Locating an eLOI Job Aid

**Purpose**: The purpose of this job aid is to list and describe the *Doc Search* features for finding eLOIs. In this job aid, you will learn about:

- **Doc Search Location**
- **Using Basic Doc Search**
- **Using Detailed Doc Search**
- **Document Route Log**

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**Doc Search Location**
The purpose of the *Doc Search* button is to allow the user to retrieve a specific eLOI or set of eLOIs.

The *Doc Search* button appears on the *AccessPlus Home* screen on the right side of the *Action List* button.

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**Using Basic Doc Search**
In the Basic Doc search, you can use the following search fields to limit your results:

- **Document Type** = kw01.LOI.DocType
- **Expected Result** = Limit your search to just letters of intent.
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Using Detailed Doc Search

In the Detailed Doc search, you can use the following search fields to find an eLOI that is not at your approval stage:

<table>
<thead>
<tr>
<th>Detailed Search Field</th>
<th>Expected Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Type = kw01.LOI.DocType</td>
<td>Limit your search to just eLOIs.</td>
</tr>
<tr>
<td>Date Created From/To</td>
<td>Return eLOIs for a specific time range</td>
</tr>
<tr>
<td>Title= <em>DEPT</em></td>
<td>View eLOIs for Department abbreviation listed</td>
</tr>
<tr>
<td>Title= <em>LASTNAME</em></td>
<td>Find an individual’s current/past eLOIs</td>
</tr>
</tbody>
</table>

Document Route Log

The Route Log shows the approval status of the Document and can be accessed by clicking the paper with a search icon. In the route log, view who has approved or will need to approve this eLOI.