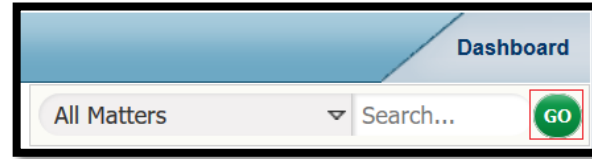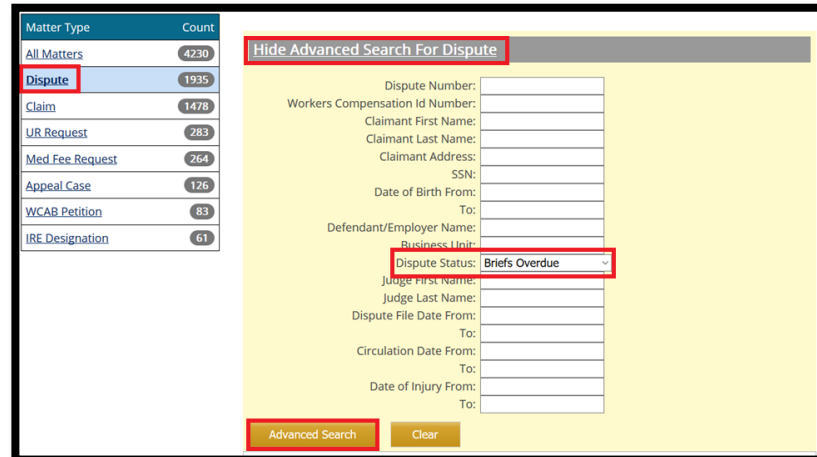# Searching for Matters is Easy!

Search your matters from the upper right corner of your dashboard. Select a Matter type from the dropdown and type in a word, number, or series.

If you don't type anything in the search bar, just click Go, your search results will return **all** of your matters.

You can then drill down your results by selecting a matter type on the left and clicking "Advanced Search" to expand search parameters.

There is a number of special characters which will facilitate your search.

Matter Type	Count
All Matters	4230
Dispute	1935
Claim	1478
UR Request	283
Med Fee Request	264
Appeal Case	126
WCAB Petition	83
IRE Designation	61

Hide Advanced Search For Dispute

Dispute Number:	
Workers Compensation Id Number:	
Claimant First Name:	
Claimant Last Name:	
Claimant Address:	
SSN:	
Date of Birth From:	
To:	
Defendant/Employer Name:	
Business Unit:	
Dispute Status:	Briefs Overdue
Judge First Name:	
Judge Last Name:	
Dispute File Date From:	
To:	
Circulation Date From:	
To:	
Date of Injury From:	
To:	

Advanced Search   Clear

Mozilla Firefox

https://www.wcaisua.pa.gov/ol/CO/PUB,   70%

WCAIS faster.

Tip 1: Use the drop-down menu to identify what you are searching for (e.g., Claimant, Dispute, etc.)

Tip 2: Enter multiple search terms to create a stronger search

Tip 3: Use special characters to define your search

SEARCH

Keyword Search Tips

Records per pag

View More   View Disput

Special Character	How it Works	Sample Search
* Asterisk	Add * at the start or end of a term when information is missing or unknown.	*1111 Finds all Parties and Matters with SSNs that end with 1111
" " Double Quotation Marks	Apply " " around a single search term or phrase to find an exact match for the entered information.	"02/22/2015" Finds all results that have 02/22/2015 in their Profiles or Matters
~ Tilde	Add ~ to the end of the term to find results with spelling variations.	Megan~ Finds results that are variations of the name Megan, such as Meghan or Meaghan
OR	Use OR between search terms to broaden your search results by including more than one keyword.	Wal-Mart or Walmart Finds all results that contain either Wal-Mart or Walmart

Example: Select **Claimant** from the drop-down menu, then enter **Williams Megan~ *1111** to search for the claimant by last name, variations of her first name, and her SSN.

Tip 4: Use Advanced Search fields to filter results by a specific search term or criteria (e.g.,Open, Close etc.)

Example: Select **Open** from the **Appeal Status** drop-down menu to search for only open Appeals.

Tip 5: Enter dates as MM/DD/YYYY.

Example: Date From: **06/04/2015** and Date To: **06/05/2015**.