



# Using ezFedGrants - Searching

## Job Aid



### Before You Begin

This document provides general guidance on the search functionality in ezFedGrants, including executing searches and interacting with your search results.

#### You Will Need

- An eAuthentication verified-identity Account

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#### Data Note

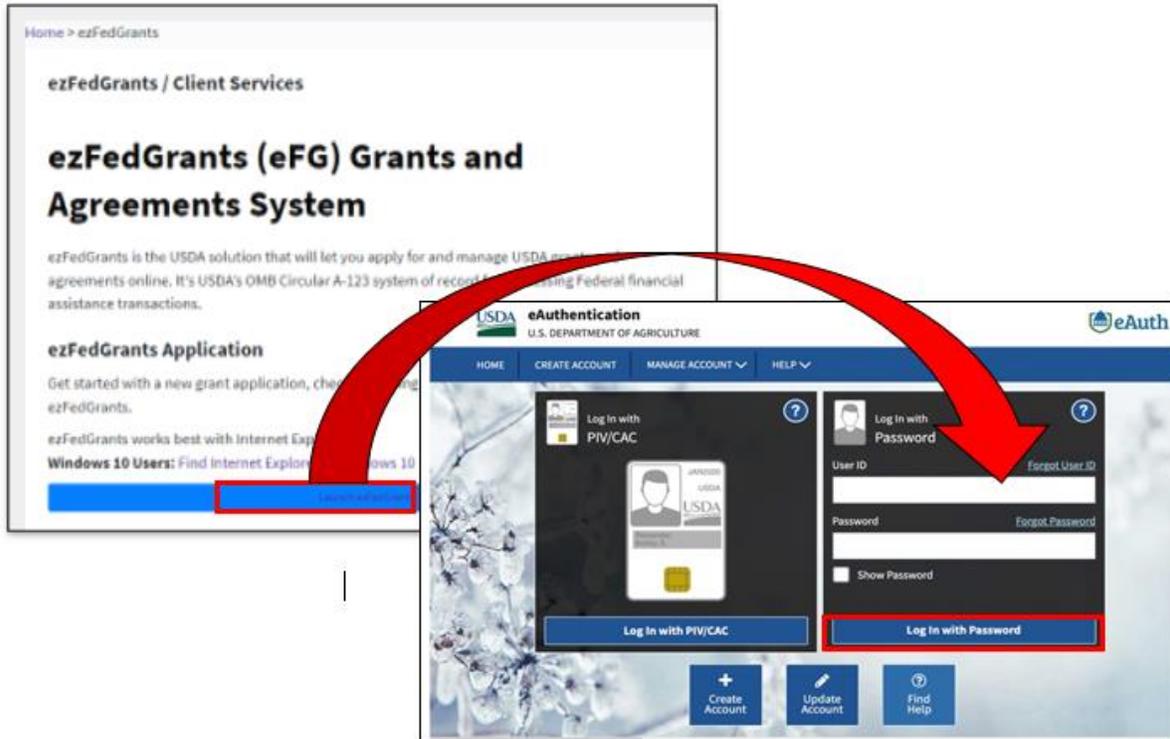
The screenshots provided with these instructions are a representative sample for the purpose of training, which contain sample data and may not depict the entire screen.

In addition, these instructions focus on the **minimum system requirements** for the above-described procedure(s). You may need to complete additional fields or provide additional information not specifically described in this document.

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### Getting Started

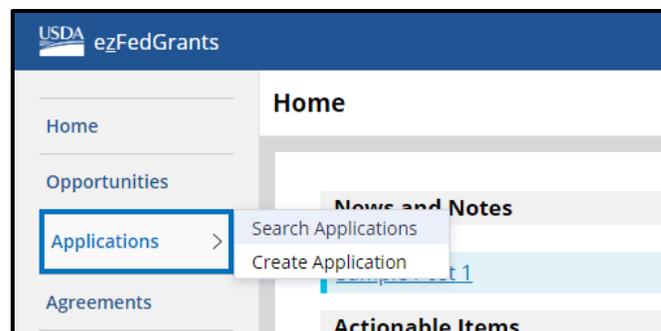
Launch the ezFedGrants External Portal (from the [OCFO ezFedGrants website](#)) and log in with your eAuthentication verified-identity Account.



