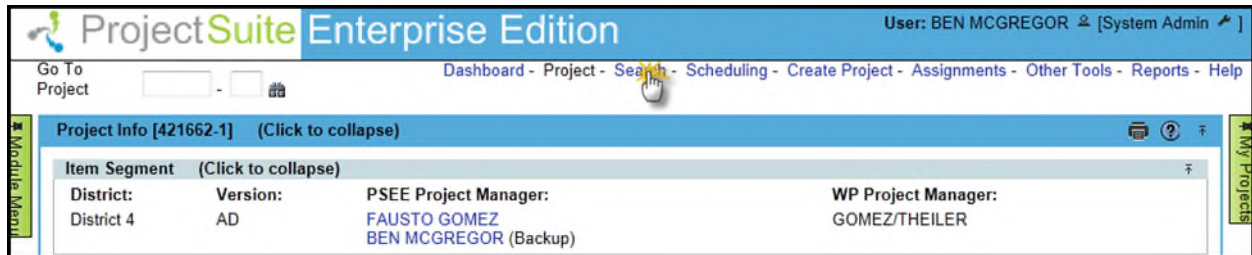# Resolution Tracking Search

The Resolution Tracking Search feature allows users to search for RTM Issues present in the PSEE System. For more information on RTM Issues, please read the Resolution Tracking 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 Resolution Tracking Search, select the **Resolution Tracking** tab.
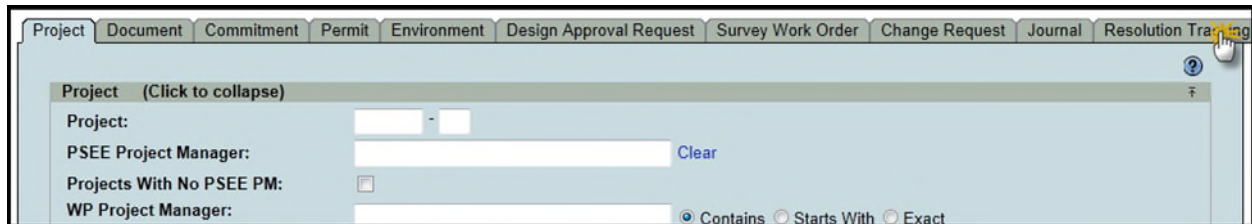
3. Select the values that should be used to search for Issues. You may provide a combination of one or many values.
   - **Project Search Options:** Check this checkbox to view all options from the Project Search. All of these options will be factored into the search along with any other options entered specific to Commitments. For details on using the Project Search, please reference the Project Search Help Manual.

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

- **Status:** Allows you to search for Issues based on their current Status.

- **Avoidable Code:** Allows you to search for Issues based on their Avoidable Code.
- **Discovery Date:** Allows you to search for Issues based on when they were discovered. This is a range of dates. Fields left blank are considered to be open-ended.
- **Responsible Party/Firm:** Allows you to search for Issues based on their responsible party. This field is a Vendor. To populate this field, type in the full or partial name of the vendor in question, and then click on their entry in the drop-down list.

- **Contract #:** Allows you to search for Issues based on their Contract number.
4. Once all parameters are entered, select **Search** to see the results of your query in a list.

5. Select a hyperlinked **Project Number** to go to the Project or **View** to view the Issue.

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.

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** link at the bottom of the list. The "From" and "To" fields let you specify the range of entries to be exported.