Click: IRB

Quick Guide

How to Use the Filter Function to Search for Studies

This quick guide provides information on how to filter to find a study or studies based on pre-defined study attributes.

WHO:

- Principal Investigators (PIs)
- Study Teams
- IRB Members
- HRPP Staff

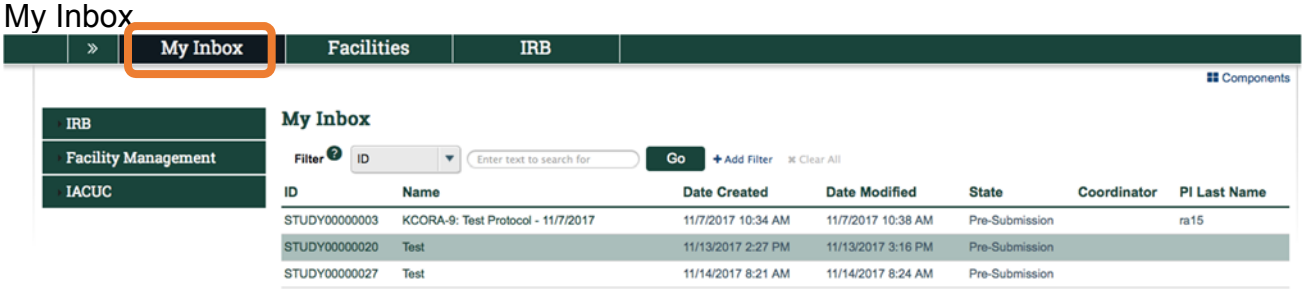
WHEN:

- Filtering to find a study.

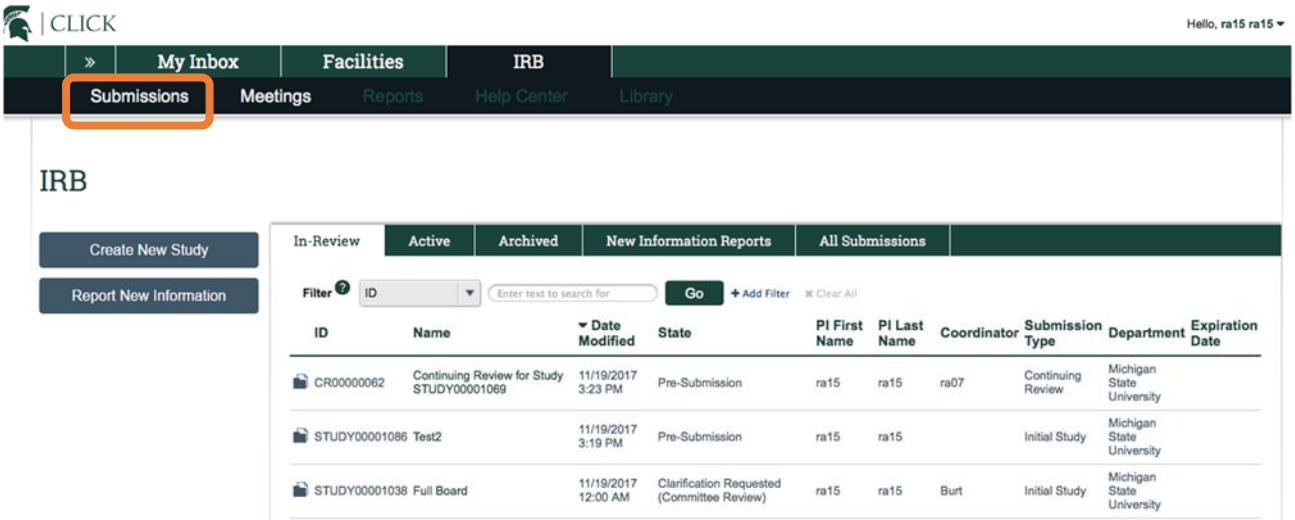
HOW:

1. Go to My Inbox or the IRB: Submissions tab.

My Inbox



IRB: Submissions



Note

- Within the IRB: Submissions tab, you can use the filter function on each of the sub-tabs (In-Review, Active, Archived, New Information Reports, All Submissions).

