Learn how to search for active and closed requests from the home screen in Tipasa. You can search for active and closed requests from the home screen.

You may search **Active and Closed Requests** by:

• Request ID  
• Borrower Symbol  
• Lender Symbol  
• Author  
• Title  
• Article Title (active requests only)  
• Patron Name  
• Patron ID  
• Patron Department  
• Local ID (borrower active requests only)  
• Item Barcode  
• Staff Notes  
• Reference ID  
• Request Tags

Note: Closed Requests are searchable by **Patron Name** and **Patron ID** during the period specified to retain patron data. When a closed request exceeds the patron data retention period, patron information is removed from the request. Please see **Patron Data Retention** for more information.

Note: Results are limited to the 500 most recent requests.

**To search for requests:**

1. Choose a search option from the drop-down list.  
2. Type a keyword or number in the field provided.  
3. (Optional) Un-check the check box to deselect **Active Requests** or **Closed Requests**, divided into Borrower and Lender options.
Lender requests. The system responds with any matching requests.

4. Click **Go**.

5. Click the request you would like to view. The request details screen opens.