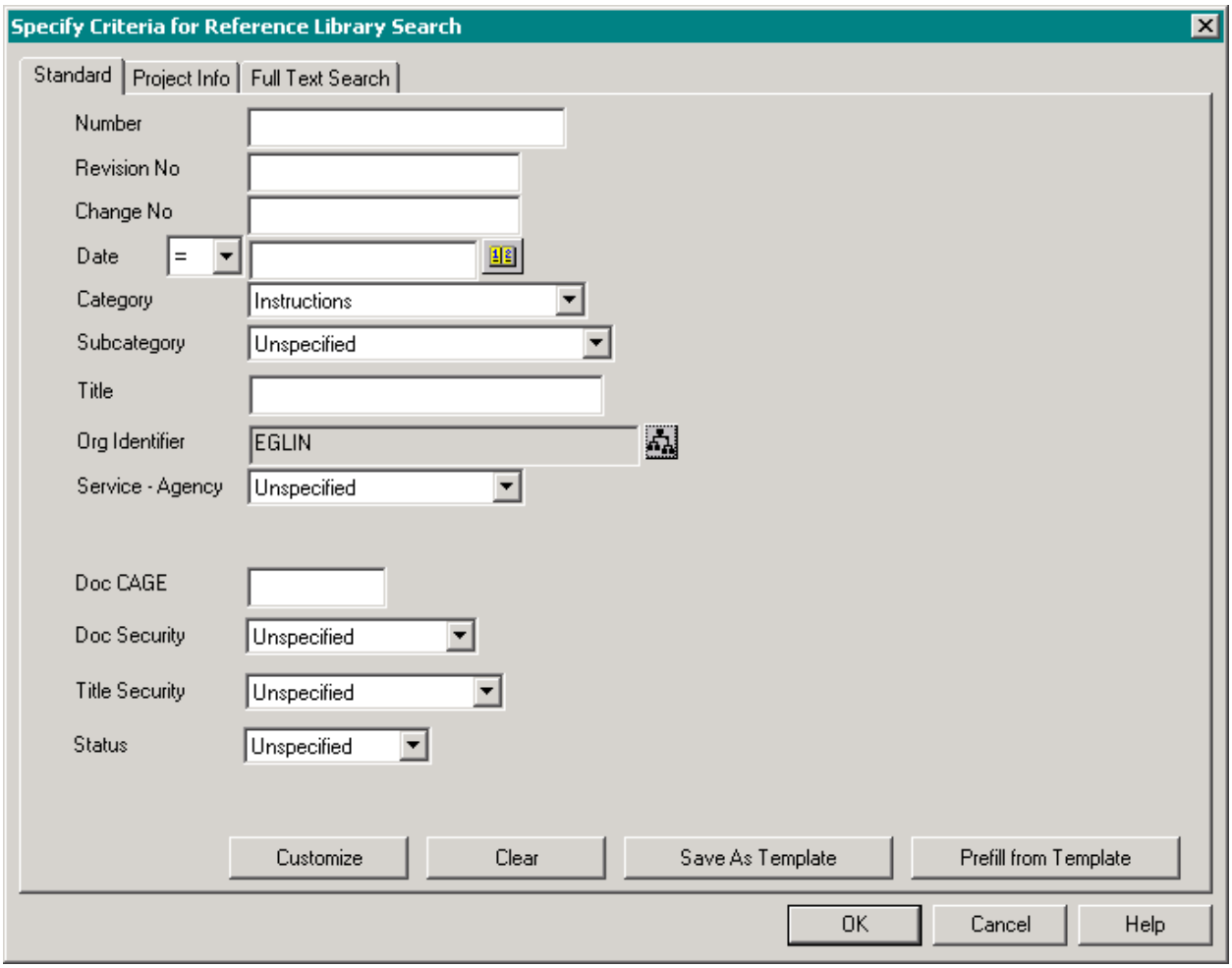
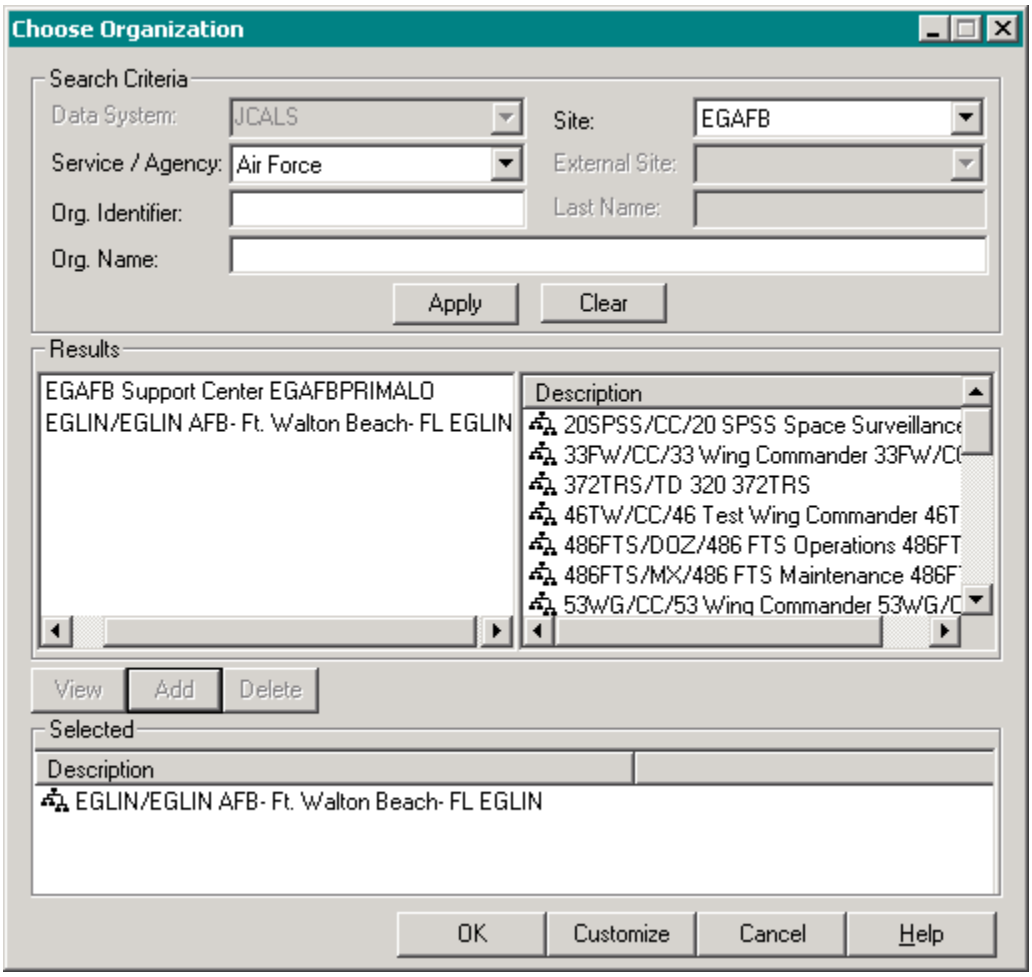
Use the steps below to search the JCALS Reference Library for the TODO Job Aid.

