

How to find People who are missing data:

1. Use the “My Consumers” dropdown option to find people assigned to your StaffID that are missing data.
2. Or- Use the Button in the lower left “Missing Data” and this will show all records beyond only the ones assigned to your StaffID

The screenshot shows the 'People Search' interface. At the top, there are navigation tabs: 'Staff Center', 'People Search', 'Groups', and 'Comm'. Below the tabs is the 'People Search' title and several input fields for search criteria. A red callout box on the left contains the text: 'Ask Staff to click on "Missing Data" when they are logged in under their name. Then they will see which of their people are missing data.' Below the search fields is a 'My Consumers:' dropdown menu, which is circled in red. A second red callout box points to the 'Missing Data' option in the dropdown, stating: 'Use this button to see all records that are missing data.' To the right of the dropdown is a 'Consumer Quick Filters' section with buttons for 'Active 904', 'Closed 184', 'Contacts Overdue 422', and 'Missing Data 229'.

The screenshot shows the 'Reports' interface. At the top, there are navigation tabs: 'Staff Center', 'People Search', 'Groups', 'Community Activity', 'General Services', 'Reports', and 'Equipment'. Below the tabs is the 'Reports' title. On the left, there is a 'Report Group:' dropdown set to 'Federal_Reports' and a 'Select Report:' dropdown menu. A red arrow points from the 'Missing Data' option in the 'People Search' dropdown to the 'Consumer_Missing_Data' option in the 'Select Report:' dropdown. Below the dropdowns is a 'Parameters' section with 'Start Date' (9/30/2024), 'End Date' (9/29/2025), and 'Office' (All). At the bottom left, there is an 'Output:' dropdown set to 'PDF'. On the right side, there is a vertical menu with options: 'Reports', 'Dynamic Lists', 'Equipment', 'Organization Referral List', and 'Document Center'.