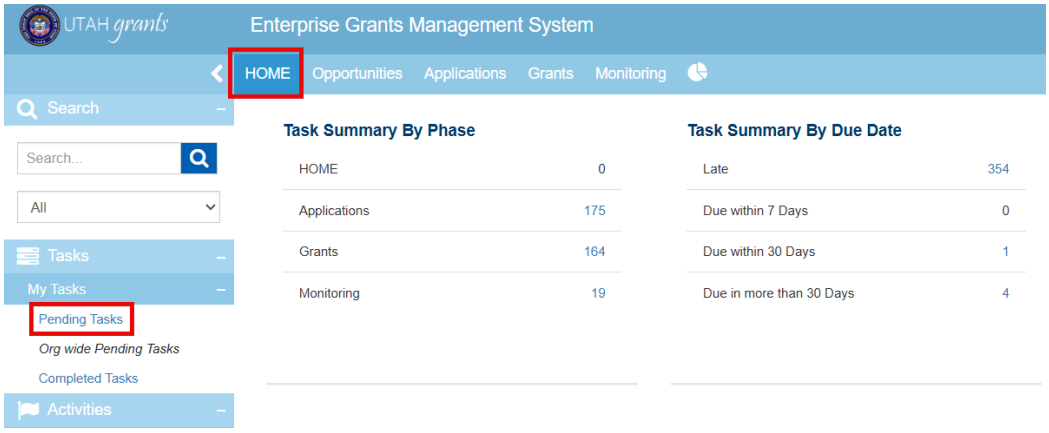
Navigation, Global Search, Filters, and Pending Tasks

This document will assist you in navigating Utah Grants and finding information through the various search features.

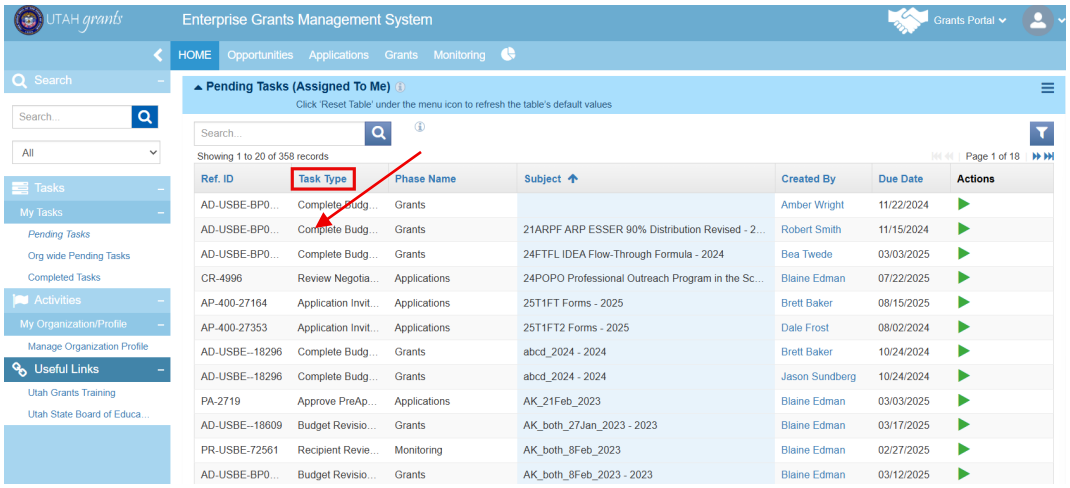
External User

Pending Tasks

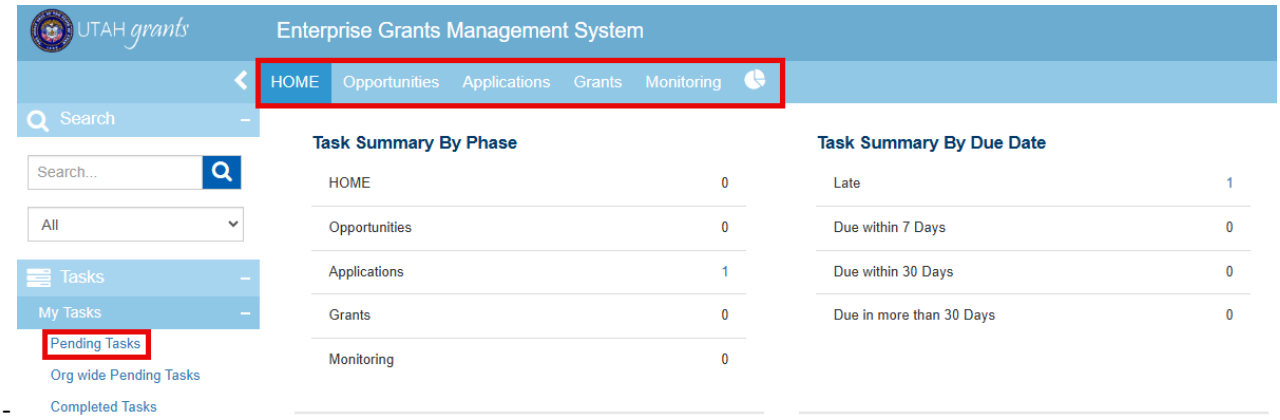
1. From the Utah Grants home page, select Pending Tasks (left side).



