

## SEARCH FOR ITEMS

By default ECURMS includes certain search fields within Search for Items under the Sponsored Project module, these include:

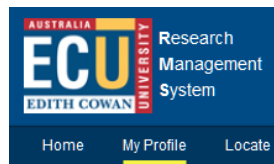
- Record Associated Departments
- Record Classification Codes
- Record Creation Date
- Record Key Words
- Record Number
- Record Owner
- Record Owner Primary Department
- Record Personnel
- Record Personnel Department
- Record Primary Department
- Record Primary Sponsor
- Record Primary Sponsor Type
- Record Status
- Record Title
- Status Code Grouping
- Center/Program
- EOI Sponsor Name
- FMIS Project Account ID
- Ref Account Number
- Sponsor Opportunity Number
- Sub Award Number

The latest version of ECURMS provides users with the ability to add additional search fields to this list.

## ADDING SEARCH FIELDS

To add additional search fields complete the following steps:

1. On the ECURMS home screen, click **My Profile** in the blue menu bar.
2. In the left-hand menu, click **Portal Preferences** under Setups.
3. Scroll to the Browse Preferences block on the right-hand side.



4. Choose the desired **Search Field** from the *Sponsored Project* drop box.

5. Click **Save** to add to your list.

## ENHANCED SEARCH METHODS

The latest version of ECURMS includes enhancements to search with the ability to perform:

**Exact Match search**    
 ECURMS will search for the exact text entered.

**Contains search**    
 ECURMS will try to find any record that containing the text you have entered.

**Wildcard search**    
 Use ? to match any character and \* to match everything.

For example, unsure whether the CI's name was Bryan or Brian? A wildcard search can help here: **Br?an**. Or perhaps a sponsor search: **National\*** will return all sponsors whose names start with National.

ECURMS will default to Exact Match, to choose an alternate search method click the grey box on the left-hand side and choose your desired method.

