Search for a request

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Using Search

Using the Search option, you can search for the requests in the list. Specify either the valid Request Id or a combination of other parameters viz.

- Type of request
- Title
- Status of the request
- Submission Date
- User id

Steps to search for a request

1. [Log in to the LegacyFlo application](http://docs.mithi.com/home/how-to-login-to-the-legacyflo-application) (http://docs.mithi.com/home/how-to-login-to-the-legacyflo-application)
2. Click on **Search** in the top right corner.
3. To search by the **request id**,
   - Specify the valid **request id,** for example, **1611325219695:MITHI-S3-ZIP-V3:postmaster@mithi.com**.
   - If you enter the request id, then other parameters are irrelevant. Skip entering the remaining parameters.
4. To search by a combination of parameters,
   - Select the suitable **Request Type** from the drop-down list.
   - Pick the **Request creation date**.
   - Select the suitable **request status**.
   - Provide the text to be searched within the **request title**. Please note, the input text is case-sensitive.
   - Enter the complete **user id** who has submitted the request, for example, **postmaster@mithi.com**. Please note, this option is visible only for the users having the super admin role.
5. Click the **Go** button to execute the search. Executing the search will show all requests matching the search criteria.
6. Click the **Reset** button to clear the search criteria and to see all the requests.

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Bulk operations

Go to the Home screen. **Search** for requests. Search results will be displayed in the right pane.

1. To **verify** or **start all** listed requests, click on the menu on the top right corner and select the operation to be performed. Requests in the pending, failed, invalid, and valid states can be verified or started.

2. To **restart all** listed failed jobs, search for all Failed requests. You can now **Verify all** or **Start all** these requests using the operation in the menu in the top right corner.

3. To **delete all** listed pending, select the **Delete all** option from the menu on the top right corner. Please note you can delete the requests showing the Pending status. Requests that are executed or in the process of execution are not allowed for deletion. Requests that are in other states than pending can not be deleted.

> **Note:** If the search results span more than one page, the bulk operations have to be performed on all the pages.