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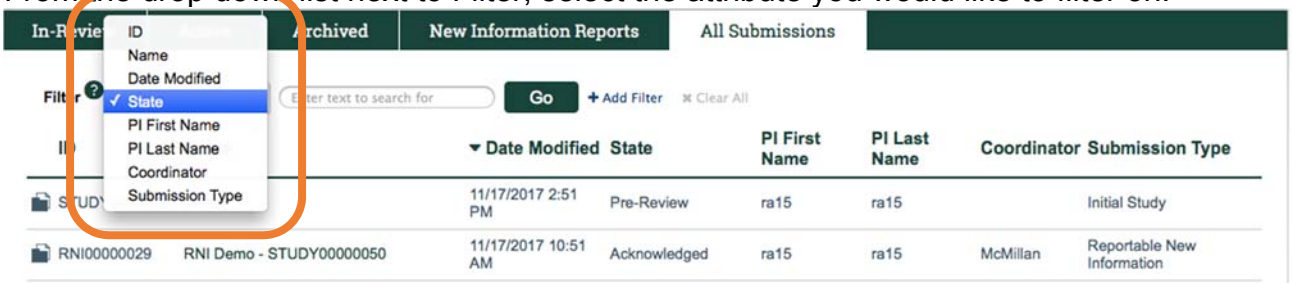
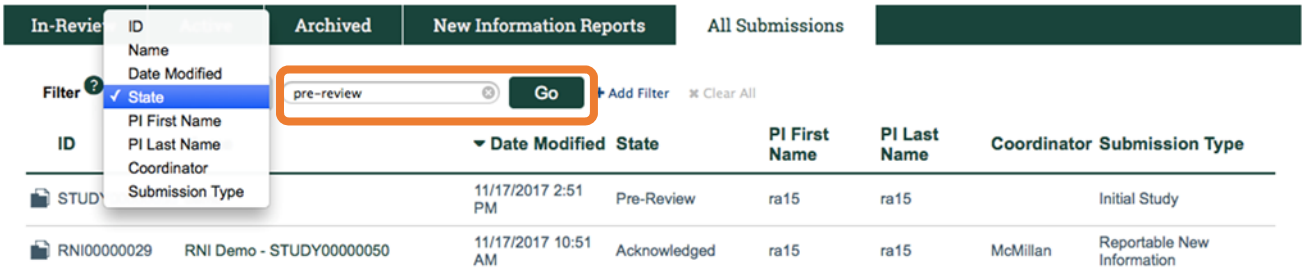
2. From the drop down list next to Filter, select the attribute you would like to filter on.



Note

- The column headings on the page are the attributes available in the drop down list.
- Different tabs may have different attributes available to search.

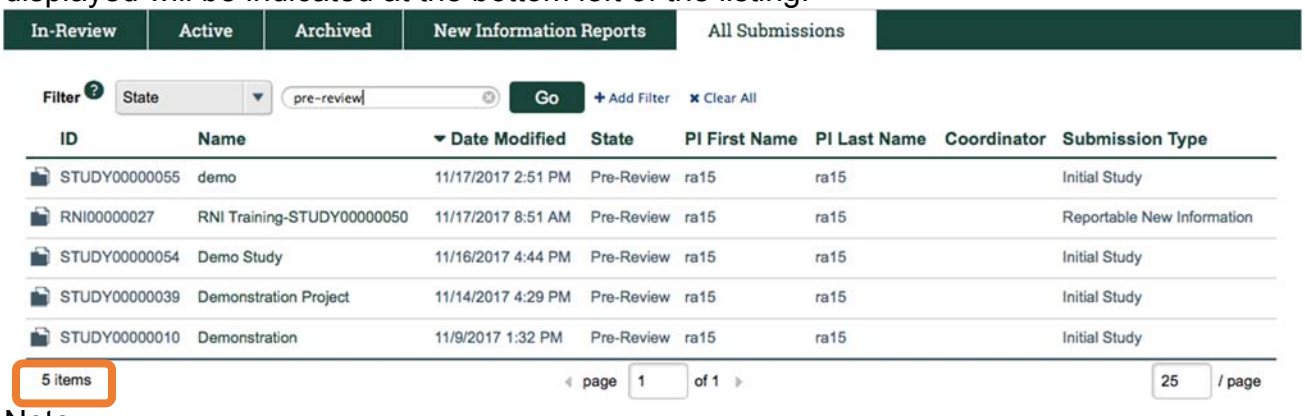
3. Add text or numbers to the Filter search field and select the "Go" button.



Note

- The filter function performs an exact filter of the search term entered, although capitalization does not impact the filter function. For example, "Pre-Review" or "pre-review" will filter the same.
- Use the wildcard symbol: "%" if you may not know the exact filter term or to shorten the length of a filter text.

4. After the filter is applied, items that match the filter will be displayed. The number of items displayed will be indicated at the bottom left of the listing.



Note

- The default view displays 25 items per page. If the filter finds more than 25 items, there will be multiple pages and you will need to navigate to the additional pages to see all results.

