

## Searching for Infants in VVESTS: Quick Tips

To Begin Searching:

Click “**Infant Search**” in the upper left hand corner of your screen.

The following searches are recommended for a quick and successful search. Information for these recommended searches should be entered in the “**Child**” section.

### Search type 1:

Enter Infant’s **DATE of BIRTH AND complete LAST NAME.**

### Search type 2:

Enter Infant’s **DATE of BIRTH AND at least the first three letters of the LAST NAME** followed by the % sign

(Ex: Enter **ALL%** in the **LAST NAME** field to search for **ALLAN** or **ALLEN**).

### Search type 3:

Enter Infant’s **LAST NAME AND at least the first three letters of the FIRST NAME.**

(If entering a partial name, remember to use the % sign).

### Search type 4:

Enter Infant’s **complete FIRST NAME AND at least the first three letters of the LAST NAME.**

(If entering a partial name, remember to use the % sign).

### Please note:

- It is not necessary to enter all data fields in the search page. Extra fields are available in cases where normal searches do not work or there is significant missing information.
- **Partial searches** must always be followed by a % sign (ex: Smi% to search for Smith).
- Over 90% of VISITS clients should already exist in the system.
- If you have followed all of these tips and your searches are still unsuccessful, please contact the VVESTS-Help Desk at 804-864-7200 (select option 2) or oim\_webappshelp@vdh.virginia.gov.