For questions regarding ezFedGrants access, including logging-in and eAuthentication, please review the ezFedGrants FAQs general located on the [OCFO ezFedGrants website](#).

### Search Screen Basics

Searches are conducted from **Search** screens, which are generally accessed through the navigation tiles on the left side of the screen.



You will also encounter **Search** popup windows, which are used in much the same way as **Search** screens.

All ezFedGrants **Search** screens and popup windows include the following components:

- **Search Criteria Fields:** These fields are used to identify what you are searching for.
- **Search Button:** Click this button to conduct a search.
- **Clear Button:** Click this button to clear the **Search Results** table and reset the **Search Criteria** fields.



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- **Search Results Table:** This table appears after you click the **Search** button and contains the results of your search.

**Search Applications**
Close

---

**Search Criteria**

|   |                            |                                    |                               |
|---|----------------------------|------------------------------------|-------------------------------|
| Application ID  | Grants.gov Tracking ID     | Desc. Title Of Applicant's Project | Funding Opportunity Title     |
| <input type="text"/>  | <input type="text"/>       | <input type="text"/>               | <input type="text"/>          |
| Last Updated  | Funding Opportunity Number | Created by                         | Status                        |
| <input type="text" value="M/d/yyyy"/> - <input type="text" value="M/d/yyyy"/> | <input type="text"/>       | <input type="text"/>               | <input type="text" value=""/> |

**i** This search returns read-only Applications. Applications assigned to you can be edited through the Actionable Items section of the Home screen.

Search
Clear

**Search Result**

Export

| Application ID               | Funding Opportunity Title | Funding Opportunity Number | Status | Last Updated | Created by |
|------------------------------|---------------------------|----------------------------|--------|--------------|------------|
| No Search Results Were Found |                           |                            |        |              |            |



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### Search Criteria

The **Search Criteria** fields are used to identify what you are searching for. You do not have to use all of the **Search Criteria** fields, but you must use at least one field. The more fields you use, the more restrictive your search will be.

| Search Criteria      |                            |                                    |                                |
|----------------------|----------------------------|------------------------------------|--------------------------------|
| Application ID       | Grants.gov Tracking ID     | Desc. Title Of Applicant's Project | Funding Opportunity Title      |
| <input type="text"/> | <input type="text"/>       | <input type="text"/>               | <input type="text"/>           |
| Last Updated         | Funding Opportunity Number | Created by                         | Status                         |
| M/d/yyyy             | <input type="text"/>       | <input type="text"/>               | <input type="text" value="▼"/> |

If you visit the same **Search** screen multiple times during a single browsing session, your previously-entered search criteria (and associated search results) will appear when you reopen the **Search** screen. If this occurs, simply click the **Search** button to refresh the search results or click the **Clear** button to reset the search.

### Field Types

There are five types of fields you will encounter in ezFedGrants. Each type is described below.

#### Text-Entry Fields

Text-entry fields are basic text boxes where you can type whatever text or numbers you like.

When conducting a search, some of these fields allow partial search terms. For example, if you are on the **Search Opportunities** screen and you type **APHIS** into the **Funding Opportunity Number** search criteria field, your search results would include any Opportunities with Funding Opportunity Numbers containing the acronym "APHIS".

|                      |                      |                                    |
|----------------------|----------------------|------------------------------------|
| FAIN                 | Project Title        | Desc. Title of Applicant's Project |
| <input type="text"/> | <input type="text"/> | <input type="text"/>               |

#### Dropdown-Menu Fields

Dropdown menu fields are indicated by a **down arrow** icon on the far right of the field. You cannot type into these fields. Instead, you must select an option from a list of pre-set options.

Click the **down arrow** icon or anywhere in the field to view the available options, then click the desired option on the dropdown menu to select that option.

| Status                         |
|--------------------------------|
| <input type="text" value="▼"/> |
| Awaiting Org. Signature        |
| Awarded                        |
| Closed                         |
| Pending Closeout               |
| Signed                         |
| Suspended                      |
| Terminated                     |



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#### Date-Selection Fields

Date-selection fields are indicated by a **Calendar** icon on the right side of the field. You can either type a date into the field (using MM/DD/YYYY format) or click the **Calendar** icon to select a date from a dropdown calendar.