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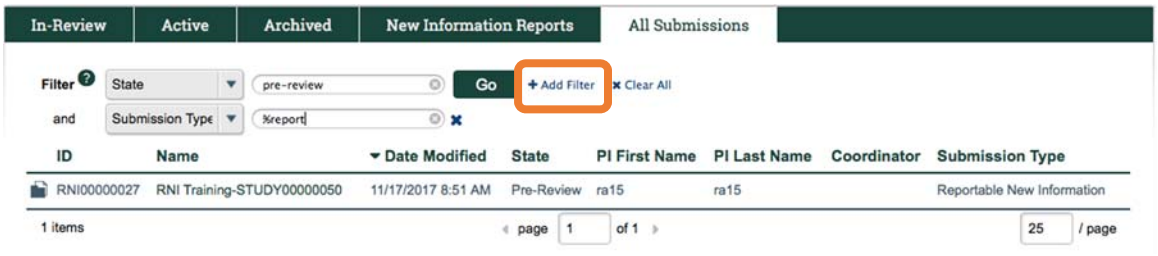
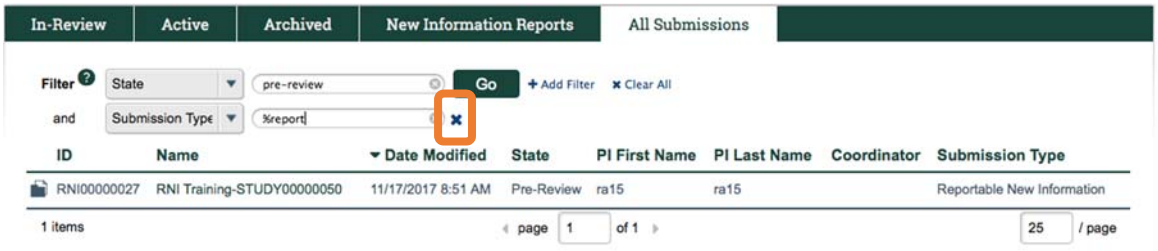
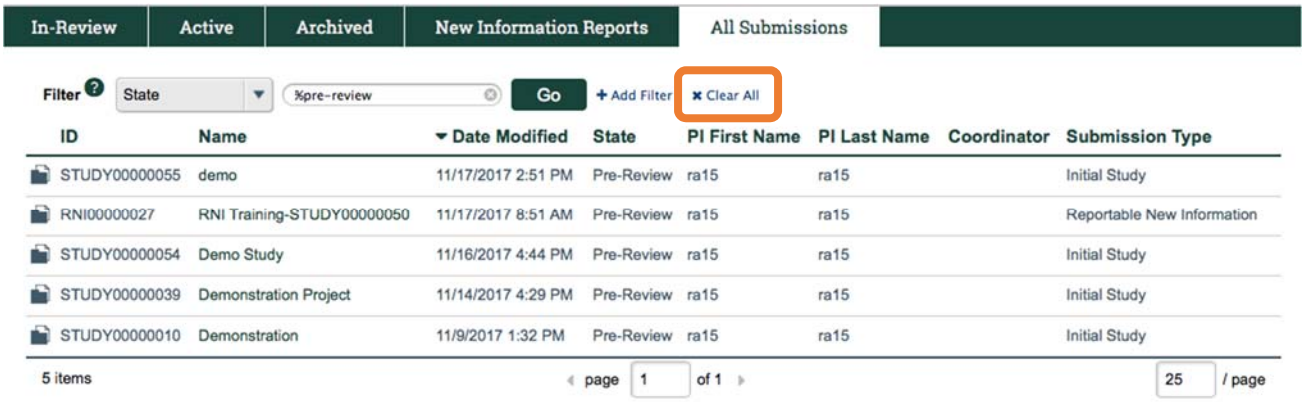
5. Multiple filters can be added to refine a filter.
   a. Select "+ Add Filter" to add more than one filter.



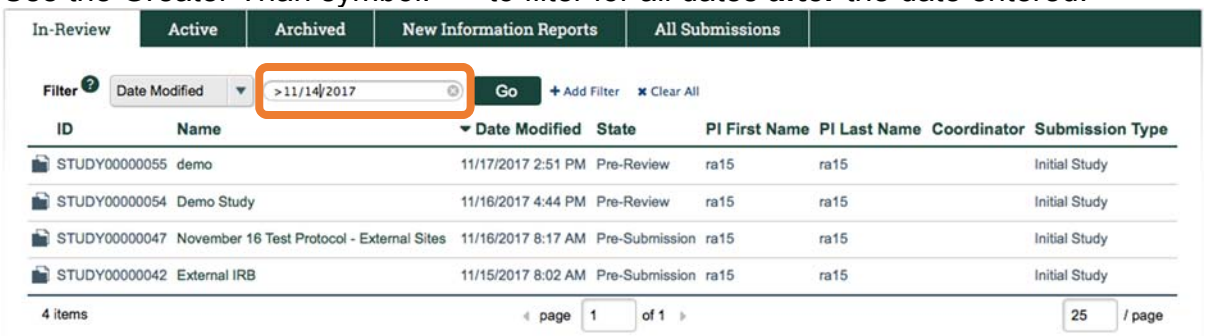
   b. Select the "X" next to the added filter to remove the added filter.



