Imaging System: Online Search for a Document

1. To perform a document search, click in the **Search in** field to create a Search Constraint.

2. Select the appropriate **Document View**.

3. Click anywhere in the **Search in (selected view name)**: field located to the left of the Search button.

4. In the first drop-down select the field to search on, such as **UMID**.

**Do NOT use Name, Any Document Key or Date: mm/dd/yyyy to search for documents.**

**Note:** The drop-down you see will be different based on the Document View selected. This example displays the drop-down choices for the “Reg-Add/Drop Forms” view.
5. In the second drop-down select the operator, such as Equal to.
6. Enter the search parameter in the third field.
7. Select Add to complete the search constraint. (You cannot perform the search until the constraint is added.)

8. Click Search.
9. Search results are displayed. Click on the document you wish to view.