

## INSTRUCTIONS FOR SEARCHING FOR APPLICATIONS AND LICENSES

Following are instructions for electronically searching the FCC Network for specific applications or licenses with the Commission.

To search the FCC Network for an application, you must first connect to the FCC Network. Note the following:

- Attachment E describes how Windows 95 users can connect to the FCC Network using the Dial-Up Networking features of Windows 95.
- Attachment F describes how Windows 3.1 and Windows for Workgroups 3.11 users can connect to the FCC Network using a PPP Dialer application that is available for downloading.

### Conventions

The instructions in this attachment use the following typographical conventions:

**bold** Represents objects on the screen that you click with the mouse pointer, including buttons, Internet links, icon, tabs, menu items (e.g., **Cancel** button, **Auctions** link, **Save** option in the File menu).

*italic* Represents field names or areas of a screen (e.g., *Licensee Name* field, *Applicant Information* area of a screen).

***bold italic*** Represents characters that you must type exactly as they appear in the instructions. For example, if you are instructed to type ***http://www.fcc.gov***, you should type all of the characters shown in bold italic exactly as they are printed.

SMALL CAPS Represents keys on the keyboard (e.g., ENTER, CTRL, ESC).

## Performing an Application Search

Once you have connected to the FCC Network, follow the procedures below to search for an application. *You may click the ? (Help) button at anytime for additional information on using Application Search.*

1. In the *Location* field (Netscape 3.x), *Netsite* field (Netscape 4.x), or *Address* field (Internet Explorer) of the web browser screen, type ***http://wtbwww05.fcc.gov***. Then press the ENTER key. This will access the Universal Licensing System home page.

***Note:** You must have Java and JavaScript enabled in your web browser preferences to use Application Search. Refer to your web browser Help facility for more information.*

2. On the Universal Licensing System main page, click the **Application Search** button, located on the left side of the page. The Application Search screen appears. This screen contains several data entry fields used for specifying search criteria.

***Note:** Application Search utilizes "cookies". If you are receiving a notification message when accepting a cookie, we recommend that you disable this message in your web browser options. Please consult your web browser Help facility for more information.*

3. On the Application Search screen, specify the search criteria necessary to locate the desired application. Please refer to the following "Basic Guidelines for Specifying Search Criteria" for more information.

### Basic Guidelines for Specifying Search Criteria:

- You must specify search criteria in at least one field. You do not have to specify search criteria in all of the search fields. Enter search criteria into as many fields as you wish.
- To specify search criteria in a search field containing a menu of options, click the desired option from the menu. Use the scroll bars to view all options in a menu. You can select multiple options from a menu by pressing the CTRL key while you click the menu options.
- Click **<No Criteria>** to undo a menu selection and search for all options in the menu.
- Click the **Reset** button to clear entries from all of the search fields.
- The Universal Licensing System restricts the number of rows returned in an application search to 1000. In such instances, you must enter more specific search criteria to reduce the number of rows returned.

*Click the ? (Help) button for a definition of each search field available on the Application Search screen.*

4. After you have specified the desired search criteria, click the **Search** button. The system will scan the database for any applications matching the search criteria. The matching application files will be listed on the Search Results screen. The Search Results screen will identify the file number, licensee name, application purpose, application status, radio service code, and receipt date for each application returned in the query.

A message on the Search Results screen will indicate if no matches were found for the specified search criteria. Click the **New Search** button and respecify search criteria.

5. To view an application, click its file number link. To navigate through the data on the Application screen, use the scroll bar or click the links at the top of the screen. *Click the ? (Help) button for information regarding specific functions available on this screen.*
  - To re-access the Search Results screen, click the down arrow at the end of the *Other Options* field to obtain the drop-down menu of options. Click **Search Results** from the *Other Options* menu and then click the **Go** button.
  - To begin a new search, click the down arrow at the end of the *Other Options* field to obtain the drop-down menu of options. Click **New Search** and then click the **Go** button.

### **Performing a License Search**

Once you have connected to the FCC Network, follow the procedures below to search for a license. *You may click the ? (Help) button at anytime for additional information on using License Search.*

1. In the *Location* field (Netscape 3.x), *Netsite* field (Netscape 4.x), or *Address* field (Internet Explorer) of the web browser screen, type ***http://wtbwww05.fcc.gov***. Then press the ENTER key. This will access the Universal Licensing System home page.

**Note:** *You must have Java and JavaScript enabled in your web browser preferences to use License Search. Refer to your web browser Help facility for more information.*

2. On the Universal Licensing System main page, click the **License Search** button, located on the left side of the page.

**Note:** *License Search utilizes "cookies". If you are receiving a notification message when accepting a cookie, we recommend that you disable this message in your web browser options. Please consult your web browser Help facility for more information.*

3. Select the type of search by clicking the down arrow in the *Select Search Type* field to obtain a menu containing the following options:
  - Select **General** to search for all licenses
  - Select **Market Based** to search only for market-based licenses
  - Select **Site Based** to search only for site-based licenses (use this search type when searching for Paging licenses)

Click the desired option from the menu and click the **Continue** button.

4. The License Search screen appears. This screen contains several data entry fields used for specifying the criteria for your license search. On the License Search screen, specify the search criteria necessary to locate the desired license. Please refer to the following “Basic Guidelines for Specifying Search Criteria” for more information.

*Basic Guidelines for Specifying Search Criteria:*

- You must specify search criteria in at least one field. You do not have to specify search criteria in all of the search fields. Enter search criteria in as many fields as you wish.
- To specify search criteria in a search field containing a menu of options, click the desired option from the menu. Use the scroll bars to view all options in a menu. You can select multiple options from a menu by pressing the CTRL key while you click the menu options.
- Click **<No Criteria>** to undo a menu selection and search for all options in the menu.
- Click the **Reset** button to clear entries from all of the search fields.
- The Universal Licensing System restricts the number of rows returned in a license search to 1000. In such instances, you must enter more specific search criteria to reduce the number of rows returned.

*Click the ? (Help) button for a definition of each search field available on the License Search screen.*

5. After you have specified the desired search criteria, click the **Search** button. The system will scan the database for any licenses matching the search criteria. The matching license

files will be listed on the Search Results screen. The Search Results screen will identify the call sign, licensee name, radio service code, market, and licensee id for each license returned in the query.

A message on the Search Results screen will indicate if no matches were found for the specified search criteria. Click the **New Search** button and respecify search criteria.

6. To view a license, click its call sign underlined link. To navigate through the data on the License screen, use the scroll bar or click the links at the top of the screen. *Click the ? (Help) button for information regarding specific functions available on this screen.*
  - To re-access the Search Results screen, click the down arrow in the *Other Options* field to obtain the drop-down menu of options. Click **Search Results** from the *Other Options* menu and then click the **Go** button.
  - To access additional information about the license (such as special conditions, associated applications, and locations), click the down arrow in the *License Options* field to obtain the drop-down menu of options. Click the desired selection from the menu then click the **Go** button.
  - To begin a new search, click the down arrow in the *Other Options* field to obtain the drop-down menu of options. Click **New Search** from the *Other Options* menu and then click the **Go** button.

### **Technical Support**

For technical assistance in searching the ULS for applications and licenses, contact the FCC Technical Support Hotline at (202) 414-1250. The FCC Technical Support Hotline generally will be available Monday through Friday, from 8 a.m. to 6 p.m. ET. *All calls to the FCC Technical Support Hotline are recorded.*