# FACT Clearinghouse Search History Guide

The FACT Clearinghouse Search History allows agencies to monitor the views that are being processed by their data users on the TX DPS Secure Site. In addition to monitoring the views, it will show which views incurred a fee for your agency.

#### LOCATE THE CLEARINGHOUSE SEARCH HISTORY

- 1) Select "FACT Clearinghouse."
- 2) Select "Clearinghouse Search History."



## Use the Clearinghouse Search History

The Clearinghouse Search History displays the search history for all users in the current organizational account.

There are three filter options:

- 1. Filter by User
  - View the searches that were performed in the Clearinghouse by a specific user. Input the username, and then click "Look Up."

Clearinghouse Search History							
Filter by User							
User Name Ite Selected User Re	st@agency.com drigue	Look Up					
Filter by SID							
Specify SID		Look Up					
Filter by Date							
Search by Month/Range	<ul> <li>Month</li> </ul>	ORange					
Change Time Frame	$\sim$						
Show Only Billable Accesse							
User Applicant Name	DPS NBR DOB	Key Text	Access Date	Billed			
CTTC RECORD, WILLIAM TEST	02949402 01/01/19	065 LO-1234	11/07/2019				
omro			07/16/2019				
cmrc			11/14/2018				
omro			11/05/2018				

#### 2. Filter by SID

 View all agency users that searched a specific SID in the Clearinghouse. Input SID number, and then click "Look Up."

Clearinghouse Search History									
Filter by User									
User Name Selected User		<u>Look Up</u>							
Filter by SID									
Specify SID	02949402	Look Up							
Clear Selected SID									
Filter by Date	Filter by Date								
Search by Month/Range	<ul> <li>Month</li> </ul>	0	Range						
Change Time Frame	All 🗸								
Show Only Billable Accesses									
User	Applicant Name	12 result(s) DPS_NBR	DOB	Key Text	Access Date	Billed			
Leatha	RECORD, WILLIAM TEST	02949402	01/01/1965	LO-1234	11/07/2019				
ipa	RECORD, WILLIAM TEST	02949402	01/01/1965	LO-1234	11/07/2019				
michelleh	RECORD, WILLIAM TEST	02949402	01/01/1965	LO-1234	11/07/2019				
almac	RECORD, WILLIAM TEST	02949402	01/01/1965	LO-1234	11/07/2019				
mwmorrison	RECORD, WILLIAM TEST	02949402	01/01/1965	LO-1234	11/07/2019				
cmrc	RECORD, WILLIAM TEST	02949402	01/01/1965	LO-1234	11/07/2019				

### 1. Filter by Date

 View all the searches conducted by all the users of the agency within a selected date range. Enter the date range and do not input data in the User and SID option. Then select "Search."

Clearinghouse Se	arch History					
Filter by User						
User Name	Leave Blank	Look Up				
Selected User						
Filter by SID						
Specify SID	Leave Blank	Look Up				
Filter by Date						
Search by Month/Range	○ Month	Range				
Change Date Range	From: 11/07/2019	To: 11/11/2019	1	Search		
Show Only Billable Acces	sses 🗆					
		27 result(s)				
User	Applicant Name	DPS_NBR	DOB	Key Text	Access Date	Billed
Leatha	RECORD, WILLIAM TES	T <u>02949402</u>	01/01/1965	LO-1234	11/07/2019	)
ipa	RECORD, WILLIAM TES	T <u>02949402</u>	01/01/1965	LO-1234	11/07/2019	)
michelleh	RECORD, WILLIAM TES	T <u>02949402</u>	01/01/1965	LO-1234	11/07/2019	
almac	RECORD, WILLIAM TES	T <u>02949402</u>	01/01/1965	LO-1234	11/07/2019	)
mwmorrison	RECORD, WILLIAM TES	T <u>02949402</u>	01/01/1965	LO-1234	11/07/2019	)
cmrc	RECORD, WILLIAM TES	T <u>02949402</u>	01/01/1965	LO-1234	11/07/2019	)

• View searches done by a user within a date range. Input the username and date range.

