QUICK GUIDE FOR CMOD

LOGGING IN

- Click the CMOD icon on your desktop to log in.
- Enter your DHS network User ID and password.
- If Java asks for an update, click "later" to get to the CMOD home screen.

RUNNING A SEARCH

- Click the magnifying glass icon on the left edge of the screen.
- Choose recent searches, all searches (for all available reports), or type the search in the search box.
- Select the report type from the list that appears.
- Type in the **report date** range for the report, or click the drop down box for **document type** and select "line" to pull up all of the reports.
- Sort the documents in date order, newest to oldest, instead of the default oldest to newest order, by clicking the black arrow on the Report Date header.
- Click the icon next to the report you want to view.
- If a pop-up window appears, click Run.
- The report opens in a separate window, called the Viewer window.

WORKING IN THE VIEWER WINDOW

- The toolbar on the Viewer screen contains tools for printing, searching, panning, copying, and making notes on the documents. The notation and formatting tools are designed for your convenience, but do not affect how the document prints. For further information about each of these tools, see the detailed document on CMOD.
- To view more than one document, or the same document, in more than one tab, return to the document search window and open another report using the search steps outlined above.
- In the Viewer window, click the vertical split panes view in the upper right corner of the screen to view the documents side by side.
- Use your scroll button on your mouse to scroll through the documents, or use the arrow navigation keys on the toolbar.
- Advance to the next report using the arrows in the upper right corner of the Viewer window. First, select the document you want to advance, so you don't advance the wrong document.