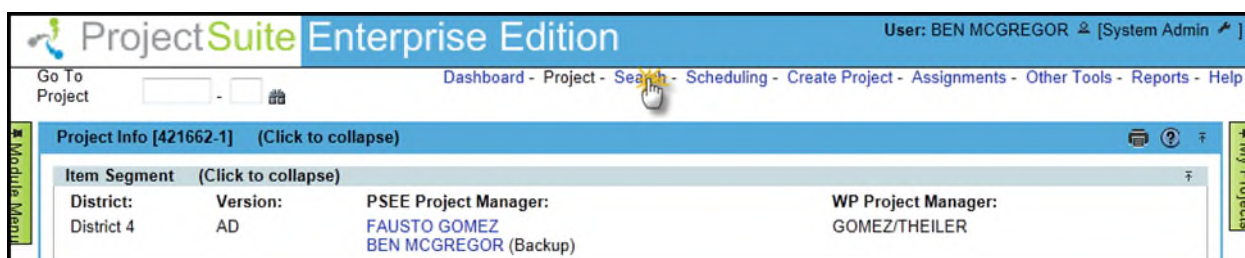


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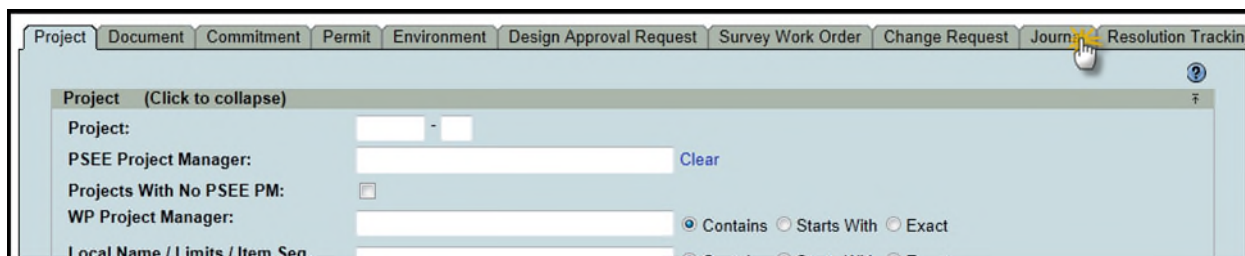
Journal Search

The Journal Search feature allows you to search for Journal entries present in the PSEE System. For more information regarding the Journal in PSEE, please read the [Journal Module Help Document](#).

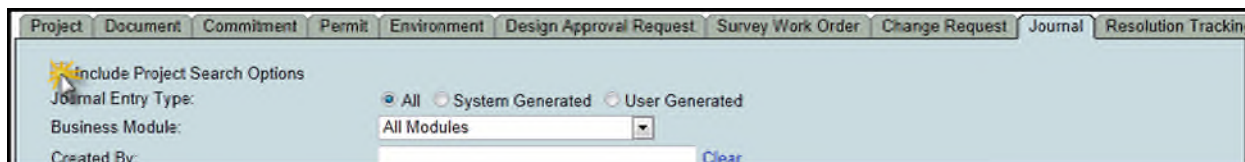
1. Select **Search** from the main menu on the upper right corner of the screen.



2. By default, the Project Search will be displayed. To view the Journal Search, select the **Journal** tab.



3. Select the values that should be used to search for Journal entries. 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](#).



- **Journal Entry Type:** Allows you to search for Journal entries based on whether they were generated by the system or a user.
- **Business Module:** Allows you to search for Journal entries based on which module the entry pertains to.

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- Created By:** Allows you to search for Journal entries based on the user that created them. This is an internal user. To populate this field, type the partial or full name of the user in question into the text box, and then click on their name in the drop-down menu.

Journal Entry Type: All System Generated User Generated

Business Module: Estimates

Created By: McGregor Clear

Created Between:

Search Reset

- Created Between:** Allows you to search for Journal entries based on the time period in which the entry was created. This is a range of dates. If either field is blank, it is considered open-ended.

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

Created By: MCGREGOR, BEN (SS973MB) Clear

Created Between: and

Search Reset

5. Click on the **View** hyperlink to view a given Journal entry in a modal window.

[\[Modify Search\]](#)

Journal Search Results (Click to collapse)						
	Created Date	Project	Created By	Generated By	Module	Activity
View	6/4/2012 2:33:07 PM	000111-1	BEN MCGREGOR	SYSTEM	Estimates	Add Estimate Request Assignment
View	6/4/2012 2:33:00 PM	000111-1	BEN MCGREGOR	SYSTEM	Estimates	Remove Estimate Request Assignment
View	6/4/2012 2:32:59 PM	000111-1	BEN MCGREGOR	SYSTEM	Estimates	Remove Estimate Request Assignment

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Activity: Add Estimate Change Request Assignment By: BEN MCGREGOR (SS973MB)

Change Request Assignment

Reviewer: BEN MCGREGOR
Order: 1
Status: Pending
Status Date: 6/4/2012
Assigned Date:
Comment:

6. 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.

Project Document Commitment Permit Environment Design Approval Request Survey Work Order Change Request Journal Resolution Tracking

[\[Modify Search\]](#)

These search results are listed by Created Date in descending order.

Journal Search Results (Click to collapse)

	Created Date ▾	Project	Created By	Generated By	Module	Activity
[View]	6/4/2012 2:33:07 PM	000111-1	BEN MCGREGOR	SYSTEM	Estimates	Add Estimate Request Assignment
[View]	6/4/2012 2:33:00 PM	000111-1	BEN MCGREGOR	SYSTEM	Estimates	Remove Estimate Request Assignment
[View]	6/4/2012 2:32:59 PM	000111-1	BEN MCGREGOR	SYSTEM	Estimates	Remove Estimate Request Assignment

7. 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.
8. Search results can be exported to a downloadable Excel spreadsheet by clicking the Export Results hyperlink at the bottom of the list. The “From” and “To” fields let you specify the range of entries to be exported.

Page 1 (Showing Items 1 to 6 of 6) Show per page 10 25 50 From: 1 To: 6 [Export Results](#)