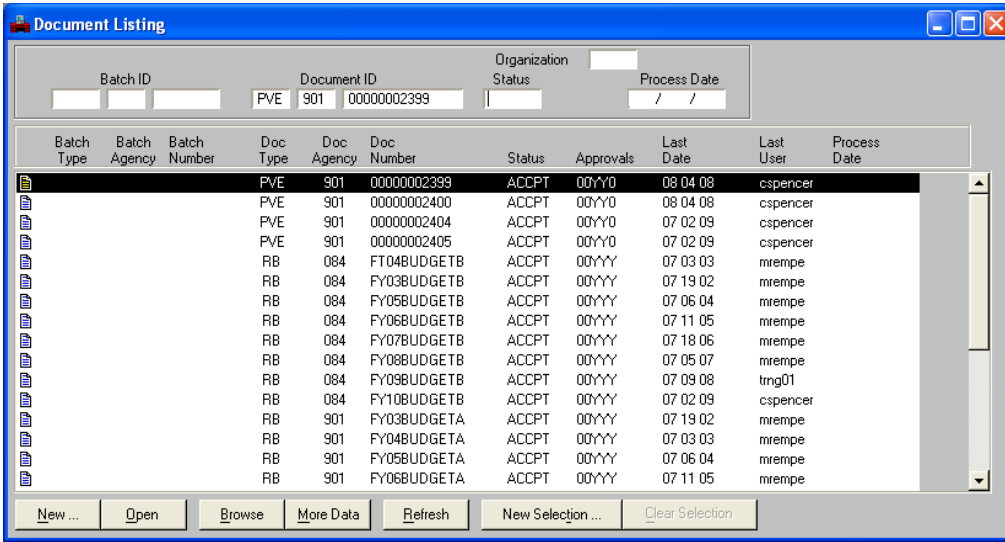


# Searching Document Listing (SUSF) Cheat Sheet

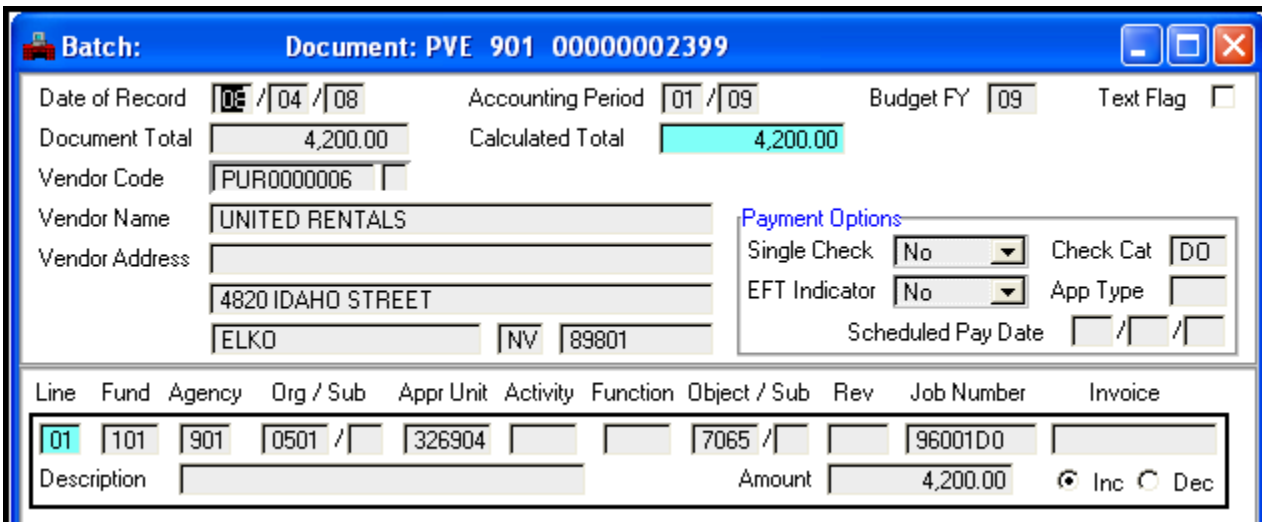
## Searching SUSF by Document Number

Open **Document Listing (SUSF)** from the Navigator window. Use all or part of the document ID and/or the document status to search for a document.

To search by complete document number, enter the 2 or 3 letter document type in the first field, the agency number in the second field and the unique document number in the third field. Select **Display: Browse Data** or **(F4)**. The document you are searching for will be located at the top of the list.



