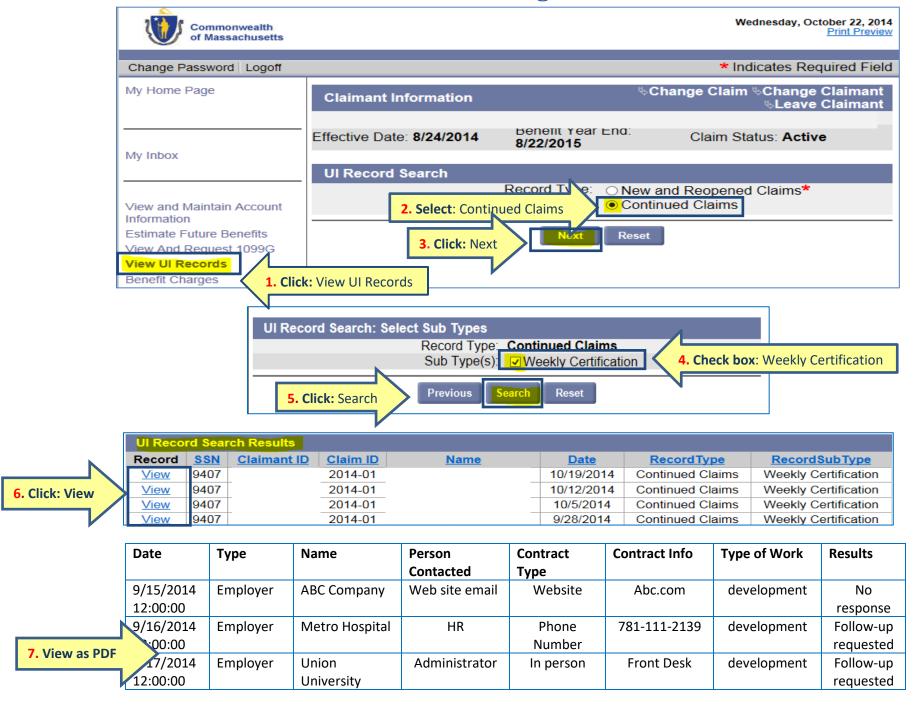
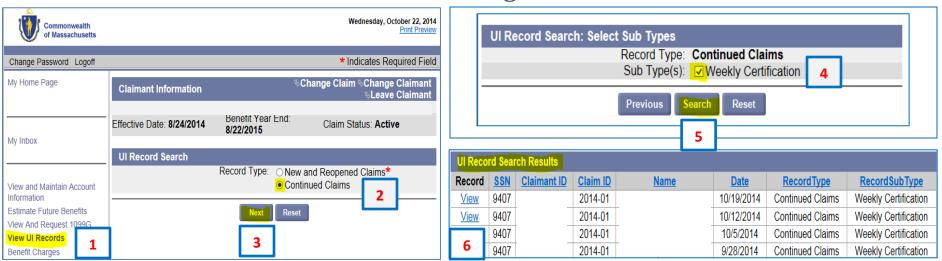
## How to Obtain Work Search Log Submitted via UI Online



## **How to Obtain Work Search Log Submitted via UI Online**



Date	Туре	Name	Person	Contract	Contract Info	Type of Work	Results
			Contacted	Туре			
9/15/2014	Employer	ABC Company	Web site email	Website	Abc.com	development	No
12:00:00							response
9/16/2014	Employer	Metro Hospital	HR	Phone	781-111-2139	development	Follow-up
12:00:00				Number			requested
9/17/2014	Employer	Union	Administrator	In person	Front Desk	development	Follow-up
12:00:00		University					requested

Step	Action				
1	Click on View UI Records.				
2	Select Continued Claims.				
3	Click <b>Next</b> button.				
4	From the Sub Types(s), Check Weekly Certification box.				
5	Click <b>Search</b> button.				
6	From the UI Record Search Results box, Click <b>View</b> for week you want to print.				
7	An image of the selected weeks Work Search Log appears. View as a PDF document.				

7