2. This will show a list of all pending tasks, including task type. Note: you do not need to know which phase/tab contains the pending task, as all pending tasks will appear on the Home > Pending Tasks list.

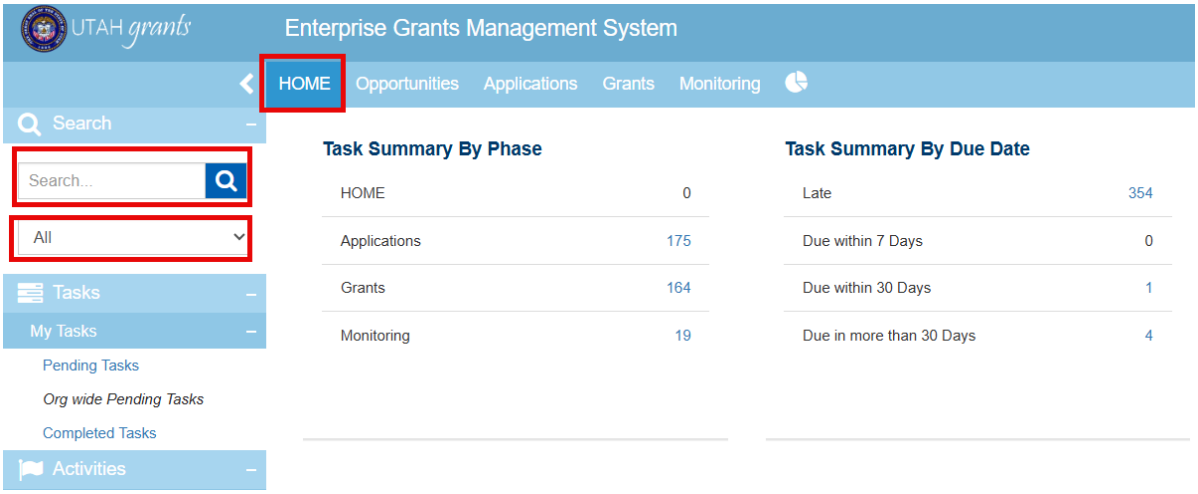


3. Alternatively, if you know which phase/tab your pending task is listed in, you can also navigate to that phase/tab and click Pending Tasks (left).