To open the document, double click the highlighted document or click on **Open**.



# Searching Document Listing (SUSF) Cheat Sheet

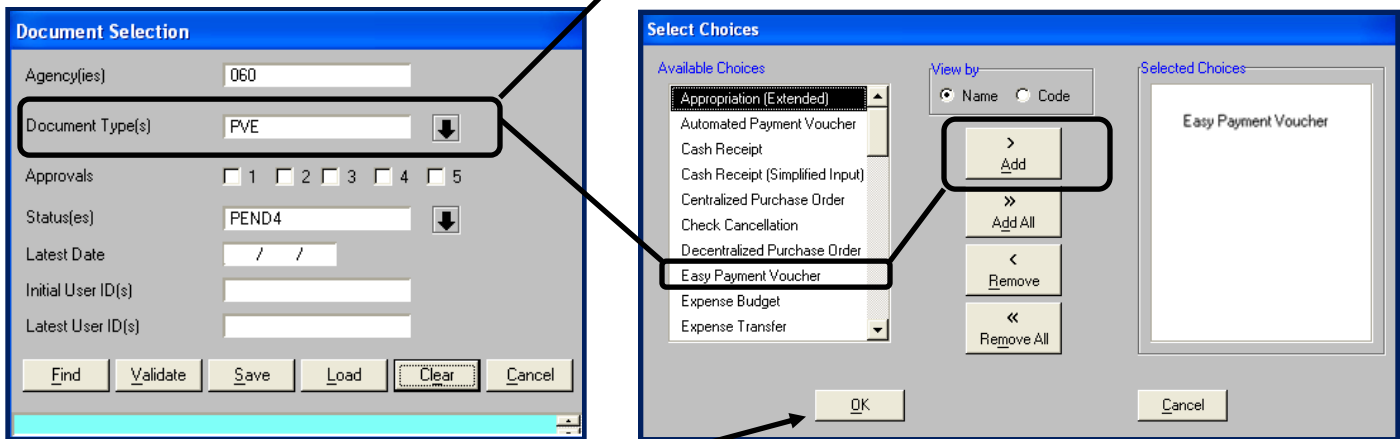
## Using the New Selection Button

Using the **New Selection** button in the **Document Listing (SUSF)** table allows users to search for documents by document type, approval levels, document status, latest date, initial user or latest user. The New Selection button is a great tool!

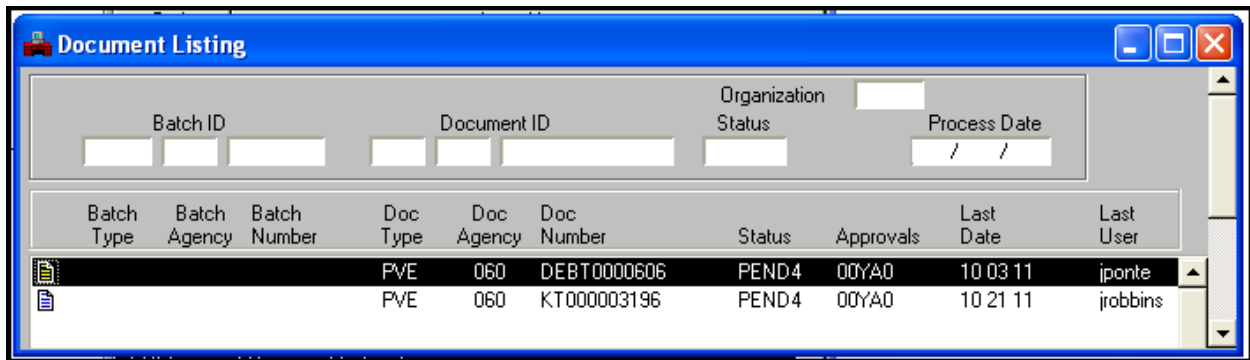
Select the **New Selection** button.



Enter your required search criteria. This example is searching for PVEs.



Click on **OK** to perform the search.



Batch ID	Document ID	Organization	Status	Process Date					
				/ /					
Batch Type	Batch Agency	Batch Number	Doc Type	Doc Agency	Doc Number	Status	Approvals	Last Date	Last User
			PVE	060	DEBT0000606	PEND4	00YA0	10 03 11	jponte
			PVE	060	KT000003196	PEND4	00YA0	10 21 11	jrobbins

For the search criteria entered above, the outcome would list all PVE's for agency 060 that are in PEND4 status. Remember that user IDs are case sensitive so if you are searching by user, you must use lower case.