**How To Training**

**for**

**Data Requests – View/Search**

Authorized Users will be able to Search/View Data Request Questions and Responses with security measures in place.

Searching /Viewing of Confidential DR Question or DR Response attachments will be controlled by Protective Orders.

### View/Search

**Objective:**

* Search and View

| **Step** | Action |
| --- | --- |
|  | From the *Home* Page 🡪 Click on Data Requests/Responses 🡪 View/Search on the access menu list  |
| 1.
 | Search DR Questions and Responses Screen* Enter known search criteria and click on Search Button
* User will also be able to Full Text Search Questions, Responses and Attachments

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|  | Search Results will be displayed in a grid at the bottom of the screen* Click on View to display contents of item in grid
* Following functionality is available:
	+ Print Q & R Pair Button
	+ Print Search Results Button

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