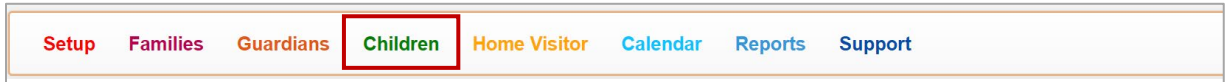

4. Click on the guardian's name in the search results.

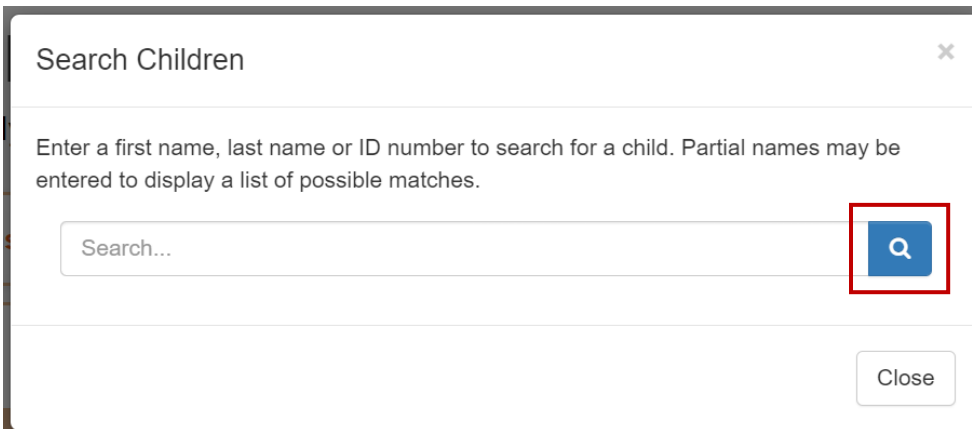This will bring you to the Guardian Data page.

Children:

1. From the Home Page, click on the "Children" link in the menu bar at the top of the page.

Setup	Families	Guardians	**Children**	Home Visitor	Calendar	Reports	Support

2. Click on the magnifying glass to the right of the "Select Child" drop down menu.

Select Child ⌄ 🔍

3. Enter the Child Id in the search box, and click on the blue magnifying glass icon to the right of the box.

Search Children ✕

Enter a first name, last name or ID number to search for a child. Partial names may be entered to display a list of possible matches.

Search... 🔍

Close

4. Click on the Child's name in the search results.

This will bring you to the Child Data page.

Washington State Department of
Health