Date-selection fields appear alone or in pairs. Single date-selection fields allow you to select one date, whereas paired date-selection fields require you to select a date range.

The **Period of Performance End Date** search criteria field in the screenshot below is an example of a paired date-selection field.

#### Search-Within Fields

These fields are indicated by the lack of an editable field and an **Arrow** icon. These fields require you to select an entry for the field by conducting a search.

The **Recipient Contact Name** field in the below screenshot is an example of this type of field.

Clicking the **Arrow** icon opens a popup window where you will search for and select the desired term for the field.

The search result you select on the popup window will appear next to the **Arrow** icon on the **Search** screen. You can click the **Arrow** icon again to select a different search term.

#### Suggestive Text-Entry Fields

Suggestive text-entry fields are a combination of the text-entry and dropdown-menu fields. They are indicated by a **Magnifying Glass** icon on the right side of the field.

*These fields **will not** accept purely typed entries. You **must** select an option from the dropdown menu for your entry to be valid.*

To use these fields, click in the field and press the **Down Arrow** key on your keyboard. Once the dropdown menu appears, select the desired option from the dropdown menu. You can also filter the menu by typing a few letters into the field.



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#### Search Results

Search results are displayed in the **Search Results** table, which appears after you click the **Search** button. If you change your search criteria after executing a search, you must click the **Search** button again to refresh the **Search Results** table.

If the **Search Results** table does not appear at all, this means no search criteria were provided. You must complete at least one **Search Criteria** field in order to generate search results (or a “no results found” message).

The total number of search results is displayed at the top of the **Search Results** table.

| Search Results                   |         |                                |                        |                        |                      |                            |                           |
|----------------------------------|---------|--------------------------------|------------------------|------------------------|----------------------|----------------------------|---------------------------|
| 80 Results Found                 |         |                                |                        |                        |                      |                            | <a href="#">Export</a>    |
| FAIN                             | Status  | Project Title                  | Recipient Contact Name | Performance Start Date | Performance End Date | Total Federal Award Amount | Actions                   |
| <a href="#">EX170200-10.C006</a> | Awarded | FAS Convergence Sprint 4 Demo  | Sarah Whipple          | 1/9/15                 | 1/9/17               | \$156,700.00               | <a href="#">I want to</a> |
| <a href="#">EX170200-10.C007</a> | Awarded | Report Testing                 | Grace Peterson         | 1/10/17                | 12/31/99             | \$5,000.00                 | <a href="#">I want to</a> |
| <a href="#">EX170200-10.C008</a> | Awarded | NRCS Enterprise Demo           | app pro1001            | 1/12/17                | 12/31/20             | \$199,999.99               | <a href="#">I want to</a> |
| <a href="#">EX170200-10.G029</a> | Awarded | NRCS Demo - agreement workflow | app pro1001            | 1/19/17                | 12/31/20             | \$2,000.00                 | <a href="#">I want to</a> |
|                                  |         | Patrick Rhodey                 |                        |                        |                      |                            |                           |

#### Viewing & Selecting Search Results

Select a search result by clicking a link or button in the **Search Results** table. There may be more than one link or button in the table. The specific links and buttons depend on the context of the **Search** screen and, in some cases, your user role.

Clicking a link will either open the screen associated with the link or execute an action. For example, clicking a **Funding Opportunity Number** link will open the **Opportunity** screen, whereas clicking the **Create Application** link will initiate the application creation process (and open the **Create Application** screen).

#### Table Tools

If you have a large number of search results, you can use the table tools to navigate, sort, and filter the **Search Results** table. Table tools can also be used with other, non-search tables in ezFedGrants.

