**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 |
|  | 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 |
|  | 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 |