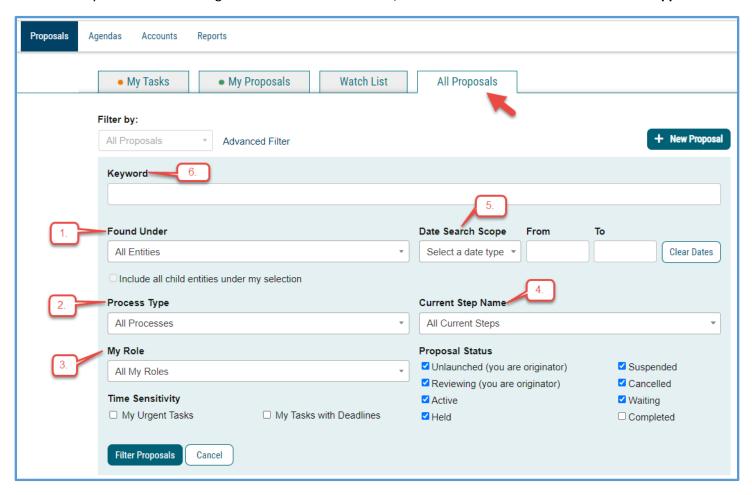
Tips for using Advanced Filter

Advanced Filter is a handy tool to search for proposals outside your scope as an originator.

If you are searching for a proposal other than yours, be sure that you start on the "All Proposals" tab.

*When you are finished using the Advanced Filter function, be sure to click on "Cancel" to make it disappear.



- 1. Found Under: The default is "All Entities," or you can select a specific college or department.
- 2. **Process Type**: The default is "All Processes," or you can filter by program or course.
- 3. **My Role:** The default is "All My Roles". If you are on a committee, for example, you can filter by committee role. **If you are searching for a proposal other than yours,** just leave it at default setting.
- 4. **Current Step Name:** This is a great function for committees in particular. You can select the committee step to determine if a proposal has made it to that level in the approval process.
- 5. **Date Search Scope:** Determine what proposals have been **launched** or **completed** within a specific date range.
- 6. **Keyword:** The Keyword field will bring results back only for **keywords found in the title**. It *does not* reflect keywords within the form itself.