

Lifecycle Document Search

Go to Search and then Page Search

Type LFDOSCH in the Page Code field and press enter.

Code	Dept	Unit	ID	Function	Version	Phase	Document Description	Create User ID	Create Date
CT	14A	WF13	20020201000000000015	New	1	Final	Whitney Acceleratory Room 3 Board, Out of State	hcooper	07/01/2007

Enter either CT or GAE in the Doc Code field. In the Doc Dept field enter your agency code i.e. 10A, 14A etc. To broaden your search, you can enter multiple Dept by placing a comma between the agency code numbers: i.e. 10A, 14A.

Use the Doc Id field to find agreements where you may only know a portion of the CT/GAE number or you are looking for a group of agreements with the same numbering scheme. If you use the wildcard % and then N for GAE, a larger selection will be found

Another nice way to find your agreements is to use the Document Description option when creating CTs. This will allow you to use the Lifecycle Query to search by the words entered in the Document Description field.

You can use the Create User Id field to sort your CT/GAE. If you type mwenzel in this field you will get all the CT/GAE s that Mike Wenzel submitted. You can also search by the Create Date.

If you want to filter further you can use the function option under Document State section. You can filter on the following CT/GAE types: New, Modification, Cancellation.