

# Guidance Leaflet

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## CIS USR 0.2 Search Directory

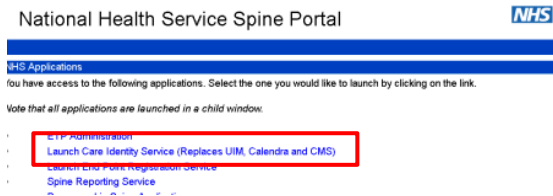
➤ **All card holders**

## Search Directory

### All Smartcard Holders

All users issued with a Smartcard have the ability to access the CIS application and search the directory.

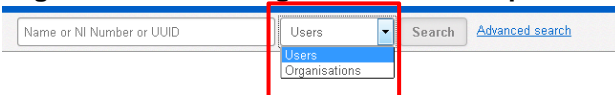
>> [Launch Care Identity Service](https://portal.national.ncrs.nhs.uk) >> from the NHS Spine Portal <https://portal.national.ncrs.nhs.uk>



The CIS 'Dashboard' will be displayed.



A SEARCH can be conducted for a User or Organisation following the Dashboard option:



Searching for a User can be by Name or NI Number (National Insurance Number) or UUID; for an Organisation by Name or Org Code:

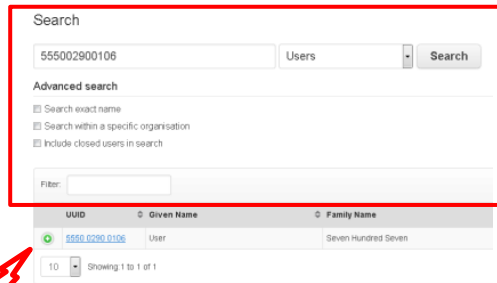
The search can contain full or partial details and for Users can include 'Given Name' and 'Family Name' in order.

If necessary the 'Advanced Search' will enable a more granular search.

## SEARCHING THE DIRECTORY

### User Data

Whichever search method is followed a list will be displayed, along with optional filter and selection.

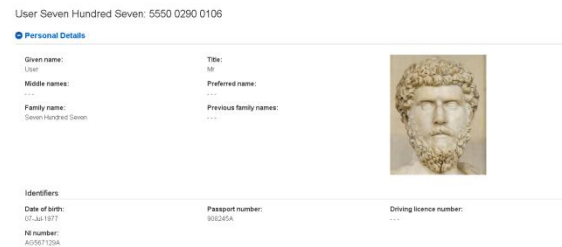


A summary of the User can be selected and displayed.

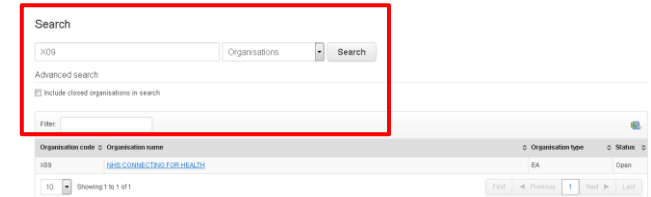


If desired more detail for the user can be obtained by clicking on the UUID (hyperlink) in the left hand column.

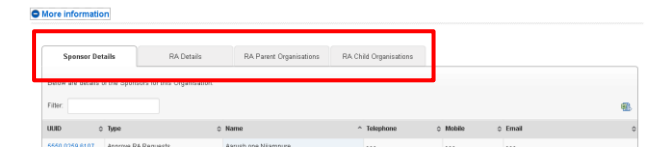
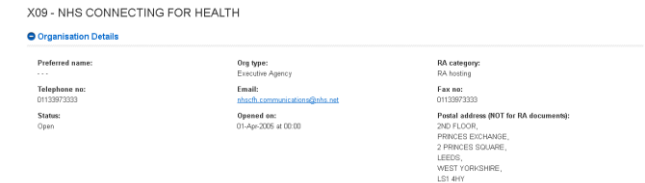
The selected user's profile will be displayed, including card and assigned access.



### Organisation Data



Clicking the [hyperlink](#) returns details for the Org:



Tabs provide specific detailed information:

- Sponsor Details
- RA Details
- RA Parent Organisations
- RA Child Organisations

Option to export to .csv file.

