What Does this Report Show?

The *Detailed Document Search* report shows a read-only version of all PDR forms for each employee “below” you on the organization chart in PDR.

How Do I Run this Report?

**Step 1:** From the PDR Home Page, select **View My Team’s Form Content** from the *Links* tile.

**Step 2:** Using the *Detailed Document Search* filter screen, choose which forms you wish to view.

Recommended Options:

Select **Detailed Search**

Ensure that all the *Divisions, Departments and Locations* boxes are all checked.

Select which *Personnel Subareas* you wish to see.

Contact your local PDR Contact for assistance.
For **Document Name** choose **All**

You do not need to adjust any other settings.

**Step 3:** Click on **Generate Report** button, found at the bottom left side of the screen. The forms will appear below.

**Step 4:** Click on the **PDR form title**, a read-only view of the employee’s form will pop up in a separate window. (Make sure that your browser’s pop-up blockers are disabled for this site.)