Filter by User         User Name       'Test@agency.com       Look Up         Selected User       Rodrig         Clear Selected User       Image: Clear Selected User         Filter by SID       Look Up         Specify SID       Look Up         Filter by Date       Search by Month/Range         Search by Month/Range       Month         Change Date Range       From: 11/07/2019         Show Only Billable Accesses       2 result(s)         User       Applicant Name       DPS_NBR       DOB         Secord, WILLIAM TEST 02949402       01/01/1965       L0-1234       11/07/2019	Clearinghouse Search History							
User Name 'Test@agency.com Look Up Selected User Clear Selected User Filter by SID Specify SID Look Up Filter by Date Search by Month/Range OMonth @ Range Change Date Range From: 11/07/2019 To: 11/11/2019 Search Show Only Billable Accesses User Applicant Name DPS_NBR DOB 2 result(s) Variable Search Billed Concs RECORD,WILLIAM TEST 02949402 01/01/1965 LO-1234 11/07/2019	Filter by User						I	
Selected User       Rodrig         Clear Selected User         Filter by SID         Specify SID       Look Up         Filter by Date         Search by Month/Range       Month       Range         Change Date Range       Month       Range         Change Date Range       From:       11/07/2019       To:       11/11/2019       Search         Show Only Billable Accesses       2 result(s)       Key Text       Access Date       Billed         Corrs       RECORD,WILLIAM TEST       02949402       01/01/1965       Lo-1234       11/07/2019	User Name	Test@agency.com		Look Up			I	
Clear Selected User         Filter by SID         Specify SID       Look Up         Filter by Date       Search by Month/Range       Month       Range         Change Date Range       From: 11/07/2019       To: 11/11/2019       Search         Show Only Billable Accesses       2 result(s)       Vser       Access Date       Billed         User       Applicant Name       DPS_NBR       DOB       Key Text       Access Date       Billed	Selected User	Rodrig						
Filter by SID         Look Up         Filter by Date         Search by Month/Range       Month       Range         Change Date Range       From:       11/07/2019       To:       11/11/2019       Search         Show Only Billable Accesses       2 result(s)       2 result(s)       Key Text       Access Date       Billed         User       Applicant Name       DPS_NBR       DOB       Lo-1234       11/07/2019	Clear Selected User							
Filter by SID         Look Up         Filter by Date         Search by Month/Range       Month       Image         Change Date Range       From:       11/07/2019       To:       11/11/2019       Search         Show Only Billable Accesses       2 result(s)       2 result(s)       Key Text       Access Date       Billed         Corrs       RECORD,WILLIAM TEST       02949402       01/01/1965       L0-1234       11/07/2019							- 1	
Specify SID       Look Up         Filter by Date         Search by Month/Range       O Month         Search by Month/Range       O Month         Change Date Range       From:         11/07/2019       To:         Show Only Billable Accesses         2 result(s)         User       Applicant Name         DPS_NBR       DOB         Key Text       Access Date         Billed         cmrs       RECORD,WILLIAM TEST	Filter by SID							
Specify SID     Look Up       Filter by Date       Search by Month/Range     O Month       Okange Date Range     O Month       Change Date Range     From:       11/07/2019     To:       11/11/2019     Search       Show Only Billable Accesses     2 result(s)       User     Applicant Name     DPS_NBR     DOB       Key Text     Access Date     Billed       cmrc     RECORD,WILLIAM TEST     02/949402     01/01/1965								
Filter by Date         Search by Month/Range       Month       Range         Change Date Range       From: 11/07/2019       To: 11/11/2019       Search         Show Only Billable Accesses       2 result(s)       Very Text       Access Date       Billed         User       Applicant Name       DPS_NBR       DOB       Key Text       Access Date       Billed         cmrs       RECORD,WILLIAM TEST       02949402       01/01/1965       Lo-1234       11/07/2019	Specify SID			Look Up				
Filter by Date         Search by Month/Range       Month       Range         Change Date Range       From:       11/07/2019       To:       11/11/2019         Show Only Billable Accesses       2 result(s)       Key Text       Access Date       Billed         User       Applicant Name       DPS_NBR       DOB       Key Text       Access Date       Billed         cmrs       RECORD,WILLIAM TEST       02949402       01/01/1965       L0-1234       11/07/2019								
Search by Month/Range     O Month     Range       Change Date Range     From:     11/07/2019     To:     11/11/2019       Show Only Billable Accesses	Filter by Date							
Search by Month/Range     Month     Range       Change Date Range     From:     11/07/2019     To:     11/11/2019     Search       Show Only Billable Accesses								
Change Date Range         From:         11/07/2019         To:         11/11/2019         Search           Show Only Billable Accesses	Search by Month/Range	ОМО	onth	• Ra	nge			
Change Date Range     From:     From:     From:     From:     From:       Show Only Billable Accesses     2 result(s)       User     Applicant Name     DPS_NBR     DOB     Key Text     Access Date     Billed       cmrc     RECORD,WILLIAM TEST     02949402     01/01/1965     LO-1234     11/07/2019								
Show Only Billable Accesses         2 result(s)           User         Applicant Name         DPS_NBR         DOB         Key Text         Access Date         Billed           cmrc         RECORD,WILLIAM TEST         02949402         01/01/1965         LO-1234         11/07/2019	Change Date Range	From: 11/0//2019		10: [11/11	/2019	Search		
User         Applicant Name         DPS_NBR         DOB         Key Text         Access Date         Billed           cmrc         RECORD,WILLIAM TEST         02949402         01/01/1965         LO-1234         11/07/2019	Show Only Billable Accesses							
CMTC RECORD, WILLIAM TEST 02949402 01/01/1965 LO-1234 11/07/2019	User Applicant Nam	DPS_NBR	DOB	isuic(s)	Key Text	Access Date	Billed	
	cmrc RECORD,WILLIA	AM TEST 02949402	01/01/1965		LO-1234	11/07/2019		
smrs 11/08/2019	cmrc					11/08/2019		

