Searching for an e-App using e-Tools

Objective

After reading this, the user will be able to accurately search for an e-Application using e-Tools in KEES.

Overview

Registration will be starting a new process that changes how we register applications when multiple applications are received. Registration will not e-Link each application to the case. They will add a journal entry that identifies the e-App number of each additional application and will re-index images to the case. In some cases such as FFM and MIPPA applications there will not be an image found in images. This job aid will explain how a user can access the additional e-App(s) using only the e-App number given in the journal entry.

Locating e-App

1. Determine if there are additional applications by reading the journal on the case. If there are additional e-Apps not e-Linked the e-App number will be included in the journal. It may be necessary to look through multiple journal entries to locate all unlinked e-Apps needed for processing.

2. Determine if there are Images in Image Now that correspond to the additional app(s) mentioned in the journal. If all unlinked e-apps have an image, viewing the e-app is not needed.

   NOTE: All FFM applications will have and e-App number that begins with 7. If the e-app number in the journal begins with this number no image will be in image now continue to **STEP 3**.
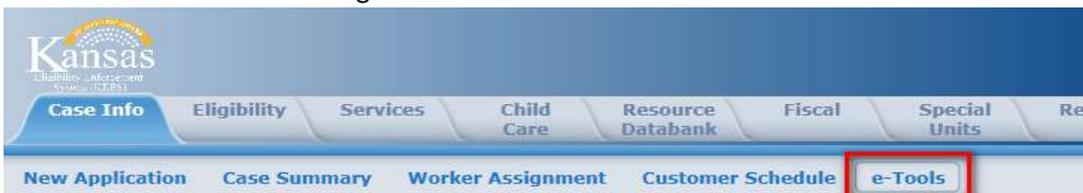
3. If there are no images in Image Now you will need to search for the e-App using e-Tools. Begin by clicking the **Kansas Logo** to return to the KEES home page.

4. In the Task Portlet select **View All.**

5. Select **e-Tools** in the local navigation menu.

6. Select all in the **e-App Status** drop-down.
7. Type in your e-App number in the **e-App Number** textbox.
8. Checkmark the e-Appliction box under **Type**. (See the image below for an example of the the e-Application Search window.)

9. Click **Search**.
10. Search Results Summary displays. Ensure the **Applicant Name** column matches the case name on your case.

11. Click the hyperlink in the **e-App Number** column to view the e-app.

STEPS 3 - 11 need to be repeated for every e-App on your case that was *not* e-linked and *does not* have images in ImageNow.