6. Select "x Clear All" to remove all filters.



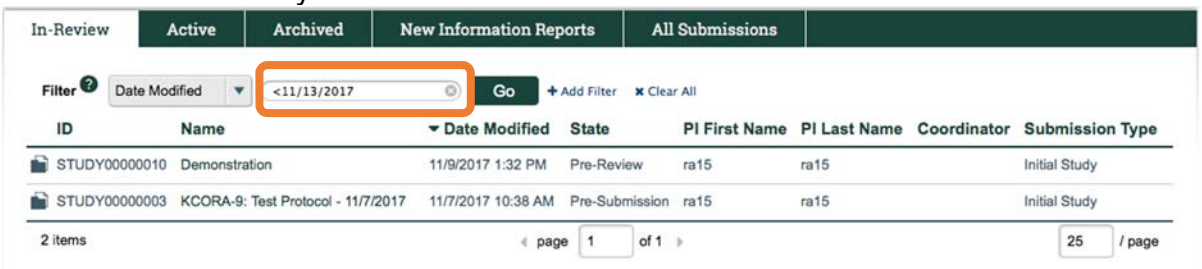
7. To filter by date ranges, within the filter drop down list, select a date attribute (e.g. Date Modified, Expiration Date) and:
   a. Use the Greater Than symbol: ">" to filter for all dates **after** the date entered.



Note

- Greater Than symbol does not include the date entered. For example, in the filter above, any studies modified on 11/14/2017 would not be displayed, only **after**.

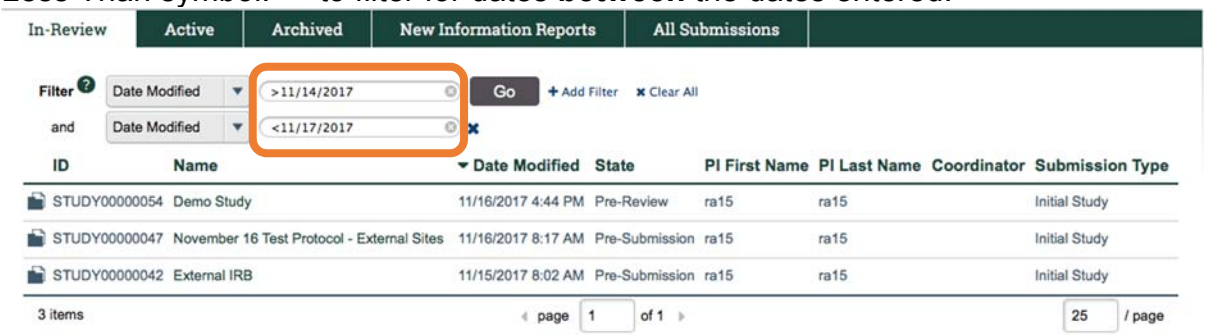
b. Use the Less Than symbol: “<” to filter for all dates **before** the date entered



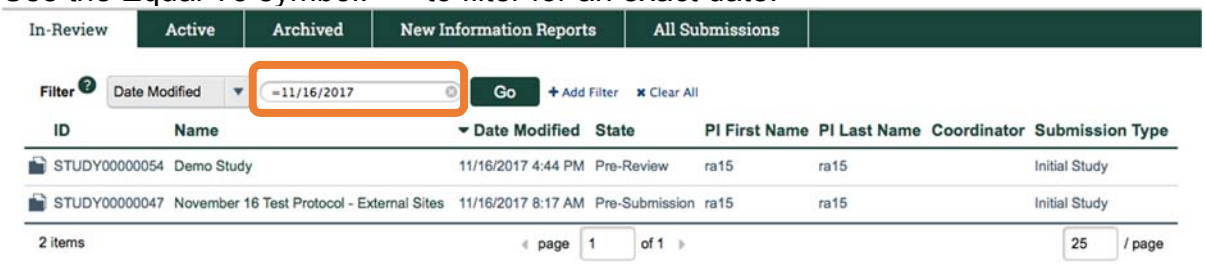
Note

- Less Than symbol does not include the date entered. For example, in the filter above, any studies modified on 11/13/2017 would not be displayed, only **before**..

c. Apply two filters to filter for a date range. Use the Greater Than symbol: “>” and the Less Than symbol: “<”to filter for dates **between** the dates entered.



Note

- In the filter above, any studies modified on 11/14/2017 or 11/17/2017 would not be displayed. Only studies **after** 11/14/2017 and **before 11/17/2017** would display.

d. Use the Equal To symbol: “=” to filter for an exact date.