

How to Search for a Person or Household

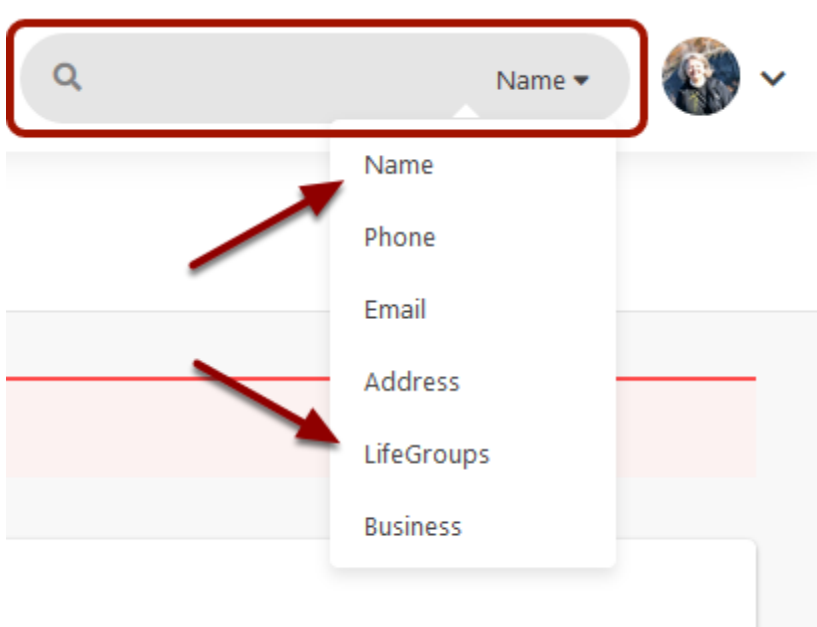
There are several ways you can search for an individual or household:

- **Name:** first few characters of first and last name
- **Phone number:** last 4 digits of phone number
- **Key Tag**
- **Email address**
- **LifeGroup**
- **Business**

💡 Visit RMS: <https://rms.life.church/>

Use the dropdown options to search.

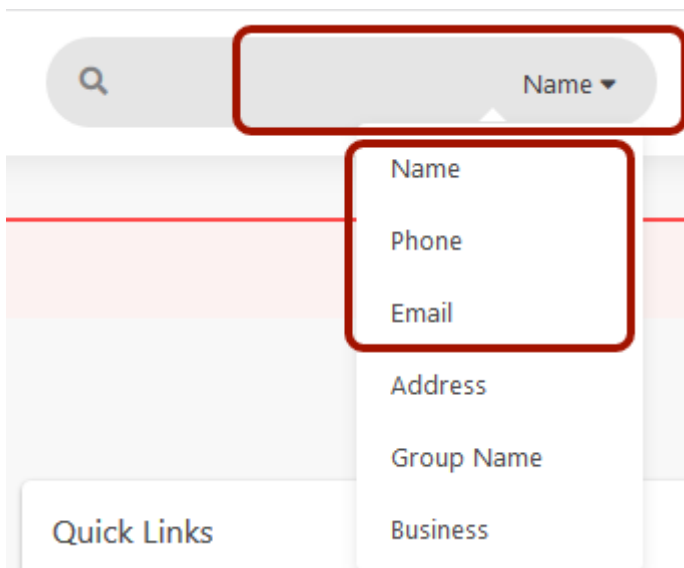
Click the dropdown arrow next to **Name** in the upper right side of the screen. This will display search options.



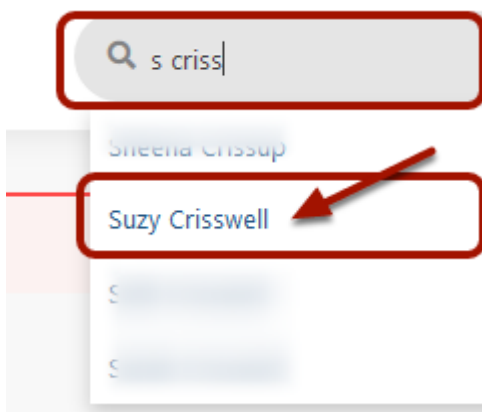
Search for a person.

