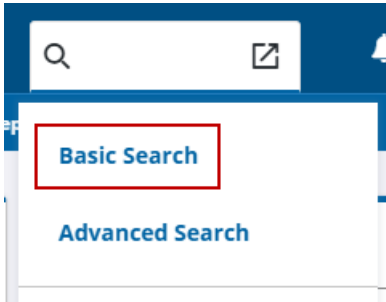


## Search for a Case

You can search for a case by ID, description/type, and/or location instead of just by the ID.

1. Click **Work activity search** and then **Basic Search**.



The **Basic Search** panel opens. The panel has four tabs allowing for different activities to be searched.

2. Click **Permits**.
3. Enter the criteria you want to search for. Search results automatically populate and filter as you add search criteria.

A screenshot of the 'Basic Search' panel. The panel has four tabs: 'PERMITS', 'WORK ORDERS', 'SERVICE REQUESTS', and 'INSPECTIONS'. The 'PERMITS' tab is selected. Below the tabs, there are input fields for 'Case Name', 'Case Type' (a dropdown menu), 'Type Description', 'Subtype' (a dropdown menu), 'Subtype Description', 'Number', and 'Location'. Below these fields is a table with search results. The table has columns: 'Case Number', 'Case Name', 'Case Type', 'Case Type Desc', 'Sub Type', and 'Sub Type Desc'. The table contains three rows of data. The first row is 'RBP17-039 Ivory Homes Lot 5 BPR-NEW1 Residential - New Single Family'. The second row is 'RBP18-000 Prairie Farms Lot 342 BPR-NEW1 Residential - New Single Family'. The third row is 'RBP18-001 Smithers Family New Home BPR-NEW1 Residential - New Single Family'. The second row is highlighted. At the bottom of the panel, there is a search icon, a list icon, a filter icon, and a 'Close' button.

Case Number	Case Name	Case Type	Case Type Desc	Sub Type	Sub Type Desc
RBP17-039	Ivory Homes Lot 5	BPR-NEW1	Residential - New Single Family		
RBP18-000	Prairie Farms Lot 342	BPR-NEW1	Residential - New Single Family		
RBP18-001	Smithers Family New Home	BPR-NEW1	Residential - New Single Family		

4. Select the case and click **Open Work Activities**.

A screenshot of the 'Basic Search' panel. The panel has four tabs: 'PERMITS', 'WORK ORDERS', 'SERVICE REQUESTS', and 'INSPECTIONS'. The 'PERMITS' tab is selected. Below the tabs, there are input fields for 'Case Name', 'Case Type' (a dropdown menu), 'Type Description', 'Subtype' (a dropdown menu), 'Subtype Description', 'Number', and 'Location'. Below these fields is a table with search results. The table has columns: 'Case Number', 'Case Name', 'Case Type', 'Case Type Desc', 'Sub Type', and 'Sub Type Desc'. The table contains three rows of data. The first row is 'RBP17-039 Ivory Homes Lot 5 BPR-NEW1 Residential - New Single Family'. The second row is 'RBP18-000 Prairie Farms Lot 342 BPR-NEW1 Residential - New Single Family'. The third row is 'RBP18-001 Smithers Family New Home BPR-NEW1 Residential - New Single Family'. The second row is highlighted. At the bottom of the panel, there is a search icon, a list icon, a filter icon, and a 'Close' button.

Case Number	Case Name	Case Type	Case Type Desc	Sub Type	Sub Type Desc
RBP17-039	Ivory Homes Lot 5	BPR-NEW1	Residential - New Single Family		
RBP18-000	Prairie Farms Lot 342	BPR-NEW1	Residential - New Single Family		
RBP18-001	Smithers Family New Home	BPR-NEW1	Residential - New Single Family		

Quickly search for a case based on the record number.

1. Click **Work activity search** and start typing a case number. Any record that matches (or includes) the number appears in the results.
2. Select the case to open it. If the activity ID entered is unique, press **Enter** to open the case.

A screenshot of the Respond application interface. At the top, there is a search bar with a magnifying glass icon and a square icon. Below the search bar, there are two buttons: 'Basic Search' and 'Advanced Search'. The 'Basic Search' button is highlighted with a red rectangular box. Below the buttons, there is a 'Permits' section with the text 'Showing all items'. Below this text, there is a table with search results. The table has columns: 'Case Number', 'Case Name', 'Case Type', 'Case Type Desc', 'Sub Type', and 'Sub Type Desc'. The table contains one row of data: 'CBP18-007 - Jenson Lumber Yard'. The row is highlighted. At the bottom of the panel, there is a search icon, a list icon, a filter icon, and a 'Close' button.

Case Number	Case Name	Case Type	Case Type Desc	Sub Type	Sub Type Desc
CBP18-007	Jenson Lumber Yard				