

## Search/View a Service Delivery Location

### Have the following ready:

- Name of the Service Delivery Location and associated Organization

### Steps

1. Logon to Panorama
2. Select the **Admin** tab
3. Select **Manage Service Delivery Locations** located in the **Indices** category
4. The **Search Service Delivery Location** screen is displayed
5. Identify the **Owner Organization** – If nothing is selected, or if you need to change the owner organization selected, do the following:
  - Click **Find**
  - Start typing the organization name in the **Organization** field
  - Select the organization from the displayed list
  - Click **Select**
6. **Search for SDL**
  - Enter search criteria or leave blank if completing an open search
  - Click **Search**
  - Search results will return a list of all SDLs linked to the selected Organization in Step 5
7. **View Service Delivery Location**
  - Click the hyperlinked **SDL Name** to view the SDL details
  - Click **Close** to return to the **Search Service Delivery Location** screen