**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, 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.