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 the Projects link

Projects Screen

2. Click the Fast Find tab.
3. Select Projects from the Find dropdown list.

Fast Find Tab

4. You can also define the Project Type to narrow the results of your search. For example, you could limit your search to Adverse Events, Amendments, Continuing Reports, etc. In this case, we are searching for an Application.
5. Enter the **Project Name** or **Project ID** in the appropriate search field.

**Note:** You can use wildcard characters such as `%` to make it easier to find the correct study. For example, here we used `%5542` instead of typing the full Project ID: HUM00000542.

6. Click the **Find Now** button.

7. Click on the **name** of the item you wish to open in the search results list.

8. A screen appears showing all activities on the selected item. Click on the **Workspace** link on this screen.

9. The Study Workspace opens for you to perform whichever actions are needed.