

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**'

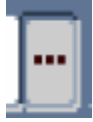
The screenshot shows the Oracle Applications - CRMPROD window. The 'Tools' menu is open, and 'Advanced Search' is highlighted. The main form displays various fields for application details, including Reference, App Short Title, Application Title, Proposed Start Date, Duration (set to MONTHS), Proposed End Date, Principal Funder, Principal Investigator, Research Division, Submission Date, Expected Response Date, School, Current Status (set to INPREP), Status Change Date, Faculty, Oracle Finance Code, Current Value, Valid Application, Pay Inflation, Pay Base, Indexer, Res. Accs. Officer, Approval Form (set to N), Award Date, Actual/Expected Start Date, Expected End Date, Programme Scheme, Comments, Currency (set to UKL - UK Pounds), Foreign Currency Value, and Exchange Rate. At the bottom, there are tabs for Funder, Summary Cost Headings, External Participants, Investigators, and Governance Approvals, along with buttons for Finance Information, Appointment Approvals, Status History, and EC Audit.

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

The screenshot shows the Oracle Applications - CRMPROD Advanced Search page. The 'Selection Criteria' section includes fields for Application Reference, Application Type, Application Status, School, Application Title, Submission Date Between, Awarded Date Between, Status in History, Oracle Finance Code, Project Manager, Investigator, Funder, Funder Contract Officer, Funding Body Reference on Contract, EC Acronym, and Indexer. There are 'Search' and 'Clear' buttons. The 'Search Results' section shows a table with columns: Select, Reference, PI, Investigator, Sponsor Name, PS, and Title. The table contains several rows of data, each with a 'Status' column and a 'School Name' column. There are 'Select All' and 'Select None' buttons at the top of the results table.

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**'.

The screenshot displays the Oracle Applications - CRMPROD Advanced Search interface. The top half contains 'Selection Criteria' with multiple input fields for various attributes. The bottom half shows 'Search Results' with a table of results. The first column, 'Select', contains checkboxes for each row. The 'View' button at the bottom right is circled, indicating the next step in the process.

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.