#### Table Navigation

Tables with a lot of rows may be split into multiple “pages”. When this occurs, use the **Table Navigation** links to view the various pages of the table.

|   |         |                                    |
|---|---------|------------------------------------|
| <a href="#">AP17PPQCPHSTG006</a>  | Awarded | Patrick Rhodey Test Agreement #3   |
| <a href="#">AP17PPQCPHSTG007</a>  | Awarded | Patrick Rhodey Test Agreement #4   |
| <a href="#">EX17E-10613C001</a>   | Awarded | Agreement Workflow Testing - SIMKO |
| <a href="#">AM17AMAXXXXG018</a>   | Awarded | TEST partners                      |
| <a href="#">1</a> <a href="#">2</a> <a href="#">3</a> <a href="#">4</a> <a href="#">5</a> <a href="#">6</a> <a href="#">7</a> <a href="#">8</a> <a href="#">≥</a> |         |                                    |



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#### Sorting

The sorting tool reorganizes the information in a table in ascending (lowest to highest, A-Z or 0-9) or descending (highest to lowest, Z-A or 9-0) order.

Click the **Header** cell of any column to sort the column in ascending order. Click again to sort in descending order. Sorting is not available on all columns.

| Search Results                   |         |                                     |
|----------------------------------|---------|-------------------------------------|
| 80 Results Found                 |         |                                     |
| FAIN                             | Status  | Project Title                       |
| <a href="#">NR17NRCSCENTC012</a> | Awarded | Valdosta State Conservation Program |
| <a href="#">AO17PC01X464G003</a> | Awarded | The River Project                   |

#### Filtering

The filter tool is used to hide rows so that you can more easily see information that is relevant to you. Filters are used to indicate the information you **want to see** on the table. Any rows not matching your filter criteria are hidden until the filter(s) are removed.

Click the **Filter** icon in the **Header** cell of a column to view the filter option for that column. Not all columns allow filtering.

| Search Result   |                           |                            |
|-----------------|---------------------------|----------------------------|
| 8 Results Found |                           |                            |
| Application ID  | Funding Opportunity Title | Funding Opportunity Number |
|                 |                           |                            |

On the **Filter Options** dropdown menu either select checkboxes or dates, depending on the type of data in the column, or type a filter term into the **Search Text** field. Using the **Search Text** field will override any selected checkboxes. Click the **Apply** button to apply your filter to the table.

| Application ID           | Funding Opportunity Title | Fund |
|--------------------------|---------------------------|------|
| <a href="#">APP-4695</a> |                           |      |
| <a href="#">APP-4285</a> |                           |      |
| <a href="#">APP-4282</a> |                           |      |
| <a href="#">APP-4009</a> |                           |      |
| <a href="#">APP-4008</a> |                           |      |
| <a href="#">APP-3801</a> |                           |      |
| <a href="#">APP-3761</a> |                           |      |

[Clear Filter](#)

APP-3761

APP-3801

APP-3856

APP-4008

APP-4009

Search Text

You can apply multiple filters to a single table.

To remove a filter, click the **Filter** icon on the column you want to reset and click the **Clear Filter** link on the **Filter Options** dropdown menu.



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#### Exporting

If you want to save or print a copy of the search results, click the **Export** button. This button allows you to download a static copy of the **Search Results** table.

*Exported files **are not linked to ezFedGrants and do not update.***

Exported files contain stagnant data from the date and time of export **only**. To obtain updated data, you must repeat your search in ezFedGrants and re-export the search results.

| Status    | Last Updated | Created by |
|-----------|--------------|------------|
| Cancelled | 12/4/18      | GAO1 GAO1  |
| Cancelled | 8/28/19      | TEST GAO   |
| Cancelled | 8/2/19       | TEST GAO   |

**Export**



## Using ezFedGrants - Searching Job Aid



### See Also

#### Job Aids

- Using ezFedGrants – The Basics Job Aid

#### ezFedGrants Hyperlinks

- [ezFedGrants Home page](#)
- [ezFedGrants FAQs general](#)

#### Need Help?

Contact the ezFedGrants Help Desk at [ezFedGrants-cfo@usda.gov](mailto:ezFedGrants-cfo@usda.gov).

### Version Control

| Name                 | Date        | Changes Made  |
|----------------------|-------------|---|
| <b>Abael Solomon</b> | April. 2022 | Removed Broken Links                                  |
| Abael Solomon        | Jan. 2022   | Updated Screenshots & OCFO website link               |
| Courtney Roberson    | Oct. 2020   | Replaced verbiage for eAuthentication Level 2 Account |
| April Murphy         | Sept. 2019  | Initial document created                              |