

Lesson 6

This lesson covers the Search functionality of SERFF. Search is available to all users.

SERFF offers two levels of search – a Tracking Number Search that provides quick access to a particular filing and an Advanced Search that allows queries of the filings database based on several criteria.

This lesson covers the following topics:

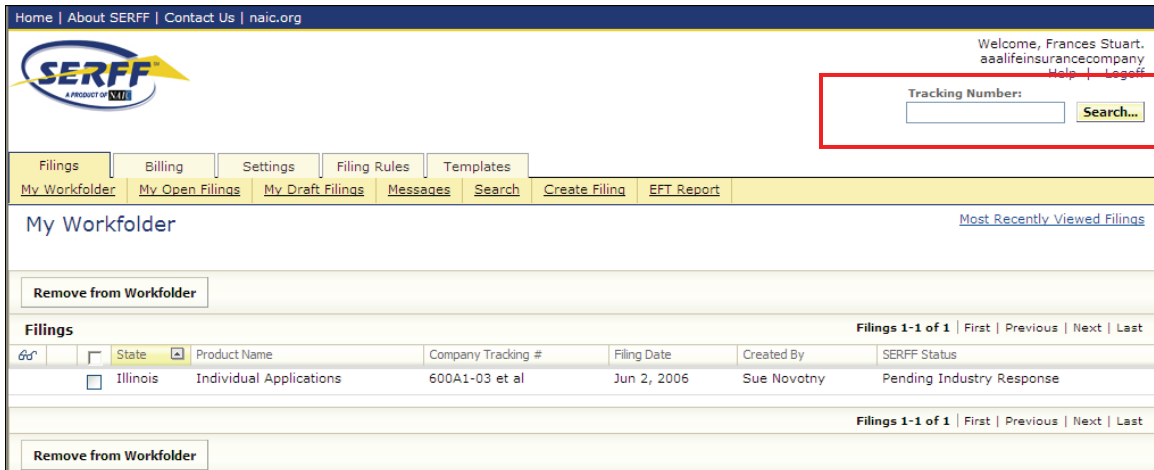
 [Tracking Number Search](#)

 [Advanced Search](#)




Tracking Number Search


The Tracking Number Search box displays in the upper right portion of the SERFF Workspace. This search will use the value entered to search the SERFF Tracking Number, State Tracking Number, or Company Tracking Number fields.

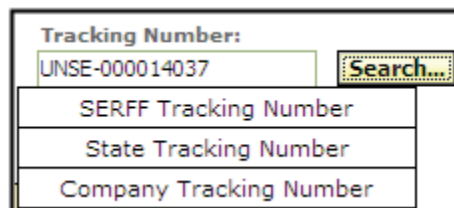


Running a Tracking Number Search

1. Click in the  field.
2. Enter the **SERFF Tracking Number, State Tracking Number, or Company Tracking Number** of the filing being sought.



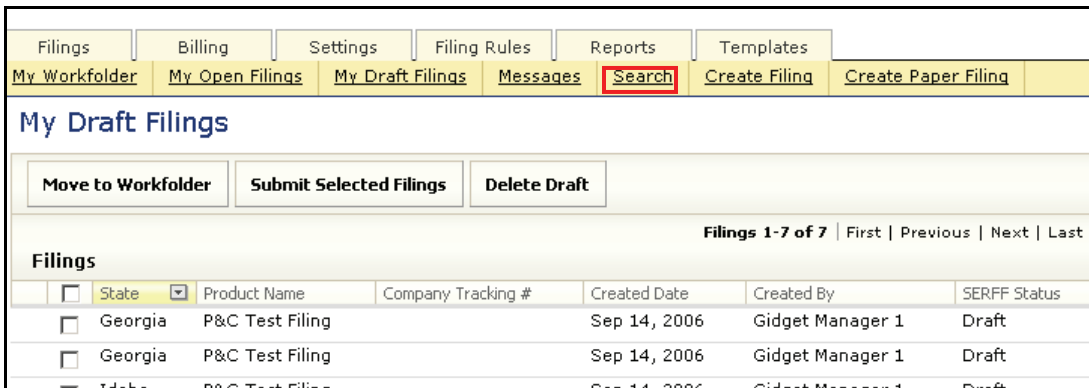
3. Click the  button, and then select the type of Tracking Number.



