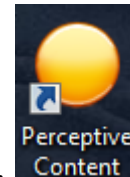


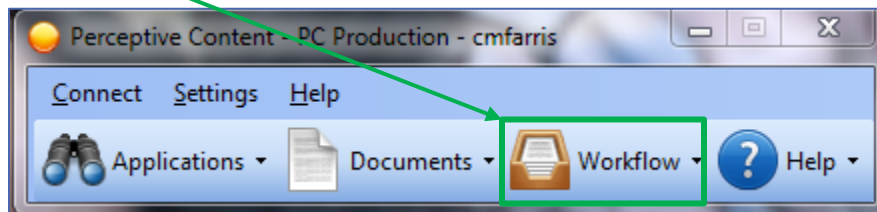
# How To Search for a NOSS Form in the Perceptive Tool

Ver. 1.1

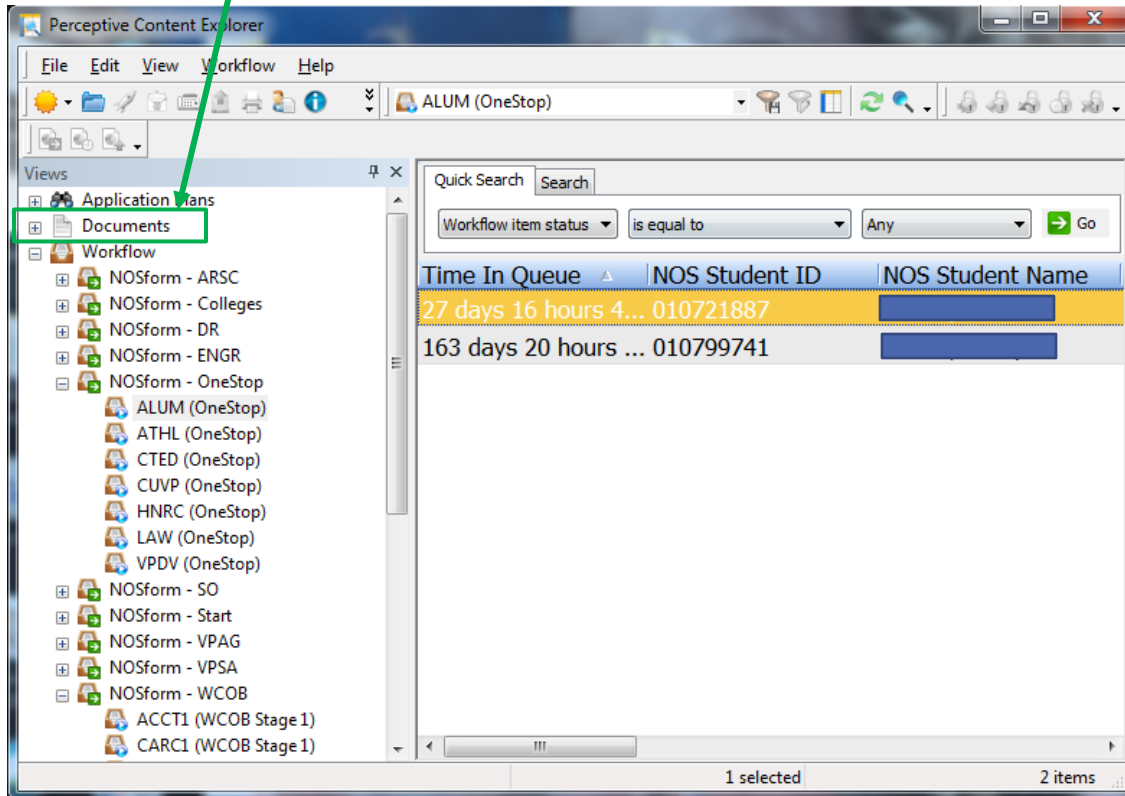
3/8/2019



1. Log in to Perceptive by clicking on the Perceptive icon.
2. Click on the **Workflow** icon.



