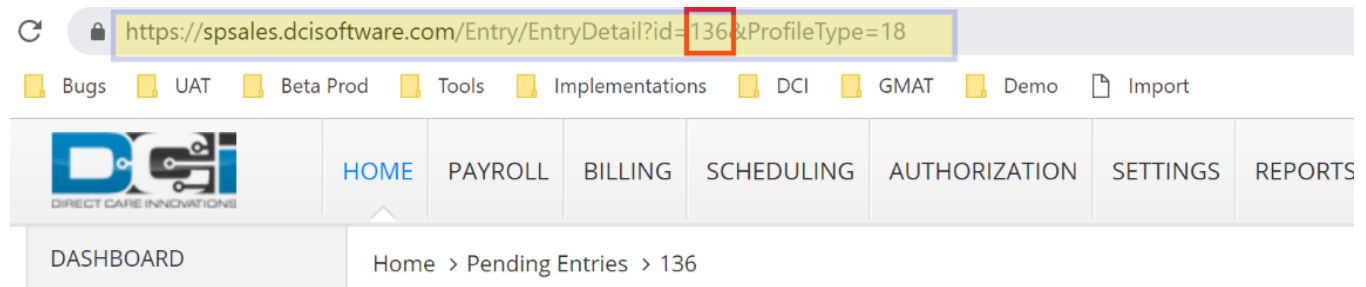


How to view the details page by changing the URL?

In this topic, the user will learn how to manipulate a URL to view the details pages for a particular employee, client, authorization, punch, etc. This process saves time when trying to investigate entries, follow up on authorizations from reports, etc.

1. Navigate to any **page** of the same object type you are trying to access
 - a. For example, if the user is trying to view a punch, open any punch entry in DCI, or if you trying to view authorizations, open any authorization.
2. After navigating to the page, locate the **URL**.
3. In the URL navigate to the equals sign (=) with a numeric string following it and then an ampersand symbol (&)
4. Replace the **numeric string between the equals sign and the ampersand symbol** (outlined in the red box below), with the unique id of the object you would like to view.
 - a. Please note this will only work when viewing the same type of object that you wish to view after the URL manipulation



Related articles

- [How to view the details page by changing the URL?](#)