If only one match is found for the Tracking Number entered, the user will be taken directly to the filing. However, it is possible that the search will bring back two or more filings. In such a case, the search results screen will display and the user must select a filing.

Advanced Search

Advanced Search allows users to search their filings database on one or more pre-defined criteria options. To access this feature, click on the Search link from the Workspace. For some users, the link may be called Search/Export.



The Advanced Search Screen

From Advanced Search, the user can enter search criteria, execute the search, and save and maintain frequently used searches. As discussed later in this lesson, authorized users can also export data from filings based on their search criteria.

Advanced Search utilizes several field types, including text fields, date ranges, select lists, source-target lists, and radio buttons. All fields are optional, but at least one field must be used to execute a search.

SERFF End User Training Manual

The following screens show the criteria available in Advanced Search:

Search Filings

Tracking Number

Type:

Tracking Number:

Form Number:

Product Name:

Project Name:

State:

Company Name:

Group Code:

NAIC Company Code:

Filing Medium

Electronic Paper Both

Business Type

LAH P&C Both

Search Tips

To execute a search, enter one or more criteria options and hit the Search button. Business Type and Filing Medium can only be used in conjunction with other criteria.

You may use a wildcard (*) in any text field. Click the Help link for more information on Search.

Saved Searches

Searches:

Save As...

SERFF Status:

Assigned	>>	
Closed	>	
Draft	>	
Pending Industry Response	>	
Pending State Action	>	
Reopened	<	
Submitted to State	<<	

Continued...

Submission Date

Start:

End:

State Disposition Date

Start:

End:

Date Status Last Changed

Type:

Start:

End:

Correspondence Submission Date

Type:

Start:

End:

Respond By Date

Start:

End:

Company Status:

Approved	>>	
Complete	>	
Disapproved	>	
In Progress	>	
Pending Manager Approval	>	
Rejected	<	
Resubmitted	<	
Reviewed	<	
Test Company Status	<<	
Withdrawn	<<	

Users on Filing:

Author User Created User Submitted

Burleigh, Tonia	>>	
Clark, Elizabeth	>	
Corona, Leticia	>	
Industryadmin, sd	>	
Jocson, Mike	>	
Olanday, Alfonso	>	
Washington, Julia	>	

Include Inactive

Tracking Number

Users can search for filings based on three Tracking Numbers: SERFF, State, and Company. If users are not sure of the entire Tracking Number, a wild card (*) can be used before and/or after the criteria string.

Text Fields

The text search fields include Form Number, Product Name and Project Name. When using any of these fields to search, remember that unless a wild card is used, the search will be looking for an exact match. An asterisk (*) can be used as a wildcard before or after the criteria string.

Date Ranges

The date ranges available in Advanced Search include Submission Date, State Disposition Date, Date Status Last Changed, Correspondence Submission Date, and Respond by Date. These date fields are inclusive, meaning the date entered will be part of the search. For instance, a search for Submission Date that starts with 01-01-2006 will include filings submitted *on* 01-01-2006.

Select Lists

The select lists in Advanced Search are State, Company, Date Status Last Changed Type and Correspondence Submission Date Type. The State list includes all states available for paper or electronic filing. The Company list includes all active companies for the current instance. The Correspondence Submission Date type includes all types of Correspondence. Only one value from each of these lists may be chosen for each search.

Source-Target Lists

The source-target lists for Advanced Search are SERFF Status, Company Status, and Filing Authors. The SERFF Status options are those status indicators used by the system. The Users on a Filing list includes all active and inactive users on the current instance with the authority to create a filing. The search results may be filtered according to the user that was the author, the creator or the submitter of the filing(s). To use these lists, move one or more of the options from the source box on the left to the

SERFF End User Training Manual

target box on the right. If more than one option is selected, the system will search for filings that contain *either* selection.

Radio Buttons

The two radio button search options are Filing Medium and Business Type. Both are set to a default of “Both” and can be changed by clicking a different option in the set. Searching by either of these fields requires the use of at least one other criteria item.

Running an Advanced Search

1. Click the ‘Search’ or ‘Search/Export’ link on the Workspace.



2. The Advanced Search page displays.
3. Enter the desired search criteria.
4. Click the ‘Search’ button at the top of the page.

The Search Filings screen displays the search criteria and all the filings that match the criteria. Click on any row to open a filing.



