

Search for and Manage Property

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Use the search function on the Property tab to locate lost and found property that was not entered in conjunction with a patient. Property can be searched by Tracking Number, Description, date the property record was created, Mobile Provider, Provider Facility, or Incident. Property can then be edited, marked "returned", and/or associated with a patient.

To search for and manage property

1. Click the **Property** tab.
2. In the **Add Search Term** list, click the property element you want to search. A search field appears.
3. In the search field, enter the search criteria.
4. Click **Search**. Matching results appear in the table.
5. Take any of these actions.
 - a. Click the edit icon to update the property item. This includes indicating that you returned the item to the owner.
 - b. Click the associate icon to search for a patient record and associate the property with the patient.
 - c. Select the check box for one or more property items and click **Returned** to indicate the property has been returned to the owner.
 - d. To add more search terms, click **Refine Search**.
 - e. Click **New Search** to clear all fields and begin a new search.