- From the JCALS Session Manager, choose ‘Tools’ and then ‘Electronic Office.’
- Open a Reference Library search by using the ‘Reference Library Search’ icon
- From the menu bar choose ‘Options’ then ‘Search…’ to open the ‘Specify Criteria for Reference Library Search’ window shown below
    - Use the pull down menu and set Category to ‘Instructions’.



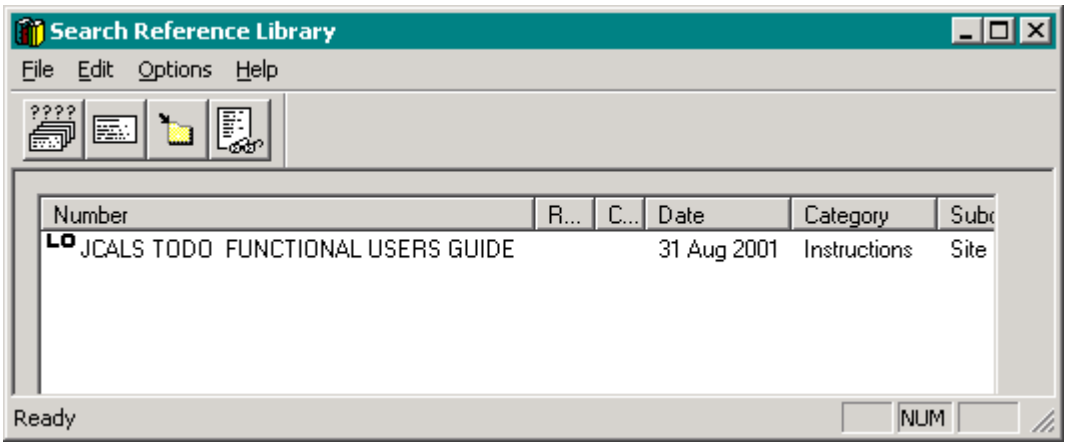
- This dialog box shows the ‘Org Identifier’ correctly filled. Go to the next step to learn how to do this.

- At the end of the Org Identifier box, click the Org Chooser icon to display the 'Choose Organization' dialog box shown below:



- Select Site EGAFB (Eglin AFB, FL)
- Clear the 'Org Identifier' and 'Org name' fields
- Click "Apply"
- Select "EGLIN/EGLIN AFB – Ft. Walton Beach – FL EGLIN"
- Click 'Add'
    - 'EGLIN/EGLIN AFB …' will be added to the 'Selected' window
- Click on the 'OK' button
    - This enters 'EGLIN/EGLIN AFB …' into the Org Identifier box in the Specify Criteria for Reference Library Search window
- Once the Specify Criteria for Reference Library Search window is correctly filled, click 'Save As Template' to retain this search for future use
    - Name the file and click "Save"
- Click OK on the Specify Criteria for Reference Library Search window

- JCALS downloads the JCALS TODO Functional Users Guide and displays the dialog box shown below



- Click the document to select it
- Using the icons, you may save the document to your workfolder or open an existing document