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TABLE OF CONTENTS

Search for Message(s) Using Quick Search........................................................................................................................................1
Search for Message(s) Using Advanced Search....................................................................................................................................2
What’s New pane.................................................................................................................................................................................2
INTRODUCTION

There are two ways to search for a case and message:

- Quick Search - Using the partial/full message number or partial/full case number.
- Advanced Search - Using multiple search criteria.

Use Advanced Search to narrow search results.

- One criteria is required for a message search.

SEARCH FOR A MESSAGE(S) USING QUICK SEARCH

1. In the Search pane:
   a. In the search text field, type a partial/full message number or partial/full case number to search message(s)
   b. Select the Search button.

   The Search Results pane displays.

2. In the Public Message(s) ONLY: Search Results pane, select the Message # hyperlink.

   The Details for Message Number pane displays.

   TIP: Select the Excel icon to export search results.

   Use Filter Search Results to filter the results further.
**SEARCH FOR A MESSAGE(S) USING ADVANCED SEARCH**

1. In the **Search** pane, select the **Advanced Search** hyperlink. The **Messages Advanced Search** dialog box displays.

   **IMPORTANT:** Do not enter any criteria in the **message number** field.

2. In the **Advanced Search** dialog box:
   a. Type or select search criteria.
   b. Select the **Search** button.
   
   The **Message Search Results** pane displays.

3. In the **Message Search Results** pane, select the **Message #** hyperlink.

   The **Details for Message #** pane displays.

**WHAT’S NEW Pane**

The **What’s New** pane shows the number of messages updated within the last seven days, the total number of messages, and when the count was last updated.

Selecting the count will display details about the messages in the **Search Results** pane.