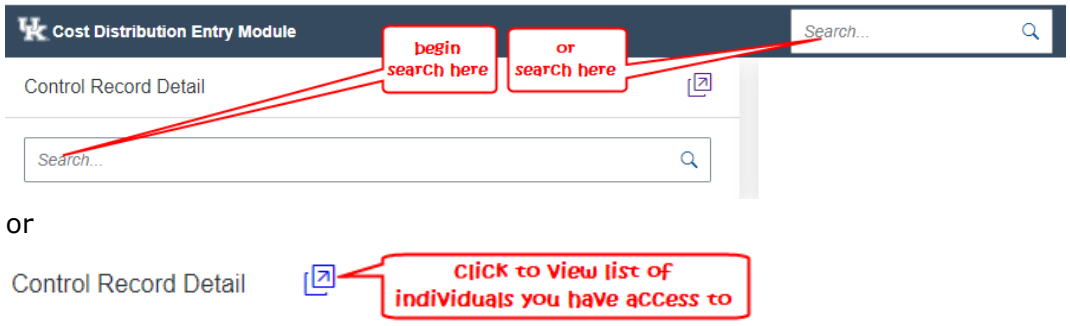
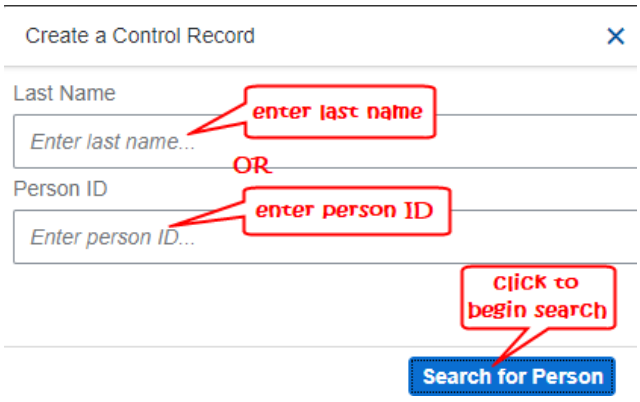
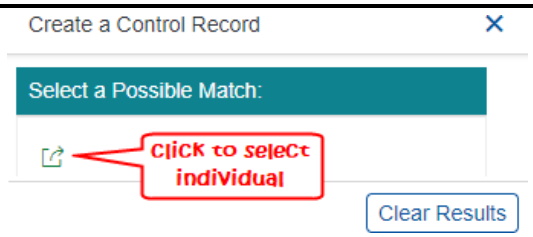
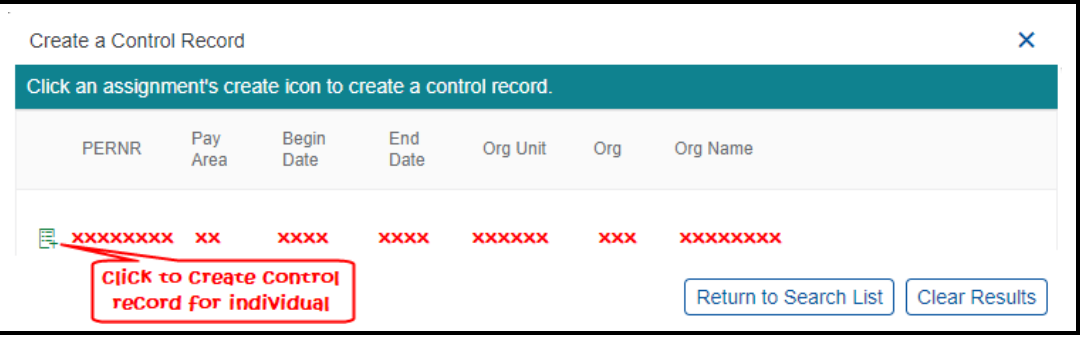
Create a Control Record in CDEM (Example)

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 records 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