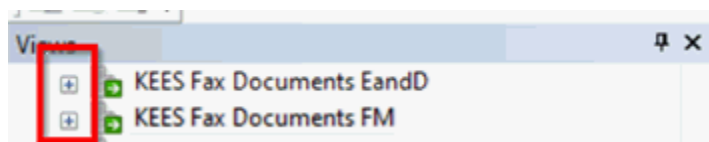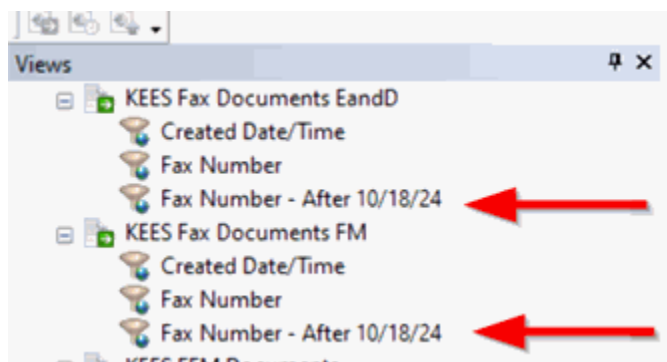# Searching for Faxes

Purpose: The purpose of this is page is to help workers track down faxes.

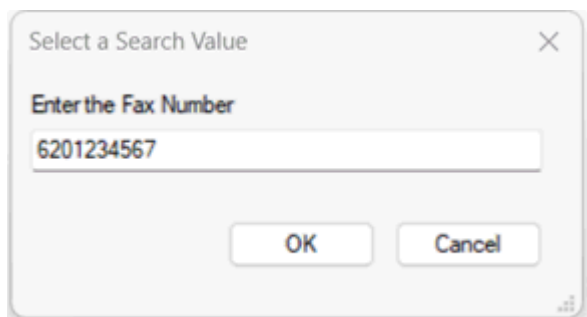## Locating Faxes by Fax Number post Fax Solution Upgrade

1. Under Views, Click the Plus (+) sign next to KEES Fax Documents EandD or KEES Fax Documents FM.
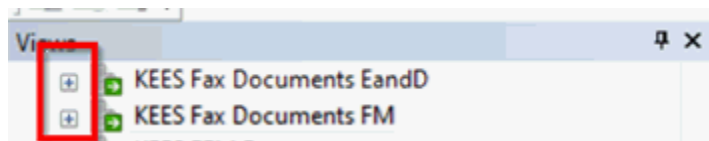

2. Click on Fax Number – After 10/18/24.
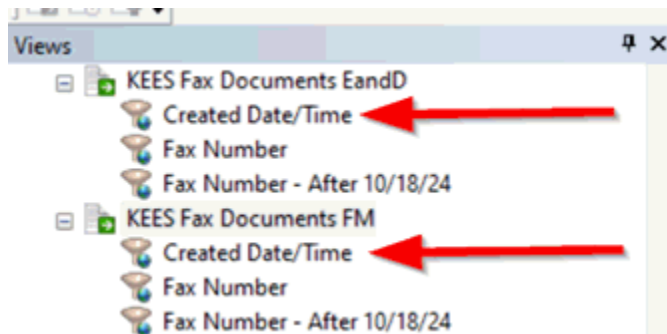3.

3. Enter the fax number in the pop up.

4. Click **OK**.

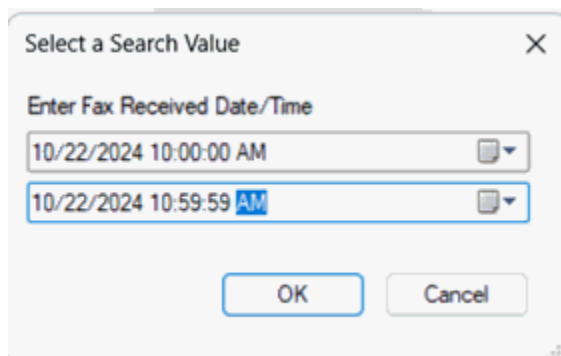# Locating Faxes by Received Date post Fax Solution Upgrade

1. Under Views, Click the Plus (+) sign next to KEES Fax Documents EandD or KEES Fax Documents FM.

2. Click on Created Date/Time.

3. Enter the Date and Time you would like to search by.

4. Click **OK**.