Search Filings								Most Recently Viewed Filings	
...where SERFF Status is 'Assigned' or 'Closed' or 'Draft' or 'Pending Industry Response' or 'Pending State Action' or 'Reopened' or 'Submitted to State' and Current Revision is 'No'									
Move to Workfolder			New Search			Refine Search			
Filings								Filings 1-50 of 66 First Previous Next Last	
<input type="checkbox"/>	<input type="checkbox"/>	State	Filing Date	TOI/Sub-TOI	Filing Type	SERFF Status	SERFF Tracking #	Company Status	Company Tracking #
<input type="checkbox"/>	<input type="checkbox"/>	Connecticut	Apr 27, 2009	Commercial Auto/All Sub-types	Form	Closed-Rejected	SRFF-126130237		CO9393993
<input type="checkbox"/>	<input type="checkbox"/>	Florida		Test 2/Sub-TOI A	Form	Draft	SRFF-125835605		
<input type="checkbox"/>	<input type="checkbox"/>	Florida		P&C - Personal Lines/PPA	Rate	Draft	SRFF-125835604		
<input type="checkbox"/>	<input type="checkbox"/>	Florida	Aug 29, 2008	P&C - Personal Lines/PPA	Rate	Submitted	SRFF-125797271		
<input type="checkbox"/>	<input type="checkbox"/>	Florida	Aug 29, 2008	P&C - Personal Lines/PPA	Rate	Submitted	SRFF-125797265		



Refine Search

The Refine Search button on the search results page takes the user back to the search criteria screen without erasing the search criteria previously entered. The search can be refined without having to re-enter the existing criteria.

The screenshot shows the 'Search Filings' interface. At the top right, there is a link for 'Most Recently Viewed Filings'. Below this, a search criteria summary is displayed: '...where SERFF Status is 'Assigned' or 'Closed' or 'Draft' or 'Pending Industry Response' or 'Pending State Action' or 'Reopened' or 'Submitted to State' and Current Revision is 'No''. At the bottom of the interface, there are three buttons: 'Move to Workfolder', 'New Search', and 'Refine Search'. The 'Refine Search' button is highlighted with a red rectangular box.

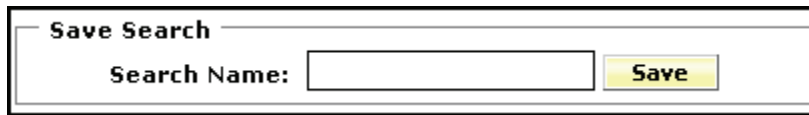
Saving an Advanced Search

Users can also save frequently run searches. The Saved Searches are user specific and can be updated or deleted as needed.

1. Set up an Advanced Search as previously described.

The screenshot shows the 'Search Filings' interface with various search criteria fields. On the left, there are fields for 'Product Name', 'Project Name', 'State' (set to Alabama), and 'Company' (set to Please Select). Below these are radio buttons for 'Filing Medium' (Electronic, Paper, Both) and 'Business Type' (LAH, P&C, Both). There are also date fields for 'Submission Date' (Start: 06-01-2006, End: 12-31-2007) and 'Disposition Date'. On the right, there is a 'Search Tips' box with instructions. Below that is a 'Saved Searches' section with a dropdown menu showing '-- No Saved Searches --' and 'Load' and 'Reset' buttons. At the bottom right, there is a 'SERFF Status' filter with a list of statuses (Closed, Draft, Pending Industry Response, Pending State Action, Reopened, Submitted to State) and a list of 'Assigned' statuses, with navigation arrows between them.

2. Enter a name to identify this search in the Search Name text box.

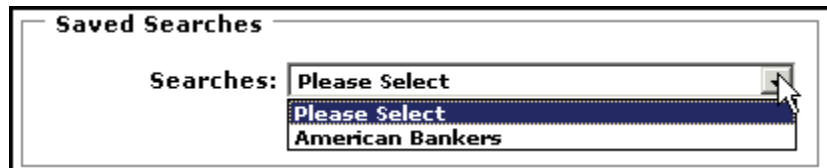


The screenshot shows a rectangular dialog box titled "Save Search". Inside the dialog, there is a label "Search Name:" followed by a text input field. To the right of the input field is a yellow button with the word "Save" written on it.


