

Last Updated 6/18/2012

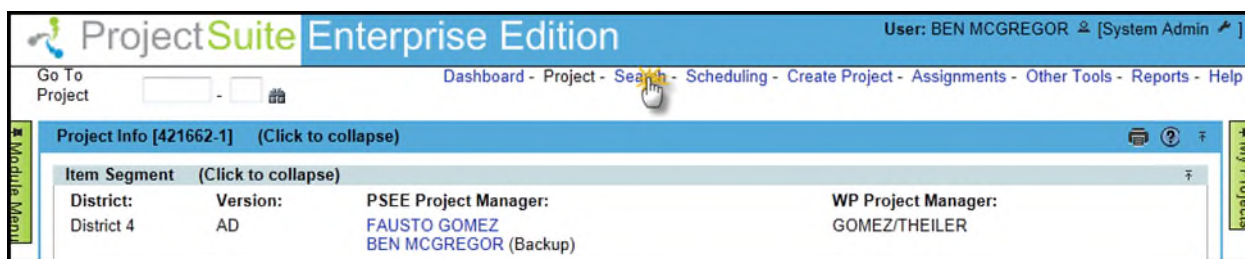
Request Search

The Request Search feature allows users to search for various Requests present in the PSEE system. For more information on requests in PSEE, please read the following:

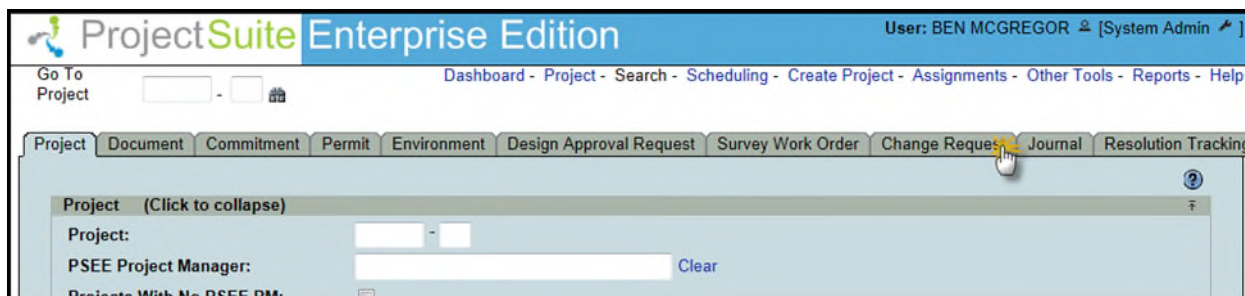
- [Scope Request Help Document](#)
- [Estimate Request Help Document](#)
- Critical Schedule Change Request Help Document
- New Work Program Request Help Document
- WP Change Request Help Document
- WP Phase 52 Change Request Help Document

To use this module, follow these steps:

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 Change Request Search, select the Change Request tab.



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

Last Updated 6/18/2012

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

Include Project Search Options

District: Central Office (For other Options check Project Search Options)

Created Date: From To

Submitted Date: From To

Completed Date: From To

- **District:** The district is set to the user's district by default. More options are available in the Project Search Options, discussed earlier.
- **Created Date:** Allows you to search for requests based on when the request was created. This field is a range of dates. Values left blank in a range are considered to be open ended. For example, setting "From" to be 6/18/2012, and leaving "To" blank would return all requests created from that date to any point in the future.

District: Central Office (For other Options check Project Search Options)

Created Date: From To

Submitted Date: From 06/18/2012 To

Completed Date: From To

Status: All

Reason: All

	Su	Mo	Tu	We	Th	Fr	Sa
						1	2
Appro	3	4	5	6	7	8	9
Comp	10	11	12	13	14	15	16
Draft	17	18	19	20	21	22	23
Amend	24	25	26	27	28	29	30

- **Submitted Date:** Allows you to search for requests based on when the request was submitted to reviewers. This field is a range of dates. Values left blank in a range are considered to be open ended.
- **Completed Date:** Allows you to search for requests based on when the request was completed. In order to search by this criterion, either "All" or "Completed" must be selected in the **Status** field. This field is a range of dates. Values left blank in a range are considered to be open ended.
- **Status:** Allows you to search for requests based on their current status. Multiple statuses may be selected by holding the Ctrl button and clicking on additional choices.

Completed Date: From To

Status: Completed
Draft
In Review
Rejected
Clear

Reason: All
Amendment
Annual
Initial Baseline Schedule
Clear

Requested By: Clear

- **Reason:** Allows you to search for requests based on their reason. Multiple reasons may be selected in the same manner as the **Status** field.

Last Updated 6/18/2012

- **Requested By:** Allows you to search for requests based on the person that requested them. This field is for an internal contact. Type a partial or complete name into the text area and chose the contact that you would like to select from the dropdown list.

Requested By: Initial Baseline Schedule
 Completer:
 Request Type: Estimate Change Request
 New Work Program Request

- **Completer:** Allows you to search for requests based on the person that completed them. This field is for an internal contact. The method of selection is the same as the **Requested By** field.
 - **Request Type:** Allows you to search for requests based on the type of the request. Multiple types may be selected in the same manner as the **Status** field.
4. Once all parameters are entered, select Search to see the results of your query in a list.

Estimate Change Request
 New Work Program Request

5. Select a hyperlinked Project Number to go to that Project, or View to view the Change Request.
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.

[Modify Search]

These search results are sorted in descending order by Submitted Date

Project	County	Request Type	Status	Reason	Requested By	Completed By	Submitted	Due	Completed	Created
View 190801-1	Dist/St-Wide	Estimate Change Request	In Review	Annual	Rashmi Jawale		6/14/2012			6/14/2012
View 000111-1	Orange	Estimate Change Request	In Review	Phase Iii	Ben Mcgregor		6/8/2012	5/31/2012		5/14/2012

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.

Last Updated 6/18/2012

8. 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.

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