

# Searching for a Client

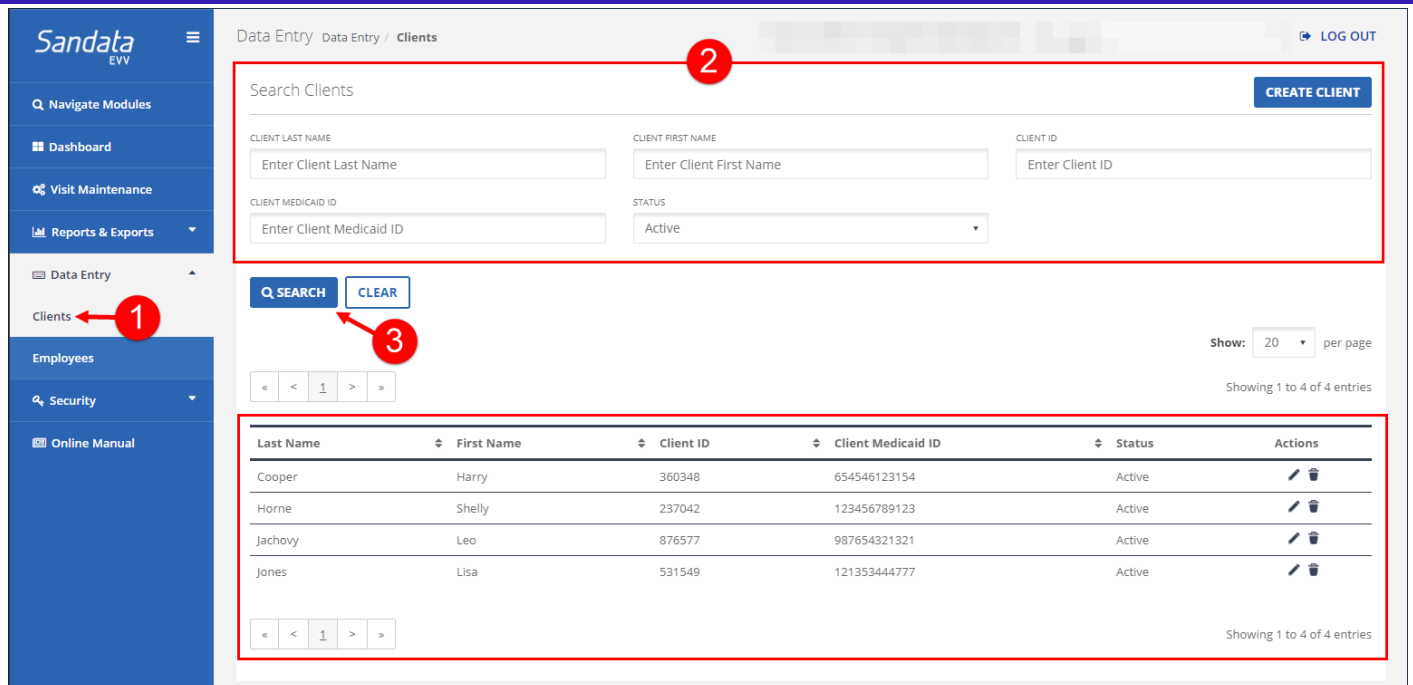
## Searching for a Client

1. Navigate to the Clients screen. (**Data Entry > Clients**)
2. Enter the search criteria.
3. Click **SEARCH**.











**Note:**

Searching with no criteria selected displays a complete list of clients.



The screenshot shows the Sandata EVV interface. On the left is a navigation menu with 'Clients' highlighted. The main area is titled 'Data Entry / Clients' and contains a search form. The search form has fields for 'CLIENT LAST NAME', 'CLIENT FIRST NAME', 'CLIENT ID', 'CLIENT MEDICAID ID', and 'STATUS'. A 'SEARCH' button is highlighted with a red circle and arrow labeled '3'. A 'CREATE CLIENT' button is in the top right of the search area. Below the search form is a table with 4 columns: Last Name, First Name, Client ID, Client Medicaid ID, Status, and Actions. The table contains 4 rows of client data. A red circle and arrow labeled '2' points to the search form, and a red circle and arrow labeled '1' points to the 'Clients' menu item.

Last Name	First Name	Client ID	Client Medicaid ID	Status	Actions
Cooper	Harry	360348	654546123154	Active	 
Horne	Shelly	237042	123456789123	Active	 
Jachovy	Leo	876577	987654321321	Active	 
Jones	Lisa	531549	121353444777	Active	 

Clients Screen