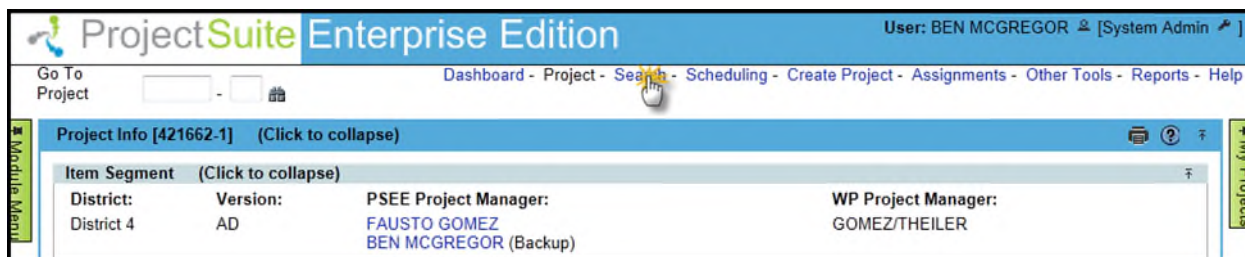


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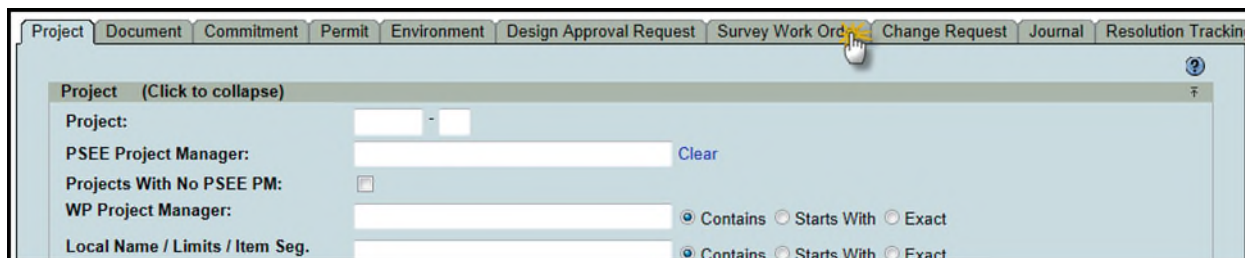
## Survey Work Order Search

The Survey Work Order Search feature allows users to search for Survey Work Order entries present in the PSEE system. For more information regarding Survey Work Orders in PSEE, please read the [Survey Work Order Help Document](#).

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



2. By default, you will be shown the Project Search. To view the Survey Work Order Search, click the Survey Work Order tab.



3. Select the values that should be used to search for Survey Work Orders. 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.
- **Status:** Allows for searching for Survey Work Orders with a particular status. Any number of values may be selected by holding Ctrl and clicking additional values.

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- **Level of Request:** Allows for searching for Survey Work Orders with a particular level of request. Any number of values may be selected by holding Ctrl and clicking on additional values.

The screenshot shows a search interface with the following elements:

- Navigation tabs: Project, Document, Commitment, Permit, Environment, Design Approval Request, Survey Work Order, Change Request, Journal, Resolution Tracking
- Checkbox:  Include Project Search Options
- District: Central Office (For other Options check Project Search Options)
- Status: All, Archived, Completed, Draft
- Level of Request: All, Request Level 1, Request Level 2, Request Level 3

- **Requested Date:** Allows for searching for Survey Work Orders by when they were requested. This is a range of dates. If “From” or “To” is left blank, it is considered to be open-ended in that direction.
- **Work Order Due Date:** Allows for searching for Survey Work Orders by when their due date is set to be. This is a range of dates. If “From” or “To” is left blank, it is considered to be open-ended in that direction.

The screenshot shows a search interface with the following elements:

- Requested Date: From 04/01/2012 To 08/01/2012
- Work Order Due Date: From 10/10/2012 To
- Actual Completed Date: From
- Requested By: [Empty field]
- Survey Supervisor: [Empty field]
- Reviewer: [Empty field]
- Crew: All
- Related Surveys: All, Aerial

A calendar for October 2012 is displayed, with a mouse cursor over the 11th.

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	31		

- **Actual Completed Date:** Allows for searching for Survey Work Orders by when they were actually completed. This field only becomes visible when “Archived” or “Completed” is selected in the Status field. This is a range of dates. If “From” or “To” is left blank, it is considered to be open-ended in that direction.
- **Requested By:** This field will allow you to search for Survey Work Orders which were requested by a certain Internal User. Type in part of the user’s name and a drop-down will display all related users. Click on one of the entries in the drop-down to select that person.
- **Survey Supervisor:** This field will allow you to search for Survey Work Orders which have a particular Internal User set as their Supervisor. The selection process is the same as the Requested By field.

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- Reviewer:** This field will allow you to search for Survey Work Orders which have a particular Internal User as a Reviewer. The selection process is the same as the Requested By field.

Requested By:	<input type="text"/>	Clear
Survey Supervisor:	<input type="text"/>	Clear
Reviewer:	mcgregor	Clear
Crew:	MCGREGOR, BEN (SS973M) MCGREGOR, NIGEL (RD45LJM) MCGREGOR, TINA (CN709TM)	
Related Surveys:		

- Crew:** This field lets you search for Survey Work Orders by the Work Crew that has been assigned to them. Work Crews in the PSEE System are listed in the drop-down list.
- Related Surveys:** Allows for searching for Survey Work Orders by which surveys are related to them. Any number of values may be selected by holding Ctrl and clicking on additional values.

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

Related Surveys:	All Aerial Photography Survey Design Survey Right Of Way / Parcel Staking Survey	Clear
<input type="button" value="Search"/> <input type="button" value="Reset"/>		

- Select a hyperlinked Project Number to go to the Project or View to view the Survey Work Order.
- 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
<a href="#">[Modify Search]</a>									
<b>These search results are sorted in ascending order by County</b>									
<b>Survey Work Order Search Results</b> (Click to collapse)									
<a href="#">View</a>	<a href="#">Project</a>	<a href="#">County</a> ▲	<a href="#">Summary</a>	<a href="#">Level Of Request</a>	<a href="#">Status</a>	<a href="#">Requested By</a>	<a href="#">Requested</a>	<a href="#">Due</a>	<a href="#">Completed</a>
<a href="#">View</a>	193750-3	Charlotte	test	Request Level 1	Draft	BEN MCGREGOR			
<a href="#">View</a>	408195-1	Dist/St-Wide	Landscape Survey	Request Level 1	Draft	STEVE SMITH	5/4/2011	5/4/2011	
<a href="#">View</a>	408195-1	Dist/St-Wide	Test	Request Level 1	Draft	STEVE SMITH	5/4/2011	5/5/2011	

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- 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.



- 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.

