Using Pre-Defined Queries in OnBase

- Log in to OnBase.
- Select “Document Retrieval” in the left-hand side menu.
- You will be presented with a list of choices for the category of the document you’re searching for:
- You will then be presented with search parameters you can use to find your document:
- Once you’ve entered your search parameters, click “Search”
- You will be presented with a search results page, which will include information such as PI name, Proposal ID, Award ID, etc.:

![Search Results Page]

- If you double click on a specific result, bottom part of the page will load the document: