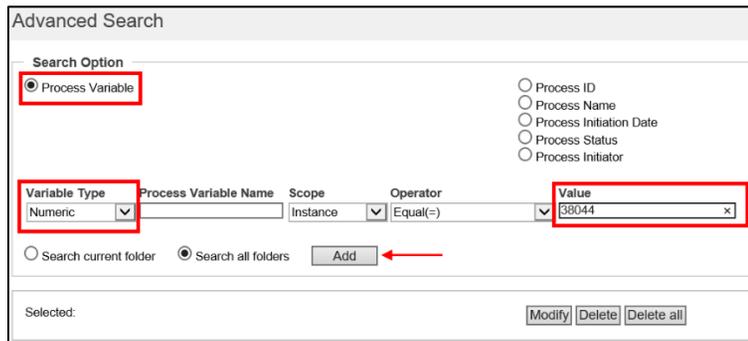# QRG: How to Find an Archived Action (by WiTS #)

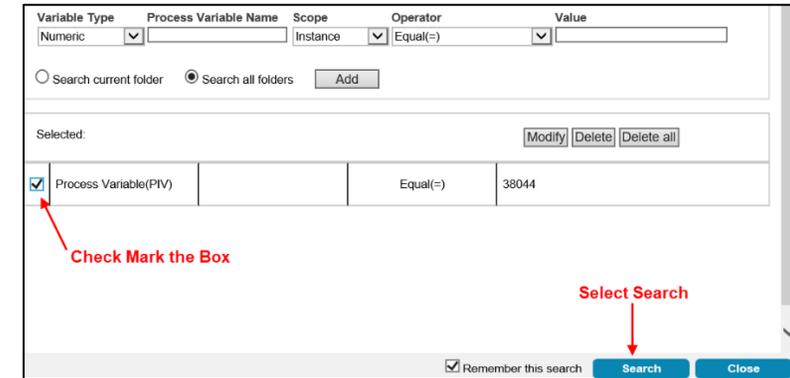**1.**

From your Archives Tab, select Advanced Search from the action list menu.

2.

Select Process Variable. Select 'Numeric' as the Variable Type. Enter the WiTS number in the Value box and click the 'Add' button.

3.

Check mark the box for the action you want to search for and select 'Search.' The result will appear in your action list.