

What Does this Report Show?

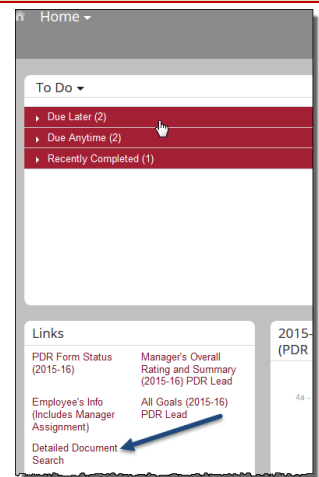
The **Detailed Document Search** report shows all PDR forms for each employee in your area and will allow you to view a read-only version of the form.

Document Count: 133 Tuesday, May 17, 2016 8:04:01 PM EDT

Title	Originator Full Name	Employee Full Name	Department	Division	Location
2015-16 P-D-R fo				EVPT	
2015-16 PDR for				EVPT	
2015-16 PDR for				EVPT	
2015-16 PDR for				EVPT	
2015-16 PDR for				EVPT	ir
2015-16 PDR for				EVPT	
2015-16 PDR for				EVPT	

How Do I Run this Report?

Step 1: From the PDR Home Page, **select Detailed Document Search** from the *Links* tile.



Step 2: Using the **Detailed Document Search** filter screen, choose which forms you wish to view.

Recommended Settings:

Select **Detailed Search**

Ensure that the *Divisions, Departments and Locations* boxes are all checked. Select which *Personnel Subareas* you wish to see.

Detailed Document Search

Detailed Document Search

Depending on the breadth of your query, the report may take several minutes to appear below. For document contents export process, it could take more than 999.

Employee Document Folder Search:
'Employee Document Folder Search' is used to view the contents of a specific user's Inbox, En Route folder, or Completed folder.
 Inbox for Employee Username: [Find User...](#)

Detailed Search:
'Detailed Search' is used to find documents based on one or more of the criteria below. Documents retrieved will meet all criteria specified.

<input checked="" type="checkbox"/> Department:	<input checked="" type="checkbox"/> Division:	<input checked="" type="checkbox"/> Location:
<input checked="" type="checkbox"/> A	<input checked="" type="checkbox"/> EVPT -	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> E	<input checked="" type="checkbox"/> EVPT -	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> C		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> F		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> F		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> F		<input checked="" type="checkbox"/>

Personnel Subarea

Admin Staff (CADM)

Support Staff (CSPT)

For **Document Name** choose **Other** and select the PDR years you wish to see.

You do not need to adjust any other settings.

Step 3: Click on **Generate Report**. The reports will appear below.

Step 4: Click on the **PDR form title**, a read-only view of the employee's form will pop up in a separate window. (Make sure that your browser's pop-up blockers are disabled for this site.)

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2015-16 P-D-R fo				EVPT	
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2015-16 PDR for				EVPT	
2015-16 PDR for				EVPT	