**PRF Quick Card – Detailed Document Search Report** 



## What Does this Report Show?

The **Detailed Document Search** report allows PRF Leads to view a read-only version of the form. NOTE: This report is only available to PRF Leads since it displays full PRF form content.

Originator Full Name	Employee Full Name		Department	Division	Location
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n			Student Support Services	Provost - Dean for Student Life Area	Student Support and Wellb
n			Student Orgs, Leadership, and Engagement	Provost - Dean for Student Life Area	Diversity and Community In
n		3)	Residential Life Programs	Provost - Dean for Student Life Area	Residential Education Area
n			DAPER Intercollegiate Sports	Provost - Dean for Student Life Area	Dept of Athletics, Phys Ed,
	Originator Full Name	Originator Full Name Employee Full Name	Originator Full Name Employee Full Name n n n n	Originator Full Name         Employee Full Name         Department           n         Housing & Residential Services         Student Support Services           n         Student Orgs, Leadership, and Engagement           n         Student Orgs, Leadership, and Engagement           n         g)         Residential Life Programs           n         DAPER Intercollegiate Sports	Originator Full Name         Employee Full Name         Department         Division           r         Housing & Residential Services         Provost - Dean for Student Life Area           n         Student Support Services         Provost - Dean for Student Life Area           n         Student Orgs, Leadership, and Engagement         Provost - Dean for Student Life Area           n         g)         Residential Life Programs         Provost - Dean for Student Life Area           n         DAPER Intercollegiate Sports         Provost - Dean for Student Life Area

## How Do I Run this Report?

Step 1: From the PRF Home Page, select *Reporting* from the *Home* drop down menu.

The Detailed Document Search report is only available in the **Classic View**. If you are brought to the **Report Center**, click **Switch to Classic View** at the top right-hand corner of the screen (screenshot shown below).

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		Switch to Classic View	( View Schedules 물기
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Step 2: Click Classic Reporting. (see screenshot below on left)

Step 3: On the Classic View screen, click Detailed Document Search (see screenshot below on right)





Step 4: Using the Detailed Document Search filter screen, choose which forms you wish to view.

## a) Select **Detailed Search**.

b) Check off the appropriate *Department, Division, Location* and *Personnel Subarea* boxes to select the forms you want to see.

	ur query, the report ma	ny take several minutes to appear below. For doci	iment contents export process, it could take m
Employee Document Fo	lder Search:		
'Employee Document Fold	ler Search' is used to vi	iew the contents of a specific user's Inbox, En Ro	ute folder, or Completed folder.
Inbox v for E	mployee Username:	Find User	
Detailed Search:			
'Detailed Search' is used t	o find documents base	d on one or more of the criteria below. Document	's retrieved will meet all criteria specified.
Department:		Division:	Location:
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Audio Visual Service	S	EVPT - MIT Department of Facilities area	Dean for Student Life Offices
Campus Activities Co	omplex	Provost - Chancellor's Area	<ul> <li>Dept of Athletics, Phys Ed, &amp; Recreation</li> <li>Diversity and Community Involvement A</li> </ul>
Chancellor's Office			<ul> <li>Enterprise Services Area</li> </ul>
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c) Further down this page, choose **Other** for **Document Name** and then select the PRF form year you wish to see.

You do not need to adjust any other settings.

**Step 5:** Click on **Generate Report**. The reports will appear below in a list below.

**Step 6**: Click on the PRF form from the list. A read-only view of that form will pop up in a separate window. (Make sure that your browser's pop-up blockers are disabled). Note that this is a read-only version of the form. The form cannot be edited or routed from this report.

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Title	Originator Full Name	Employee Full Name	Department	Division	Location
2020-21 Performance Review Form for F	n	The second	Housing & Residential Services	Provost - Dean for Student Life Area	Housing Area
2020-21 Performance Review Form for F	n		Student Support Services	Provost - Dean for Student Life Area	Student Support and Wellbeir
2020-21 Performance Review Form for F	n		Student Orgs, Leadership, and Engagement	Provost - Dean for Student Life Area	Diversity and Community Invo
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2020-21 Performance Review Form for R	n	and the second second	Disability and Access Services	Provost - Dean for Student Life Area	Student Support and Wellbeir