RAMP – Research Administration Management Portal
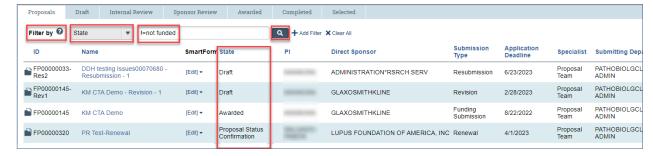
How to Search and Sort Records

Security Role(s): Study Staff – All UW Employees will have this role.

The Dashboard, Grants module, Agreements module, and Export Control module pages are all Workspaces (projects also have a Workspace as outlined below). This subsection outlines how to search, filter, and sort the records listed on a Workspace. The directions use Grants module examples; however, all areas of RAMP can be searched and filtered using the methods described below.

Section #1: Search Using One Field

1. Use the **Filter by** fields to search for a record by various information (e.g., ID, Name, State, etc.).

2. This guide covers the two most common searches. Press the **Help text icon** ❓ for more information about search options.

3. The most common searches are:

   a. **Search for key words** – Use the wild care feature by entering a "%" sign before the key word. In the example below, the user searched for the word "heart" in the direct sponsor by selecting "Direct Sponsor" in the Filter by drop-down list and entering "%heart" in the search field.
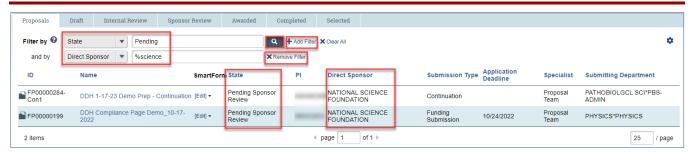
b. **Search excluded key words** – Enter "!=" prior to the key word. In the example below, the user excluded proposals in the Not Funded state by selecting "State" in the Filter by drop-down list and entering "!=not funded" in the search field.

Select the **Search icon** 🔍 to complete the search and select **Clear All** to clear the search and return to the full record listing.

Section #2: Search Using Multiple Fields

1. To search records using multiple **Filter by** fields, select **Add Filter**, add the search criterion for each field, and select the **Search icon** 🔍 to complete the search.

2. Select **Remove Filter** to remove a filter from a search.

Section #3: Sorting Records

1. Records can be sorted by most column headings (blue column headings are sortable).

2. To sort records, hover over the sortable column header with a cursor until the hand icon appears and then select the **column header name** to sort the column.

3. To reverse the sort order, select the **column header name** again.

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