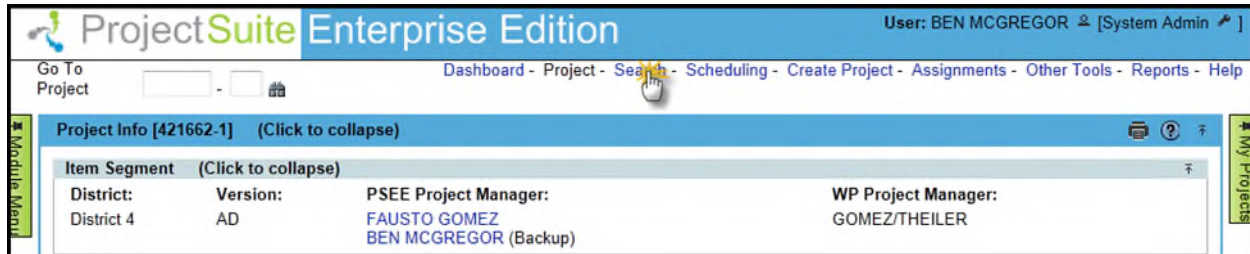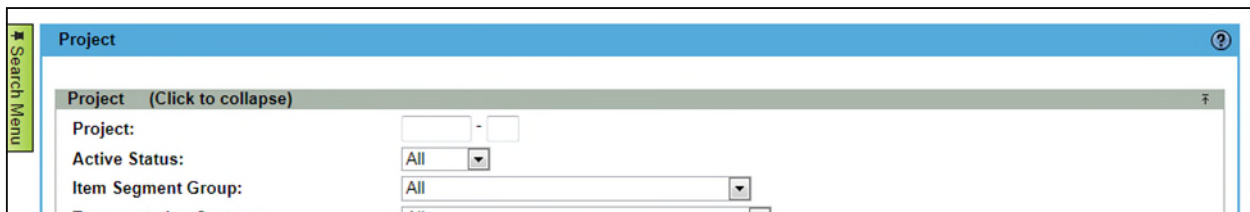## Commitment Search

The Commitment Search feature allows users to search for Commitments present in PSEE. For more information regarding Commitments in PSEE, please read the Commitment Module Help Document.
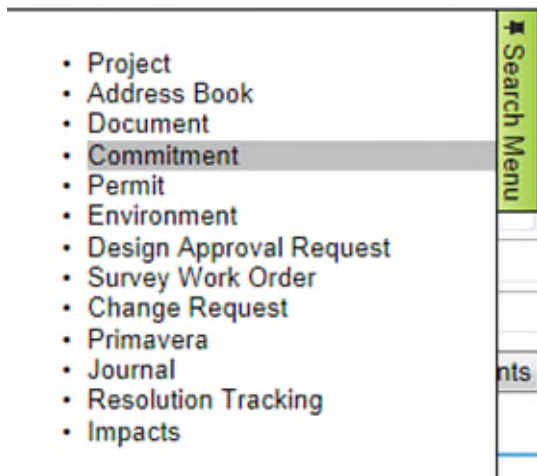
1. Select **Search** from the main menu on the upper right corner of the screen.

2. By default you are taken to the Project Search screen. Move your cursor over the Search Menu to display all searches available.

3. Select the **Commitment Search**.

4. Select the values that should be used to search for Commitments. You may provide a combination of one or many values.

- Project Search Options: Check this checkbox to view all options from the Project Search. All of these options will be factored into the search along with any other options entered specific to Commitments. For details on using the Project Search, please reference the Project Search Help Manual.

- District: The district is set to the user's district by default. More options are available in the Project Search Options, discussed earlier.

- Source System: Select if the Commitment you are searching for exists in PSEE or RWMS

- Status: Select a Status to select, or choose All Statuses.

- Made Date: Provide a range of dates that the Commitment was made between. To search for Commitments made on a single day, enter that date as both the "From" and "To" date. Dates that have been left blank are considered open ended. For example, setting the "From" date to 3/14/2010 and leaving the "To" date blank would match any Commitment made since March 14 of 2010.

- Made To: Select the name of the person or organization the Commitment was made to. Begin typing the name of the person or organization. A list of matching names will appear. Select the name from the drop down list.

- Authorized By: Select the name of the internal staff member that authorized the Commitment. Begin typing the name of the person. A list of matching names will appear. Select the name from the drop down list.

5. Once all parameters are entered select **Search** to see the results of your query in a list.

6. Select a hyperlinked Project Number to go to the Project or View to view the Commitment.

7. The list of results may be sorted using the hyperlinked column titles. The column title that the list is currently sorted by is indicated with a small triangle to the right. Upward pointing triangles indicate an ascending sort. Click again to change to descending sort.

8. To modify your search criteria, you can click on the "Modify Search" hyperlink at the top left of the search area. All current search criteria will be persisted as they were set for the last query.

9. Search results can be exported to a downloadable Excel spreadsheet by clicking the Export Results link at the bottom of the list. The "From" and "To" fields let you specify the range of entries to be exported.