

## What Does this Report Show?

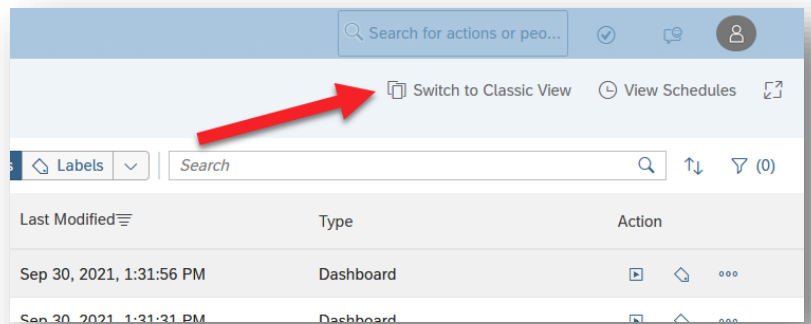
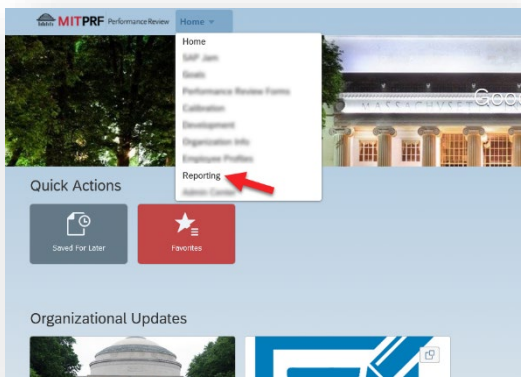
The **Detailed Document Search** report allows PRF Leads to view a read-only version of the form. NOTE: This report is only available to PRF Leads since it displays full PRF form content.

Title	Originator Full Name	Employee Full Name	Department	Division	Location
2020-21 Performance Review Form for F...	n		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 Wellb...
2020-21 Performance Review Form for F...	n		Student Orgs, Leadership, and Engagement	Provost - Dean for Student Life Area	Diversity and Community In
2020-21 Performance Review Form for F...	n		Residential Life Programs	Provost - Dean for Student Life Area	Residential Education Area
2020-21 Performance Review Form for F...	n		DAPER Intercollegiate Sports	Provost - Dean for Student Life Area	Dept of Athletics, Phys Ed, i

## How Do I Run this Report?

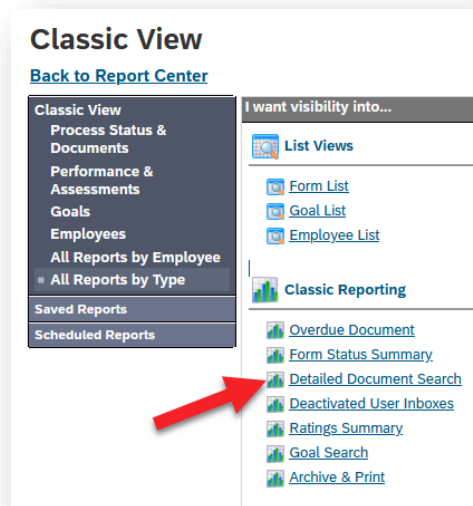
**Step 1:** From the PRF Home Page, select **Reporting** from the *Home* drop down menu.

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).



**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.

**Detailed Document Search**  
[Back to Report Center](#)  
**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.  
 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.  
 **Department:**  
 Alcohol and Other Drug Services  
 Audio Visual Services  
 Campus Activities Complex  
 Care Team  
 Chancellor's Office  
 Custodial Services  
 Personnel Subarea  
 Admin Staff (CADM)  
 Campus Medical (CMED)  
 Dent Hrd/Dir-NT (CDDN)  
 **Division:**  
 EVPT - Medical  
 EVPT - MIT Department of Facilities area  
 Provost - Chancellor's Area  
 Provost - Dean for Student Life Area  
 **Location:**  
 Chancellor's Office  
 Dean for Student Life Offices  
 Dept of Athletics, Phys Ed, & Recreation  
 Diversity and Community Involvement A  
 Enterprise Services Area  
 Housing Area

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.

Active Document Employees Only:   
 Originator Username:  [Find User...](#)  
 Employee Username:  [Find User...](#)  
 Employee MIT ID:   
 Employee Job Code:   
 Hire Date: From/On(MM/DD/YYYY):  to(MM/DD/YYYY):   
 Document Name:  All  Other  
 2019-20 Performance Review Form  
 2019-20 PRF OLD  
 2020-21 Performance Review Form  
 2021-22 Performance Review Form  
 360 Feedback - Employee and Manager Process - Automated  
 360 Feedback - Employee\_Mgr\_HR Process - Integrated  
 Status: All(Except Draft and Deleted)  
 Document Ended: From/On(MM/DD/YYYY):  to(MM/DD/YYYY):   
 Date Completed:  None  
 Today  
 From/On(MM/DD/YYYY):  to(MM/DD/YYYY):   
 (When Date Completed is selected, results contain only completed documents if any.)  
 Last Modified:  None  
 Today  
 From/On(MM/DD/YYYY):  to(MM/DD/YYYY):   
 Last Routed:  None  
 Today  
 From/On(MM/DD/YYYY):  to(MM/DD/YYYY):   
 Export File Format: Microsoft's Excel  
[Open Export Options >>](#)  
 Generate Report | Export Report | Export Doc Contents(Compact) | Export Doc Contents | Export Doc Goals | Export Search Criteria | Cancel

**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.

Document Count: 286 Wednesday, November 10, 2021 9:32:26 AM EST Page: 3 [Previous](#) [Next](#)

Title	Originator Full Name	Employee Full Name	Department	Division	Location
<a href="#">2020-21 Performance Review Form for F</a>	n		Housing & Residential Services	Provost - Dean for Student Life Area	Housing Area
<a href="#">2020-21 Performance Review Form for F</a>	n		Student Support Services	Provost - Dean for Student Life Area	Student Support and Wellbeir
<a href="#">2020-21 Performance Review Form for F</a>	n		Student Orgs, Leadership, and Engagement	Provost - Dean for Student Life Area	Diversity and Community Inv
<a href="#">2020-21 Performance Review Form for F</a>	n	3)	Residential Life Programs	Provost - Dean for Student Life Area	Residential Education Area
<a href="#">2020-21 Performance Review Form for F</a>	n		DAPER Intercollegiate Sports	Provost - Dean for Student Life Area	Dept of Athletics, Phys Ed, &
<a href="#">2020-21 Performance Review Form for F</a>	n		Disability and Access Services	Provost - Dean for Student Life Area	Student Support and Wellbeir