

# URGEMS Search QRC

The URGEMS application has recently been updated. This Quick Reference Card (QRC) has been created to outline the general changes throughout the system. Users will notice these changes on all related screens.

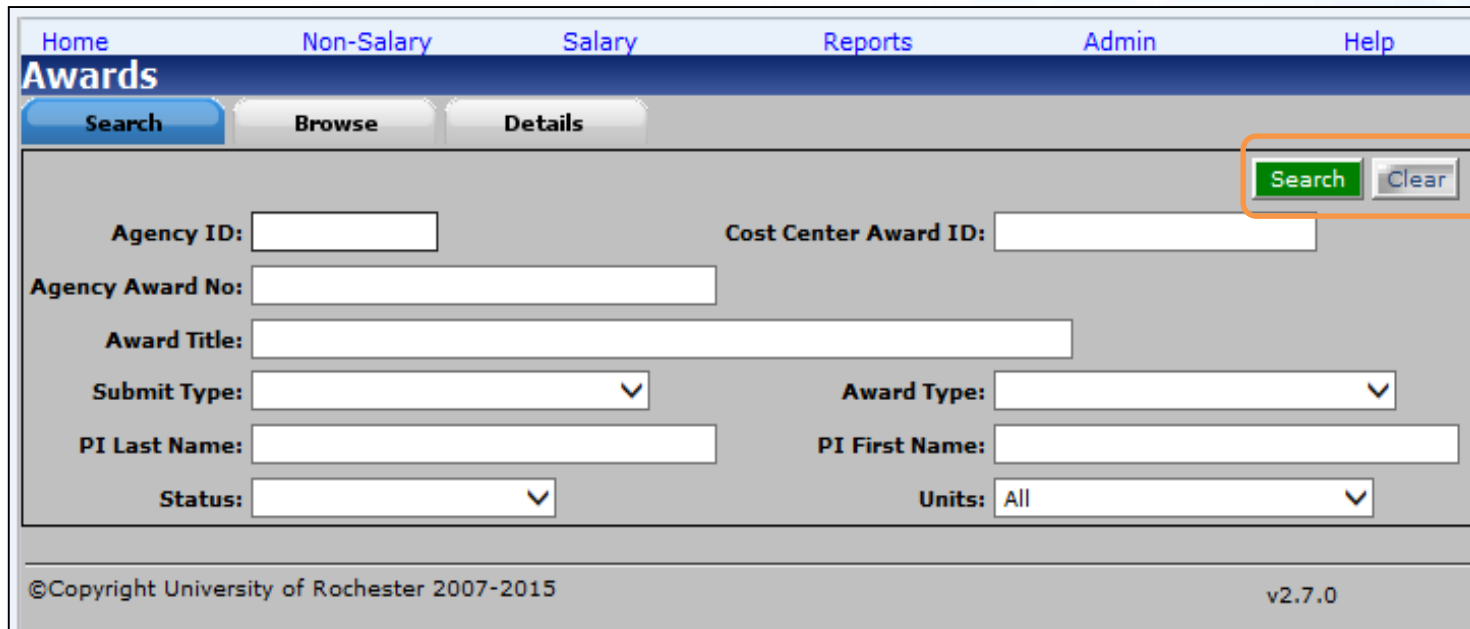
- Search and Clear button reversed from its original position. Search button is highlighted in green
- Search result screen now is defaulted to 100 results (can be reduced to 10). Search box on top right is enable to search the entire result list
- Navigation buttons (First Record, Move next ...) moved from above the Status bar to below and in line with the save buttons

## Search Button

1. The Search functionality continues to filter the URGEMS database based on search criteria completed and now with an updated Search button.



2. Its position has moved to the forefront and highlighted green



Home Non-Salary Salary Reports Admin Help

**Awards**

Search Browse Details

Search Clear

Agency ID:  Cost Center Award ID:

Agency Award No:

Award Title:

Submit Type:  Award Type:

PI Last Name:  PI First Name:

Status:  Units: All

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# URGEMS Search Results QRC

The URGEMS application has recently been modified based on user feedback. This Quick Reference Card (QRC) has been created to assist in increasing the awareness of these changes.

## Search Results

After selecting the Search button to perform a search, results can appear in one of two ways; all results on one page, or showing a set number of results per page.