3. Click on **Documents**.



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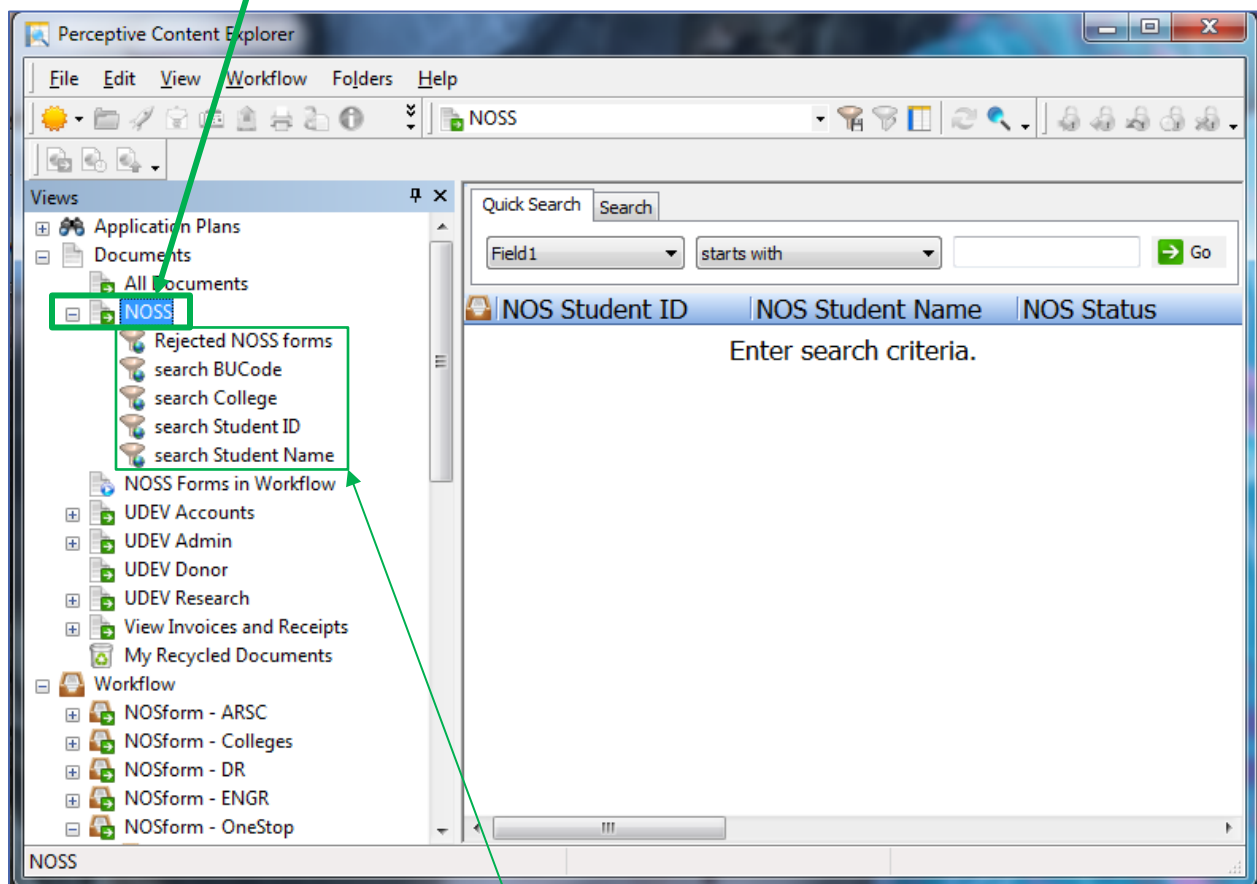
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4. Click on **NOSS**.



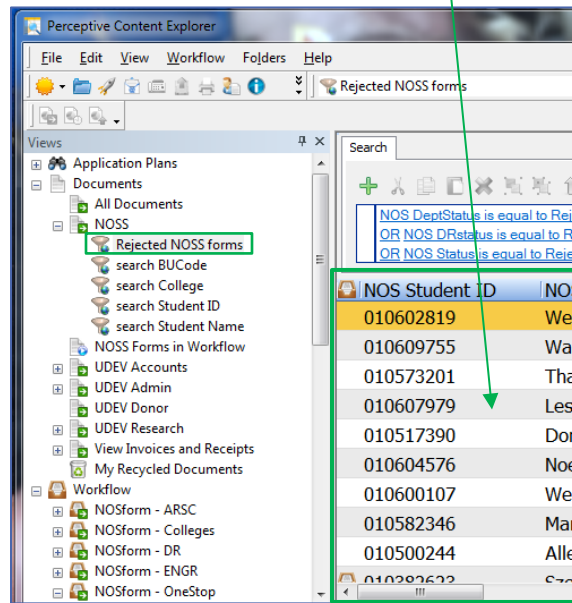
USE THE **SEARCH** TOOLS TO FIND YOUR FORM.

