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.

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)

Contact [PRF-Tech@mit.edu](mailto:PRF-Tech@mit.edu) for assistance.
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.

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.

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.

Contact **PRF-Tech@mit.edu** for assistance.