1. Search results can now display up to 100 results at once on screen
2. Use the scroll bar on the right when viewing results within one page
3. Use the Search bar to filter through large return results. This will search on ALL RESULTS returned (i.e., 100 items).

**Awards**

Search Browse Details

Show 100 entries  
Showing 1 to 40 of 40 entries

Previous 1 Next Search:

	Cost Center Award ID	Primary PI	Award Title	Agency	Project Begin	Project End	Agency Award No	Total Funded	Unit
Select	1 [A]	amico, cathy	title	Central Administration	7/1/2010	6/30/2011		\$0.00	

**OR**

1. Select the dropdown arrow within **Show Entries** to show less results, i.e. (10)
2. Page links will appear on the right to view results by page. Select **Previous**, or **Next** to alternate through pages

Show 10 entries  
Showing 1 to 10 of 40 entries

Previous 1 2 3 4 Next Search:

	Cost Center Award ID	Primary PI	Award Title	Agency	Project Begin	Project End	Agency Award No	Total Funded	Unit
Select	1 [A]	amico, cathy	title	Central Administration	7/1/2010	6/30/2011		\$0.00	

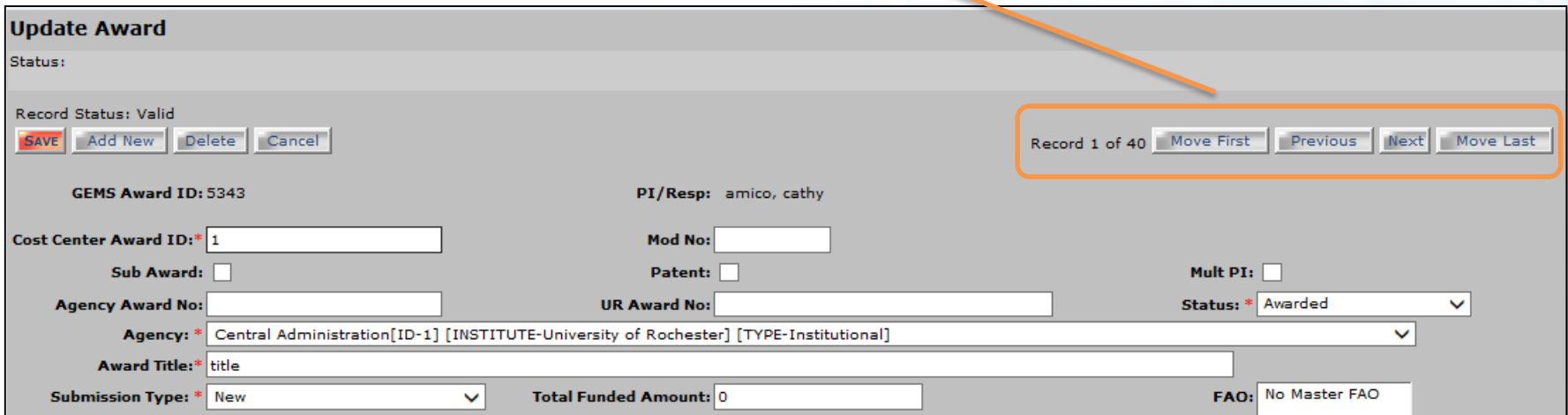
**Note:** Total results shown (*Showing 1 to 40 of 40 entries*) is listed below the **Show Entries** drop down list

# URGEMS Navigation QRC

The URGEMS application has recently been modified based on user feedback. This Quick Reference Card (QRC) has been created to assist in increasing the awareness of these changes.

## Navigation Buttons

1. Navigation buttons of Move First/Previous/Next/Move Last have been moved to align with the save navigation buttons set under the Status message area.



**Update Award**

Status:

Record Status: Valid

Record 1 of 40

**GEMS Award ID:** 5343 **PI/Resp:** amico, cathy

**Cost Center Award ID:** \* 1 **Mod No:**

**Sub Award:**  **Patent:**  **Mult PI:**

**Agency Award No:**  **UR Award No:**  **Status:** \* Awarded

**Agency:** \* Central Administration[ID-1] [INSTITUTE-University of Rochester] [TYPE-Institutional]

**Award Title:** \* title

**Submission Type:** \* New **Total Funded Amount:** 0 **FAO:** No Master FAO