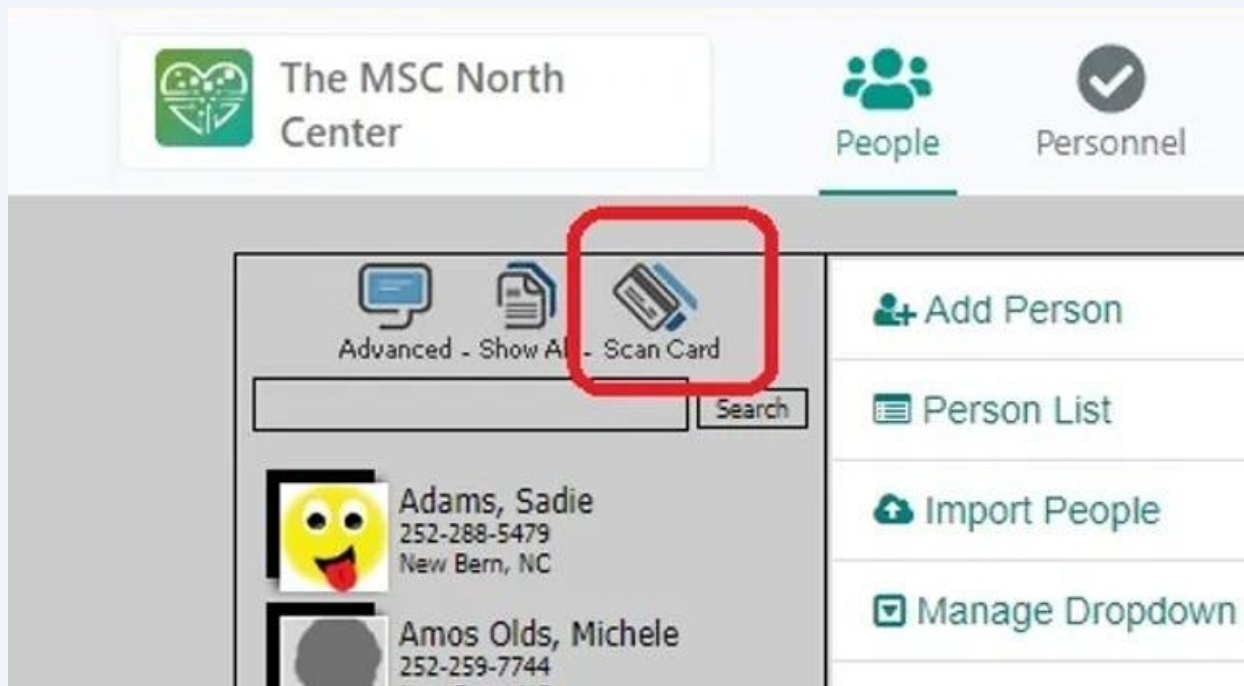


Scan Card Search



Learn how to search for a Person using their key tag Number

- 1 Go to the **People** tab in MSC. Just above the search box, click "**Scan Card**".



2 Type the number on the card into the textbox and click Search

The screenshot displays a web application interface for 'The MSC North Center'. At the top left, there is a logo and the text 'The MSC North Center'. To the right, there are two tabs: 'People' (selected) and 'Personnel'. Below the header, there is a search form highlighted with a red border. The form contains a link 'Back to List' at the top, followed by a label 'Enter Card ID' above a text input field. Below the input field is a 'Search' button. To the right of the search form is a vertical menu with four options: 'Add Person', 'Person List', 'Import People', and 'Manage Dropdown L'.