
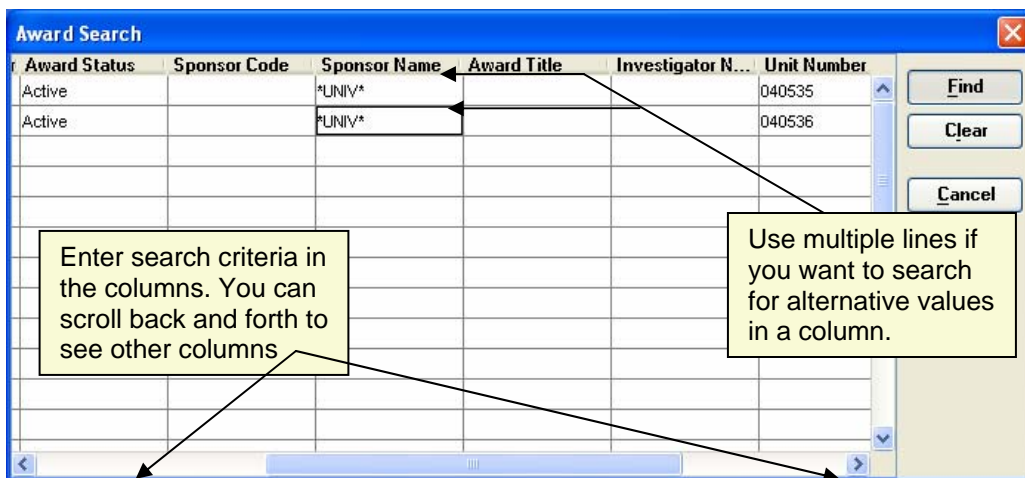


### Using the Search Window

When you need to open or display an existing award or proposal, you will use the Search window to enter your search criteria. The Search window is displayed automatically when you select Maintain functions, such as Maintain, Awards. You can also display the Search window by clicking the

**Search**  icon, when it is displayed in the toolbar or next to a field.

The typical Search window looks like this:



Some fields in the search window have drop-down lists associated with them, so you can select a value from the list. However, you will not see the drop-down list arrow until you click on the field.

For other fields, you will have to enter all or part of the value you are searching for. To enter partial values, you must use one of the operators explained in the table on the right.

For some searches, the search window will show two tabs, one for the search criteria, and one for the results. When you enter your search criteria and click on the Find button, the Result panel will be displayed showing the records that match your criteria. If you want to return to the Query panel to add more criteria and limit the results further, simply click on the Query tab.

### Entering Search Values in Fields

In fields that do not contain a drop-down list, you will need to enter all or part of a value to locate the desired record. You can use wildcard placeholders and comparison operators to enter a partial value.

Operator	Use to locate
Wildcard (*)	You can use the * operator at the beginning and end of a text string, to indicate that there may be any number of characters before or after the text, but you can't use * in the middle of a text string.
(_)	You can use the wildcard _ (underscore) in any position to indicate that there is one unknown character in that position.  The search is not case sensitive.
No Operator	All values that equal the text entered in the search field. Wildcards will be treated as text.
<	All values that are less than the value that follows. *
>	All values that are greater than the value that follows. *
<=	All values that are less than or equal to the value that follows. *
>=	All values that are greater than or equal to the value that follows. *

\* For numeric values, include any leading zeros, since the search fields are not numeric.

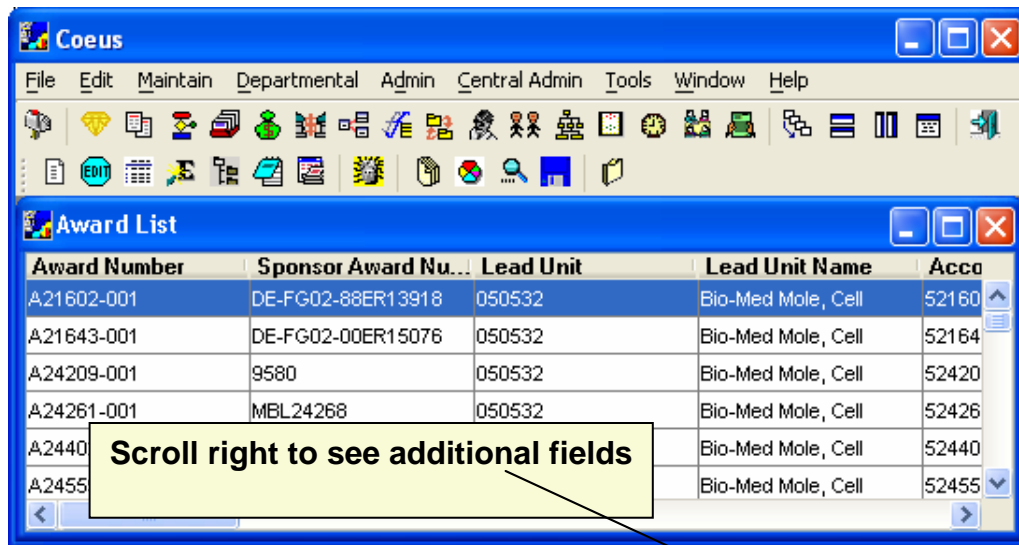
The data in each field is entered in a very specific format. Unless you want to type the entire value in the exact format the data is stored, use one of the above operators.

If the value you enter as the search criteria is not specific enough, the search may return too many rows to display. In this case, you will be prompted to enter more restrictive criteria.

# Working in the List Window

## Quick Sheet

Any time you search for an award or proposal, the items that match your search criteria are displayed in a list window. The list window displays identifying information about the awards or proposals, so you can select the item you want to work with.




### Sorting the List Window

If there are too many items in the list to quickly and easily find the one you're looking for, you can sort the list in a different order to help you locate the desired item. Coeus has two effective methods for you to sort your results; you can sort by **single** field or you can conduct a **multiple** field sort.

- **Single Field Sort**

To sort by a **single** field, click once on the column header. The first time you click the column header it will sort the results in alpha order, and you will notice a black arrow pointing up next to the column heading. You can click the column heading again to reverse the order.

- **Multiple Field Sort**

1. To sort by **multiple** fields, click on the **Sort**  icon located on the second row toolbar or click on the **File > Sort** on the menu bar and the Sort window will appear.









2. Click on and drag the field name from the Columns Available for Sorting list box to the Sort Columns list box.

*Make sure you move the fields into the Sort Columns list box in the order you want to sort by. For example, if you want to sort by Investigator within Sponsor Name, move Sponsor Name into the Sort Columns list first, then Investigator.*

3. If you want to sort in ascending order, make sure the Ascending checkbox is checked. To sort in descending order, click on the checkbox to uncheck it.

4. When you have listed all the fields you want to sort by, click on the [OK] button. The List window will be sorted in the order you specified for the remainder of the current Coeus session.

### Common List Window Functions

Function	Use to...	Access by...
Add	Add a new item of whatever type is listed.	 , Edit menu
Edit	Add a new item of whatever type is listed.	 , Edit menu
Display	Display the highlighted item in view-only mode.	 , Edit menu, double-click on the item
Notepad	Add a note to the highlighted item.	 , Edit menu
Medusa	Display relationship information about the highlighted item.	 , Edit menu
Save As	Save the highlighted item as a spreadsheet, database table, or text file.	 , Edit menu
Search	Locate records by searching various criteria.	
Sort	Organize yielded results based on desired criteria	 , File menu