Conducting a Basic Document Search

Navigation: KFS > Main Menu > Doc Search

Step	Action
1.	Click the **doc search** button. [doc search]
2.	The **Document Type** field uses up to a four-digit code that identifies the specific document you are searching for. For example, **DV** is the code for **Disbursement Voucher** and **REQS** is the code for **Requisitions**. **Note**: If you search for the document by the **Document Type** field, the search fields will change to reflect the type of document you are searching for.
3.	The **Initiator** field is the **Directory ID** of the person who created the document.
4.	You may use any of the search criteria fields found on this screen. If you need to narrow down your search results you may want to use the **Date Created From** and **Date Created To** Fields.
5.	To scroll down, click the **scrollbar**.
6.	Click the **search** button. [search]
7.	To view the **search results,** scroll down on the page. Click the **vertical** scroll bar.
8.	The search results retrieved multiple **items**. Click on the **Document ID** link of the document you would like to review.
9.	The **document** is displayed; you can expand or collapse the tabs as needed.
10.	Click the **close** button, when finished. [close]