What Does this Report Show?

The *Detailed Document Search* report shows all PDR forms for each employee in your area and will allow you to view a read-only version of the form.

![Detailed Document Search Table](image)

How Do I Run this Report?

**Step 1:** From the PDR Home Page, select *Detailed Document Search* from the Links tile.

![Home Page](image)

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

Recommended Settings:

Select *Detailed Search*

Ensure that the *Divisions, Departments and Locations* boxes are all checked. Select which *Personnel Subareas* you wish to see.
For **Document Name** choose **Other** and select the PDR years you wish to see.

You do not need to adjust any other settings.

**Step 3:** Click on **Generate Report**. The reports 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.)