To display a user using the Display Request wizard, refer to the following steps.

1. Click the **Display Request** wizard.
2. Type in or scan the **User ID** in the search field and click **Search**.
3. You can then do one of the following. Click on the dotted line under a request in the Request ID column to display the request, or select the request you want to view and click **Continue**.

**Note:** The information in the Search User ID table shows Request type, Request ID, Date Placed, Status, User and Title.

4. The Display Request screen appears with the detailed information pertaining to the user and the request placed. You can also view information on the following tabs.
   - **Basic**
   - **Reply**
   - **Request**
After you display the request record, select one of the following options:

- **Return to List** – to return to the list of requests.
- **Another** – to look up another request.
- **Close** – to quit the Display Request wizard.