# How To Search for a NOSS Form in the Perceptive Tool

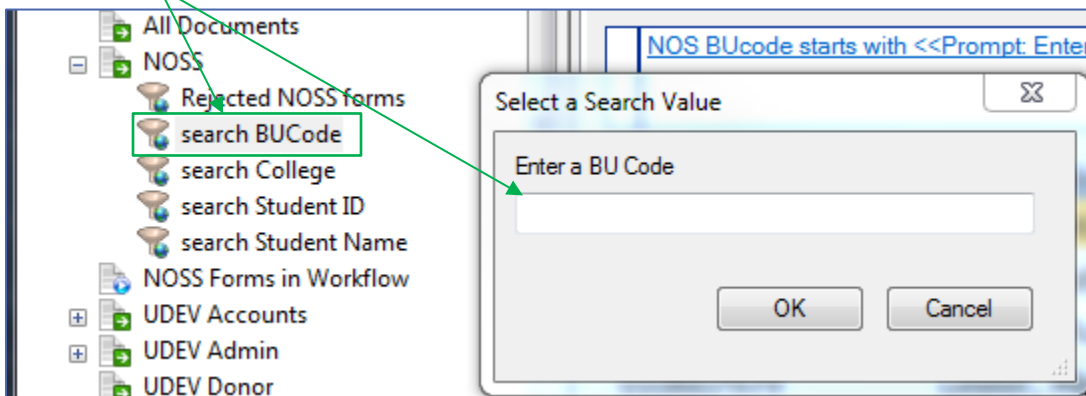
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- **Rejected NOSS forms** - This shows you a list of **all forms** that have been rejected.



- **search BUCode** - Use this to show **all forms** for a particular **Business Unit Code**.

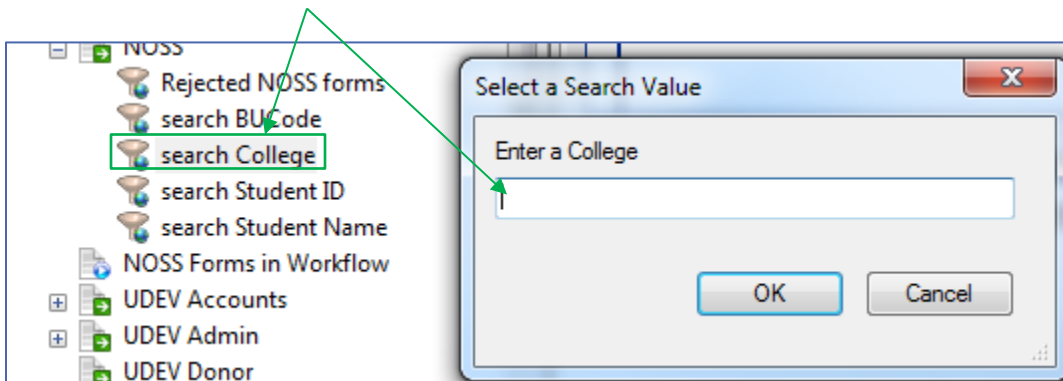


- **search College** - Search for all forms for a particular college.

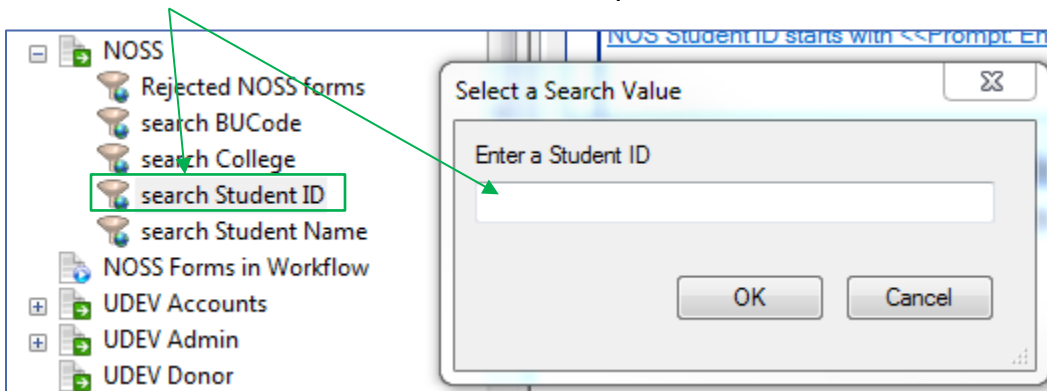
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- **search StudentID** - Search for all forms for a specific student ID.



- **search Student Name** - Search for all forms for a specific Student Name.