3. Click the  button.


Loading a Saved Search

1. From the Advanced Search, click on the drop down arrow in the Saved Searches field and select a search to load.



The screenshot shows a dropdown menu titled "Saved Searches". The label "Searches:" is to the left of the dropdown. The dropdown is open, showing a list of options: "Please Select", "Please Select", and "American Bankers". A mouse cursor is pointing at the dropdown arrow on the right side of the menu.

2. Click the  button.
3. The screen will be updated to show the criteria for this search. The criteria may be modified without affecting the saved search.
4. Click the Search button as with any search.

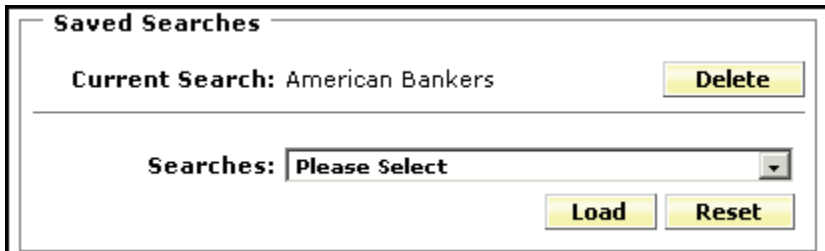
 To modify an existing saved search, update the criteria and re-enter the same name in the Search Name box, then click Save. The system will prompt for confirmation to overwrite the existing search.

Deleting a Saved Search

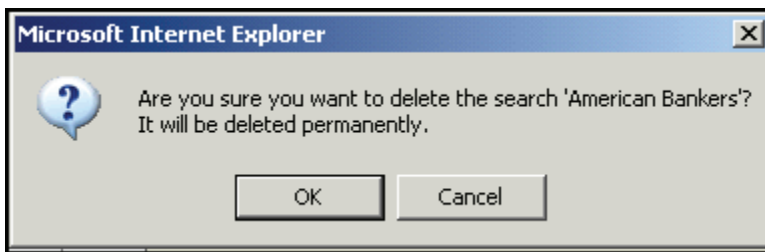
1. Go to the Advanced Search screen.
2. Click on the drop down arrow in the Saved Searches field and select the search to be deleted.



3. Click the **Load** button.



4. Click the **Delete** button.



5. A confirmation message appears confirming this action. Click **OK** button to delete.

Search Results

The results screen for Advanced Search is similar to the others views used in the system, such as My Open Filings. From the search results page, the user can start a new search, refine the current search, open a filing, or move one or more filings to the Workfolder.

The search results screen also displays the criteria used for the search and shows the number of filings found. All of the columns in the search results page can be sorted.

Filings		Billing	Settings	Filing Rules	Reports	Templates		
My Workfolder	My Open Filings	My Draft Filings	Messages	Search	Create Filing	Create Paper Filing		
Search Filings								
...where SERFF Status is 'Assigned' or 'Submitted to State' and Business Type is 'LAH'								
Move to Workfolder		New Search		Refine Search				
Filings							Filings 1-8 of 8 First Previous Next Last	
<input type="checkbox"/>	State	Filing Date	TOI/Sub-TOI	Filing Type	SERFF Status	SERFF Tracking #	Company Status	Company Tracking #
<input type="checkbox"/>	Georgia	Sep 16, 2006	Life/Term Life	Forms & Rates	Assigned	KIER-000500620	Submitted	99999not a toi
<input type="checkbox"/>	Georgia	Sep 14, 2006	Credit Life/>120 Months	Advertising	Submitted	KIER-000500669		
<input type="checkbox"/>	Georgia	Sep 16, 2006	Credit Life/<120 Months	Form	Submitted	KIER-000500777		
<input type="checkbox"/>	Georgia	Sep 16, 2006	Credit Life/<120 Months	Form	Submitted	KIER-000501000		
<input type="checkbox"/>	Georgia	Sep 17, 2006	Credit Life/<120 Months	Form	Submitted	KIER-000501005		
<input type="checkbox"/>	Georgia	Sep 16, 2006	Credit Life/>120 Months	Form	Submitted	KIER-000500666		
<input type="checkbox"/>	Georgia	Sep 16, 2006	Credit Life/>120 Months	Forms & Rates	Submitted	KIER-000500667		
<input type="checkbox"/>	Georgia	Sep 16, 2006	Credit Life/>120 Months	Rate	Submitted	KIER-000500668		