

## Search Your Solution 10.0


To help you work more efficiently, you can use search to locate a wide range of information in your solution. You can search for project data, documents, or content from specific pages on your site. The search results appear in a secondary window and display only those items you have permission to view. Results are ranked to show items where the search term is most prevalent at the top.

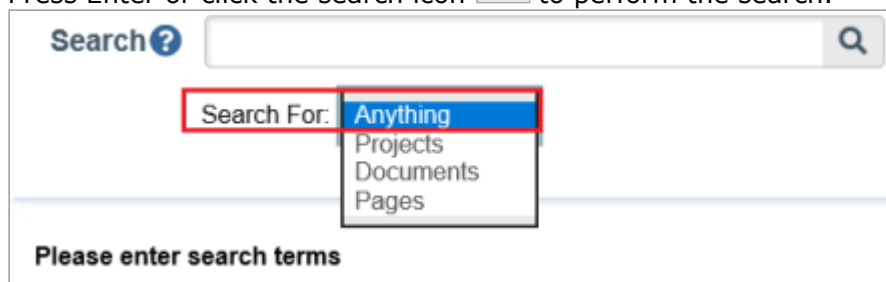
After your initial search, you can further refine results using the following filter options:

- **Projects**— Projects are the day-to-day items you use to manage your research in a Huron solution. They include items such as funding proposals, studies, protocols, agreements, and disclosures. You can search for any project in your solution using properties on the project, including its name, ID, and description. Depending on the solution, other properties are also available to search. When you select the Projects filter, the system will only display results that match search criteria in your project data.
- **Documents**— Documents are third-party files uploaded to your solution outside the context of a project. When you select the Documents filter, the system will only display results that match search criteria from documents. The search includes metadata on a document, such as its name and description. It also includes the contents of a document. From the results, you can click directly on the provided link to open a document.
- **Pages**— Pages organize information on your site into a hierarchy that you can use to view and manage your work. The Pages filter provides a way for you to search one type of page within your solution - content pages. Content pages are presented outside the context of a project. They supply supporting information for your solution, such as the Help Center, Reports, and Meetings. Dashboards and project workspaces are not included with this filter.

**Note:** Content on the site is updated periodically. If you are searching for something you just added, results might not be available immediately. Try your search again at another time.

### To search your solution

1. In the Top Navigator, click **Grants**.
2. In the **Search** box, type your search criteria. You can use the following operators:
  - **And**: Finds all the specified words.
  - **Or**: Finds at least one of the specified words.
  - **Not**: Excludes the specified word. You cannot start a search with the Not operator.
  - **Quotation marks**: Finds the exact phrase.
3. Press Enter or click the search icon  to perform the search.



The search results appear.

4. Click the **Search For** arrow to apply filter of your choice.