

## **Search General Event Reports(GER)**

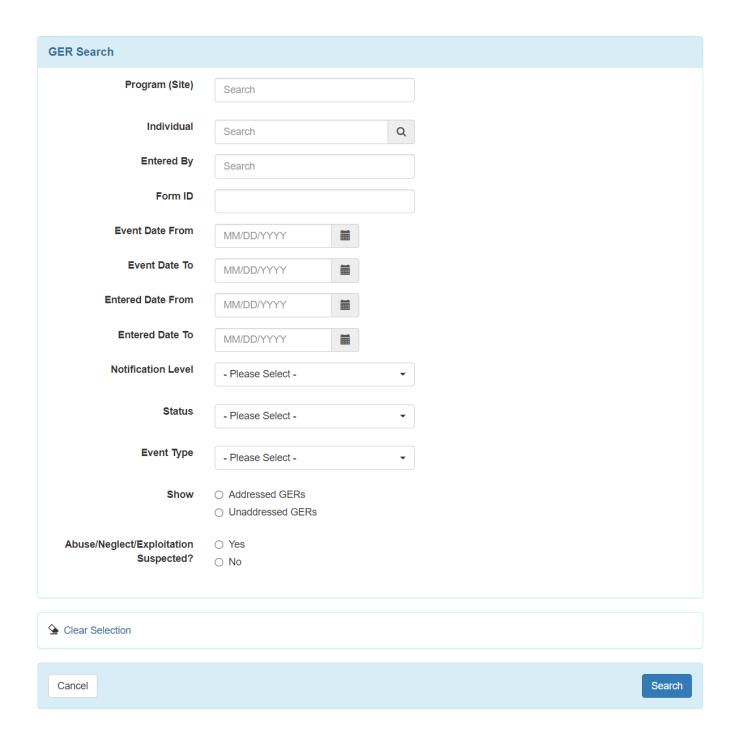
Users with the **GER** *View* role are able to view approved **GERs** in read-only format.

1. Click on the **Search** link beside the General Event Reports (**GER**) option under the **Individual** tab.



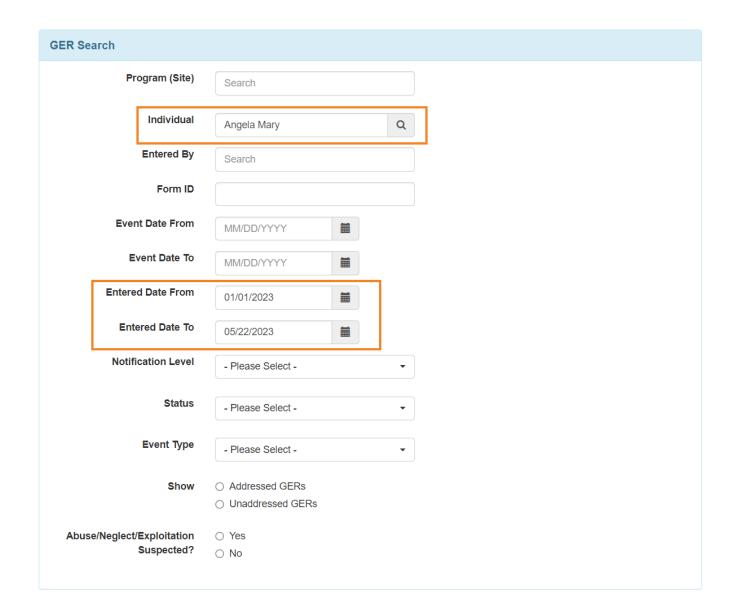
2. On the **GER Search** page, Users may select the appropriate criteria to search the **GER** forms.





• Users can select the **Individual, Entered Date From, Entered Date To** to narrow down the search.

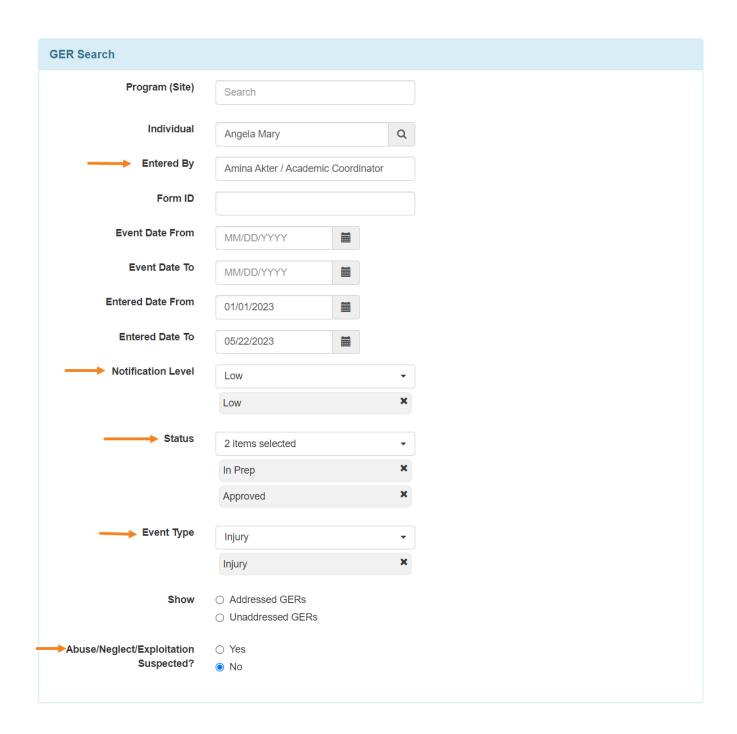




• Users also may use the additional optional fields presented to filter and narrow your search results.

**Note:** Based on your search criteria and the options that you choose, the search results will be displayed.





3. Click on the **Search** button after selecting search criteria.





4. On the **GER Search** page, the search results will be displayed. Select the **GER** form and it will be opened on the next page.





