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:
   - Biosafety/IBC
   - Human Subjects Studies
   - Repositories

**Note:** 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 AE/ORIOs
   - Fast Find for Amendments
   - Fast Find for Applications
   - Fast Find for SCRs

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 must enter the exact ID number with prefix and leading zeroes, e.g. HUM00000123. Characters are not case sensitive.

7. Click OK.

Fast Find for Applications

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