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

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

Fast Find for Applications

5. Click Change Parameters.

Edit Parameters for Search

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.

Fast Find for Applications

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