

## **Instructions for navigating the Online Inquiry System**

Access the database with the following link: <https://dsqc.ccr.ca.gov/logon.aspx>

### **1) Logon**

- a. The first time you use the inquiry system you will need to register as a new user.
  - i. Click the “New Users click here to register” button
  - ii. Enter the requested data
  - iii. Create a password
  - iv. Remember your password!
- b. Each time you use the inquiry system (after the initial registration) you will need to log in using your email address as your user id and the password you created when you registered as a new user.

### **2) On the Home Page, your choices are:**

- a. Inquiry ID Number – you may search by number (they begin with 1000)
  - i. All inquiries have been renumbered within the new online system
  - ii. Previous CCR IS numbers have been retained for reference purposes only
  - iii. Inquiry ID searches will only work using the newly assigned inquiry ID numbers.
- b. Inquiries – Tailor your search by date range, category, site or reference
  - i. View – Clicking on a particular Inquiry Number, the inquiry page will be replaced with an inquiry detail page
  - ii. Popup – Clicking on an Inquiry Number will allow both the inquiry list and the inquiry detail page to be viewed side-by-side.
  - iii. Once your inquiry review is complete you may: return to home, inquiries or search using the links at the top of the Inquiry and/or Inquiry Detail page.
- c. Search
  - i. Enter keywords and click “show results”, or
  - ii. Select “advanced search”
    1. Enter the details of your advanced search and click “show results”

### **3) Problems navigating the inquiry system**

- a. At the Home Page, click the system administrator link in the last paragraph of the policy statement.
- b. Type in your issue and send.
- c. A reply will be sent once the issue has been researched (typically within 24 hrs).