Browse all archived questions

1. Go to the Service History. QuestionPoint displays the Service History Search page.
2. Click Search. QuestionPoint redisplays the Service History Search page with questions listed at the bottom. Each page of the list contains 25 questions.
   Note: Do not change any default values on the page.
3. Use the navigation links at the top of the list to view the pages of the list.
4. Click on a question that you want to view. QuestionPoint displays the Service History: Full Question page.

Browse archived questions by category

1. Go to the Service History. QuestionPoint displays the Service History Search page.
2. In the By Assigned Librarian drop-down list:
   ◦ Select All to list questions assigned to any librarian and unassigned questions.
   ◦ Select a librarian to list only questions assigned to that librarian.
      Note: Only your library's librarians to whom questions are assigned appear in the drop-down list.
3. In the By Question Status drop-down list:
   ◦ Select All to list questions regardless of their status.
   ◦ Select a status to list only questions with that status.
4. In the By Referral Type drop-down list:
   ◦ Select All to list questions that were referred and questions that were not referred.
   ◦ Select a referral method to list only questions that were referred by that method.
5. In the Date Entered on or After box:
   ◦ Leave the box empty to list questions received on or after any date.
   ◦ Type a date (or click the calendar button and select a date) to list only questions received on or after that date.
      Example: Type 01/01/2003 to list questions received on or after January 1, 2003.
6. In the Date Entered on or Before box:
   ◦ Leave the box empty to list questions received on or before any date.
   ◦ Type a date (or click the calendar button and select a date) to list only questions received on or before that date.
      Example: Type 06/19/2004 to list questions received on or before June 19, 2004.
7. Click Search. QuestionPoint redisplays the Service History Search page with questions listed at the bottom. Each page of the list contains 25 questions.
8. Use the navigation links at the top of the list to view the pages of the list.
9. Click on a **question** that you want to view. QuestionPoint displays the Service History: Full Question page.