Research Management System

Search Facilities

(i) Simple search facility

(ii) Advanced search facility

Simple Search Facility

- Press F11 to put the screen into query mode. The input fields should change colour to blue and grey.

- You can only query a field which changes to blue.

- Type in your query in the relevant field. You may use % as a wildcard.

- Press Ctrl & F11 to execute query.

- If your query generates more than one record you can scroll through records by pressing the arrow down key on your key board or the 'page down' key.

- To run another query you will need to put the screen into query mode again (F11).

General notes

Currently, 'Project Manager', 'School' & 'App Short Title' are not currently query fields.

Advanced Search Facility

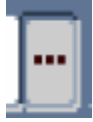1.   Click '**Tools**' on the toolbar, then '**Advanced Search'**

2.   You may search in any of the fields on the advanced search page – see below.

Points to note

You can use a wildcard (%) either side of a word to widen your search.

 Any cell with this symbol represents a cell with a search facility/drop down options. This symbol usually only shows once you click in a cell

You may fill in more than one field to narrow your search.

If you insert an 'Application Reference' number and then other search criteria the search will focus solely on the reference number.

3. Search results are listed in the bottom half of the search screen. Click on a box under the '**Select**' column to see one record in particular and then click '**View**'.

4. To view multiple records. Click on each box required under the 'Select' column and then click 'View'. To scroll through each record use the page up and down or arrow keys.