Using Fast Find

Important Information

Use the Fast Find method instead of searching through or filtering All Submissions to find a particular study. Viewing All Submissions creates a processing load on the system that could cause overall system slowness.

eResearch Home Workspace

1. Click Reports.

System Reports

2. Click Fast Find.

Fast Find

3. Click the submission type you wish to open.

Note: If you wish to avoid the extra steps associated with navigating to a particular fast find folder, bookmark this page.
Human Subject Studies

<table>
<thead>
<tr>
<th>Path</th>
<th>My Home</th>
<th>Committees</th>
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<th>Biosafety / IBC</th>
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<tbody>
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Human Subject Studies

- Name
- Edit Find for AE/ORIs
- Edit Find for Amendments
- Fast Find for Applications
- Fast Find for ISBs

Fast Find for Applications

<table>
<thead>
<tr>
<th>Study ID</th>
<th>Study Title</th>
<th>Change Parameters</th>
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<tbody>
<tr>
<td>HUM00000520</td>
<td>Standard Non-Exempt Research Study (IRB MED Teaching Application)</td>
<td>Change Parameters</td>
<td>Export</td>
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Edit Parameters for Search

<table>
<thead>
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<th>Field Comparator Value</th>
<th>ID</th>
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OK  
Reset  
Cancel

Submit a Document

<table>
<thead>
<tr>
<th>Study ID</th>
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</table>

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4. Click the name of the report you wish to open.

5. Click Change Parameters.

6. Enter the ID of the study you are trying to locate.
   **Note:** You can use wildcard characters such as % to make it easier to find the correct study.

7. Click OK.

8. Click the Study ID line.
   **Note:** The Study Workspace opens in a new tab.