💡 When using **Name**, it's best to **only enter the first few letters of the first and last name**. The exception is common names like Jones, Smith, Thomas - enter the entire name.

Select from additional options such as **Phone** or **Email**.



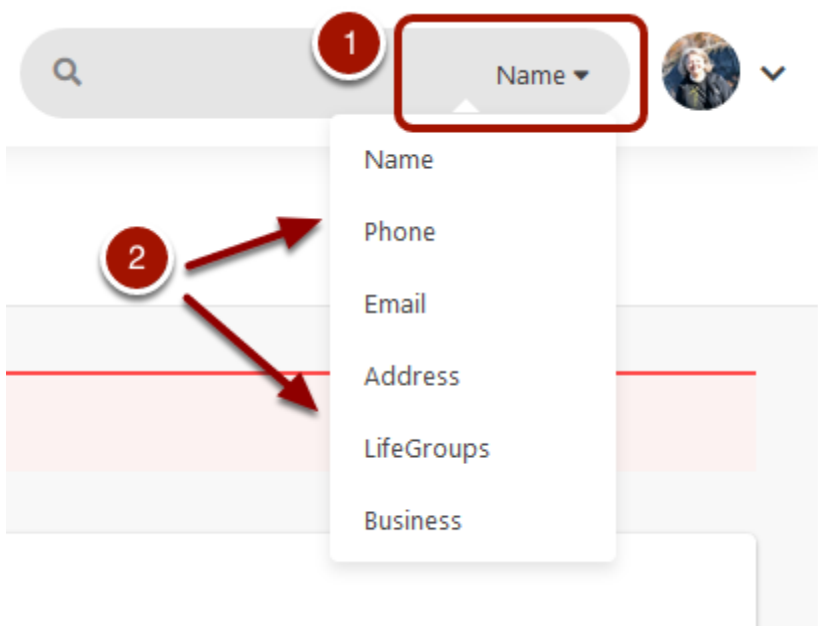
Select the correct name from the list that appears below.



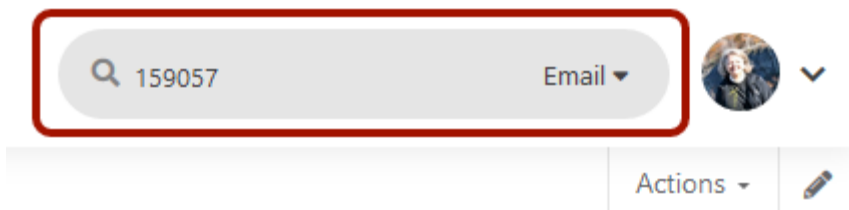
Search for a household.

1. Click the dropdown arrow next to **Name** in the upper right side of the screen. This will display search options.

2. You can search for a household by Name, Phone, Email (or Key Tag), LifeGroup or Business.




 To search by **Key Tag** number, select **Email** and enter the key tag number.



The household will be displayed. The person you searched for will be at the top with all family members listed below.

1. Basic info on individual
2. Attendance Grid (this is attendance for the household - not the individual)
3. Communication information



Mark

Attendee
Broken Arrow

add tag

34 yrs old (12/24/1983)
Male
Married

1




2

3

(918) 99 Mobile
(918) 3 Home
(405) 2 Work
(405) 21 Mobile
mark.bu n@life.c

11 / 16

Family

 34

 0

Pri
Pri

To focus on another family member, click on their icon.



Alecia

Attendee
Broken Arrow

add tag

34 yrs old (9/15/1984)
Female
Married

-3662 Mobile
-3662 Mobile
@gmail.com

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urleson Family

 Mark 34
 4
 0

P
G