
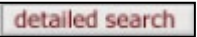
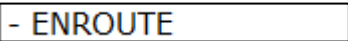





Navigation: KFS > Main Menu > Doc Search

Step	Action
1.	Click the doc search button. 
2.	Switch to the detailed search view. Click the detailed search button. 
3.	When you choose the Detailed Search function there are more options to choose from than in the Basic Document Search . Note: The Detailed Search function allows you to search for documents by the approver .
4.	An example of this would be to look for a document with a specific Approver . Enter a valid value in the Approver field,
5.	Looking for documents that have a Document Status of Enroute . Click the - ENROUTE option from the drop-down menu. 
6.	You can be more specific and look for documents with a Date Created From . Click the Calendar button. 
7.	Select the appropriate date for the Date Created From field.
8.	And with a Date Created To . Click the Calendar button. 
9.	Select the appropriate date for the Date Created To field.
10.	To scroll down, click the scrollbar .
11.	Click the search button. 
12.	You will be able to view any of the documents in the search results by selecting one of the Document ID's .