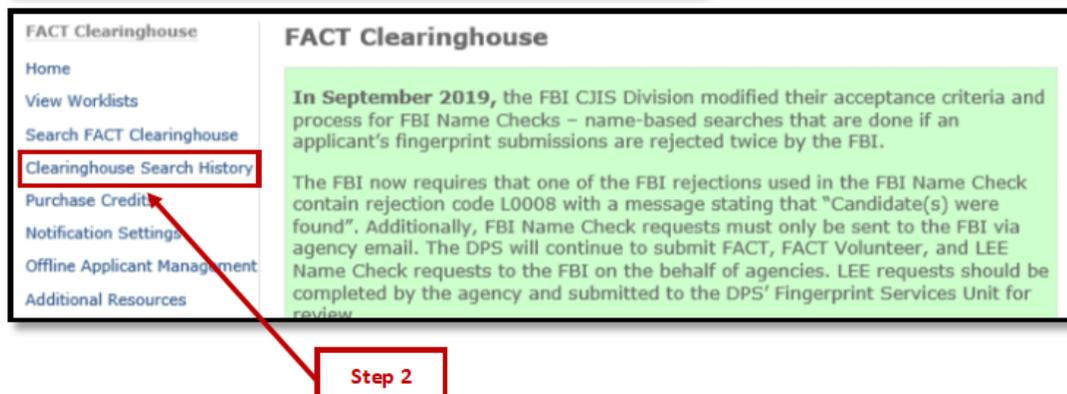
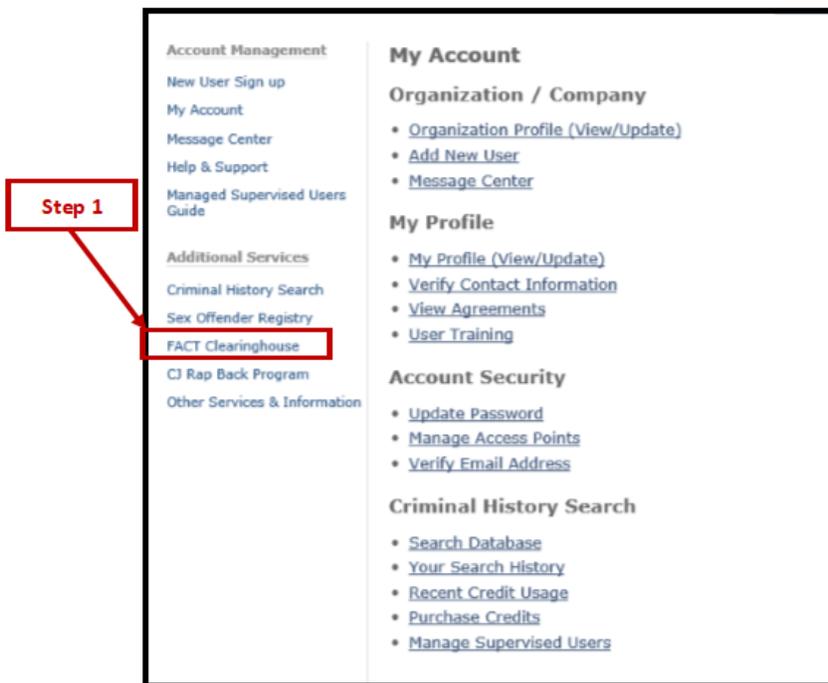


# FACT Clearinghouse Search History Guide

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:  [Look Up](#)

Selected User:  [Clear Selected User](#)

**Filter by SID**

Specify SID:  [Look Up](#)

**Filter by Date**

Search by Month/Range:  Month  Range

Change Time Frame:  [v](#)

Show Only Billable Accesses:

4 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  |        |
| cmrc |                     |          |            |          | 07/16/2019  |        |
| cmrc |                     |          |            |          | 11/14/2018  |        |
| cmrc |                     |          |            |          | 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:  [Look Up](#)

Selected User:

**Filter by SID**

Specify SID:  [Look Up](#)

[Clear Selected SID](#)

**Filter by Date**

Search by Month/Range:  Month  Range

Change Time Frame:  [v](#)

Show Only Billable Accesses:

12 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  |        |
| ja         | 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 Search History**

**Filter by User**

User Name  [Look Up](#)

Selected User

**Filter by SID**

Specify SID  [Look Up](#)

**Filter by Date**

Search by Month/Range  Month  Range

Change Date Range From:  To:  [Search](#)

Show Only Billable Accesses

27 result(s)

| User                       | Applicant Name       | DPS_NBR  | DOB        | Key Text | Access Date | Billed |
|----------------------------|----------------------|----------|------------|----------|-------------|--------|
| <a href="#">Leatha</a>     | RECORD, WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |
| <a href="#">jpa</a>        | RECORD, WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |
| <a href="#">michelleh</a>  | RECORD, WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |
| <a href="#">almac</a>      | RECORD, WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |
| <a href="#">mwmorrison</a> | RECORD, WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |
| <a href="#">cmrc</a>       | RECORD, WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |

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

**Clearinghouse Search History**

**Filter by User**

User Name  [Look Up](#)

Selected User  [Clear Selected User](#)

**Filter by SID**

Specify SID  [Look Up](#)

**Filter by Date**

Search by Month/Range  Month  Range

Change Date Range From:  To:  [Search](#)

Show Only Billable Accesses

2 result(s)

| User                 | Applicant Name       | DPS_NBR  | DOB        | Key Text | Access Date | Billed |
|----------------------|----------------------|----------|------------|----------|-------------|--------|
| <a href="#">cmrc</a> | RECORD, WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |
| <a href="#">cmrc</a> | [REDACTED]           |          |            |          | 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**

Specify SID  [Look Up](#)

[Clear Selected SID](#)

**Filter by Date**

Search by Month/Range  Month  Range

Change Date Range From:  To:  [Search](#)

Show Only Billable Accesses

| User                        | Applicant Name      | DPS_NBR  | DOB        | Key Text | Access Date | Billed |
|-----------------------------|---------------------|----------|------------|----------|-------------|--------|
| <a href="#">Leatha</a>      | RECORD,WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |
| <a href="#">jpa</a>         | RECORD,WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |
| <a href="#">michelleh</a>   | RECORD,WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |
| <a href="#">almac</a>       | RECORD,WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |
| <a href="#">mwmmorrison</a> | RECORD,WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |
| <a href="#">cmrc</a>        | RECORD,WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |

## Billed Searches

When utilizing any of the search options, a 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  [Look Up](#)

[Clear Selected SID](#)

**Filter by Date**

Search by Month/Range  Month  Range

Change Date Range From:  To:  [Search](#)

Show Only Billable Accesses

| User                        | Applicant Name      | DPS_NBR  | DOB        | Key Text | Access Date | Billed |
|-----------------------------|---------------------|----------|------------|----------|-------------|--------|
| <a href="#">Leatha</a>      | RECORD,WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |
| <a href="#">jpa</a>         | RECORD,WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |
| <a href="#">michelleh</a>   | RECORD,WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |
| <a href="#">almac</a>       | RECORD,WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |
| <a href="#">mwmmorrison</a> | RECORD,WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |
| <a href="#">cmrc</a>        | RECORD,WILLIAM TEST | 02949402 | 01/01/1965 | LO-1234  | 11/07/2019  |        |