Simplified example on how to create a control record in CDEM. Broader details and information available on QRC CDEM Complete Details.

If an individual does not appear in the search or available list, a control record needs to be created.

Click Create Control Record to create a new control record.

Enter last name or person ID and click Search for Person.

Click the box to the left of the individual and confirm individual’s information is correct.

Click add icon to create new control record.

Note: A duplicate control record produces an error message.