

Request Server – History and Responses

Using the History Menu to receive request responses

The screenshot shows the i/oTrak web application interface. The top right corner displays the logo 'i/oTrak' and the tagline 'People.Service.Technology.Solutions.'. On the left is a navigation menu with items: Home, Request File, Files, Records, Help!, Change Password, Log Out, Request File (expanded), Indexes, General Request, and History. The main content area is titled 'Request History' and shows a table of request records. Three yellow callout boxes with red arrows provide instructions: 'Step 1: Click on "Request File"' points to the 'Request File' menu item; 'Step 2: Click on "History"' points to the 'History' menu item; 'Step 3: View response for fulfilled requests' points to the 'Fulfilled' status column. The table contains two rows of data, with the second row highlighted in light blue. A red-bordered box highlights the 'Comment' column for the second row.

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Request	Table	Fulfilled	Status	Comment	
Request #1305	(Request Form)	14:43	14:44	Fulfilled	At this time we have not located any additional documents for this individual. Please advise if there is additional information available which may assist us in locating the documents requested (such as a maiden name or additional identifiers). If additional information is available, please submit another request and we will use the new information to perform another search. Thank you for the opportunity to be of service.
Request #1303	(Request Form)	14:10	14:11	Fulfilled	The requested file has been scanned and posted. Thank you for the opportunity to be of service.