View all users that searched for a specific SID within a date range. Input SID and date range.

Clearinghouse Search History								
Filter by User								
User Name			Look Up					
Selected User								
Filter by SID								
Theor by Sib								
Specify SID	02949402		Look Up					
Clear Selected SID	2							
Filter by Date								
Search by Month/F	Range C	Month	Range	е				
					_			
Change Date Rang	e From: 11/07/20	)19	To: 11/11/20	)19	Search			
Show Only Billable Accesses								
			6 result(s)					
User	Applicant Name	DPS_NBR	DOB	Key Text	Access Date	Billed		
Leatha	RECORD, WILLIAM TEST	02949402	01/01/1965	LO-1234	11/07/2019			
<u>ipa</u>	RECORD, WILLIAM TEST	02949402	01/01/1965	LO-1234	11/07/2019			
michelleh	RECORD, WILLIAM TEST	02949402	01/01/1965	LO-1234	11/07/2019			
almac	RECORD, WILLIAM TEST	02949402	01/01/1965	LO-1234	11/07/2019			
mwmorrison	RECORD, WILLIAM TEST	02949402	01/01/1965	LO-1234	11/07/2019			
<u>cmrc</u>	RECORD, WILLIAM TEST	02949402	01/01/1965	LO-1234	11/07/2019			

## **Billed Searches**

When utilizing any of the search options, a checkmark ( $\checkmark$ ) will appear in the column "Billed" for any of the searches that were charged to the agency. Select "Show Only Billable Accesses" to only view the searches that were billed.

Clearinghouse Search History								
Filter by User								
User Name			Look Up					
Selected User								
Filter by SID								
Specify SID	02949402		Look Up					
Clear Selected SID	-							
Filter by Date								
Search by Month/R	ange	○ Month	Rang	je				
Change Date Range	e From: 11/07/	2019	To: 11/11/2	019	Search			
Show Only Billable Accesses								
User	Applicant Name	DPS NBR	6 result(s) DOB	Key Text	Access Date	Billed		
Leatha	RECORD, WILLIAM TES	ST 02949402	01/01/1965	LO-1234	11/07/2019			
ipa	RECORD, WILLIAM TES	ST 02949402	01/01/1965	LO-1234	11/07/2019			
michelleh	RECORD, WILLIAM TES	5T 02949402	01/01/1965	LO-1234	11/07/2019			
almac	RECORD, WILLIAM TES	ST 02949402	01/01/1965	LO-1234	11/07/2019			
mwmorrison	RECORD, WILLIAM TES	ST 02949402	01/01/1965	LO-1234	11/07/2019			
cmrc	RECORD, WILLIAM TES	ST 02949402	01/01/1965	LO-1234	11/07/2019			

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