This Quick Reference documents details how to navigate and view in the Delivery Site Registry (DSR).

Each of these search screens are divided into two sections. The section above the grey "OR" line can be used when you have a **Delivery Site ID/Alternate ID** or choose a **Domain name** from the drop-down menu. The section below the grey line is for searching with multiple search criteria. **Wildcards** (*) can also be included.

Click the **Search** button to view your Search Results.

Search Results can be downloaded into a Microsoft Excel file. Click the **Download** or **Download Alternate Id** button. When the file is ready, a **Download Details** link appears on the screen. If you do not download the file within 24 hours, the file is deleted.

The Alternate ID Report cross-references Delivery Site IDs to Alternate IDs for the selected Delivery Sites

2. Logon

Access level is based on the DSR role assigned to a user:

- A **Primary Data Source** can add a delivery site or update site information,

- A **Secondary Data Source** can propose changes

- A **Consumer** can sign up for email notifications

All Users may sign-up for email notifications when you are **logged on** (Authenticated Access) to DSR.

NOTE	An anonymous user does not need to log on (authenticate). You may Search, View Delivery Sites, Retrieve, or Download. Download file requests are removed when your session is terminated

1. Basic and Advanced Search

There are two types of search methods:

- The **Basic Search** is displayed when you open DSR

- The **Advanced Search** screen provides additional search fields to help you refine your search. The areas (highlighted in yellow) identify the extra search fields available in the **Advanced Search** function.

3. Help

Click the **Help** link to display a new Web page with help content - specific to the screen you are viewing. Additional Help Files are available from within the new page.

How do I update my DSR access from Anonymous to Authenticated?

Authenticated Access requires users to log on. This level of access grants the additional set of functionalities (add, update, propose, etc.).

NOTE	Every change to Delivery Site information entered in the DSR is stored in Change History logs. Only **Primary Data Sources** can view the **Change History logs** for a Delivery Site. **Secondary Data Sources, Consumer** and **Anonymous** users will see the last created and updated time stamp.

What does a search result look like?

Depending on your criteria, search results are displayed in a typical screen format (example below). Click the **individual ID** to view a detailed Delivery Site Profile.

What type of related information can I view on a Delivery Site Profile Page?

Profile	Shows a general profile of the Delivery Site; the DSR ID, Common Name, Delivery Site Type, Geographic Region, Ministerial Approval Date and Status Information is displayed. This is the first page of the Delivery Site seen after selecting a Delivery Site from the Search Results page.
Status	Lists all Status Changes the Delivery Site has had. There can only be one Active Status.
Name	Lists all Names the Delivery Site has been given for all time. Names without End Dates are considered Active. There can only be one Legal Name active at any time, but there can be multiple Alias Names. The Common Name refers to the name the Delivery Site is generally known by.
Location	Either a civic address or Other Location Type.
Communicate	E-mail, telecom and unformatted telecom; those without end dates are Active.
Organization Association	Lists all the Organization Associations the Delivery Site has been given for all time. Organization Associations without End Dates are considered Active. The Role describes what type of association the Organization has with the Delivery Site
Alternate Identifier	Lists all Alternate Identifiers the Delivery Site has been given for all time. Alternate Identifiers without End Dates are considered Active.
Note	Displays all public Notes for the current Delivery Site