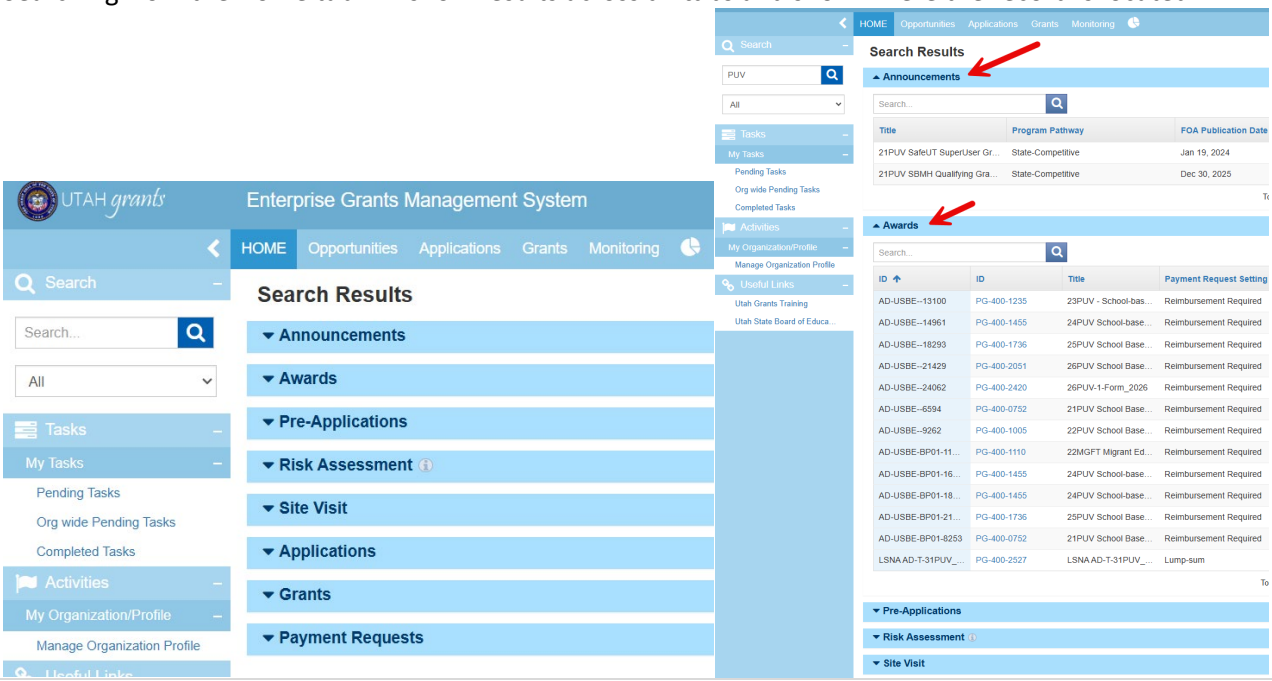


Global Search

1. The Global Search feature searches for records across multiple phases/tabs. When utilizing the global search from the Home tab, Utah Grants searches across all phases/tabs.

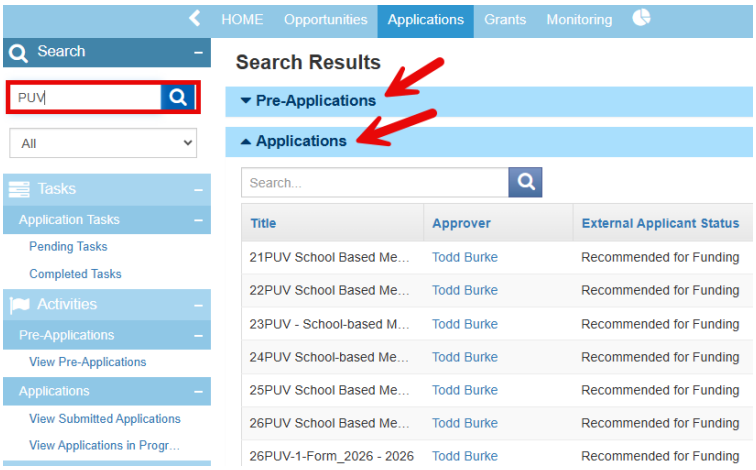


2. Searching from the Home tab will show results across **all tabs** and show where the record is located.

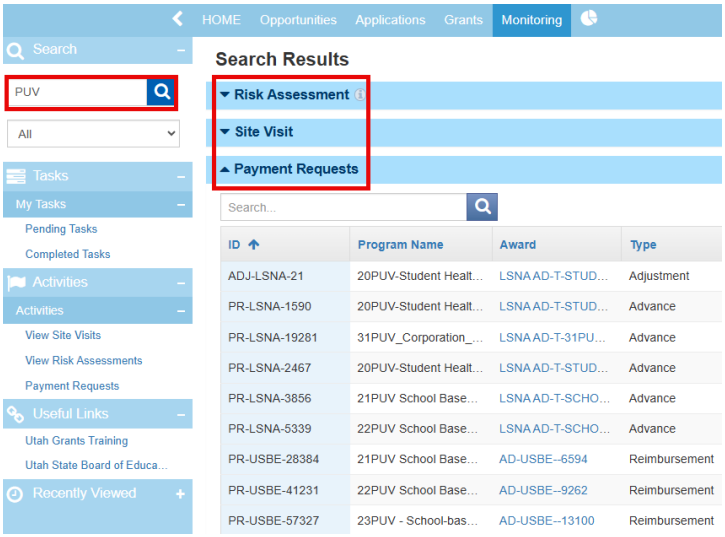


3. When you search from any other tab, such as the Applications tab, the system will only show results from the selected tab/phase.

   For example, searching from the Applications tab shows applications related to the search.



   For example, searching from the Monitoring tab shows monitoring activities related to the search.



4. If you are unsure which tab to search in, then use Global Search from the Home tab to bring up all related items. You may also narrow the Global Search by clicking the dropdown menu and selecting a category to search from.

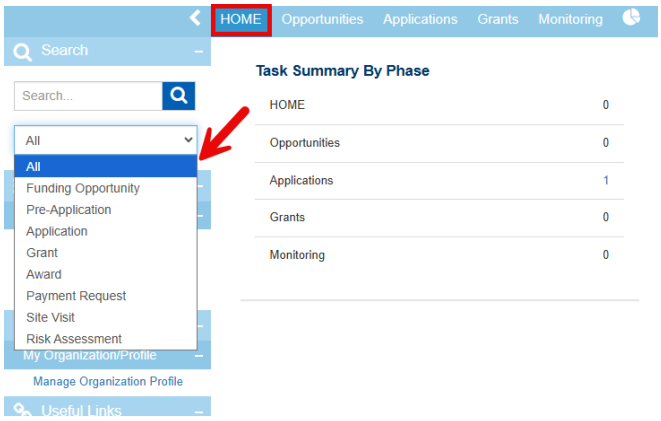
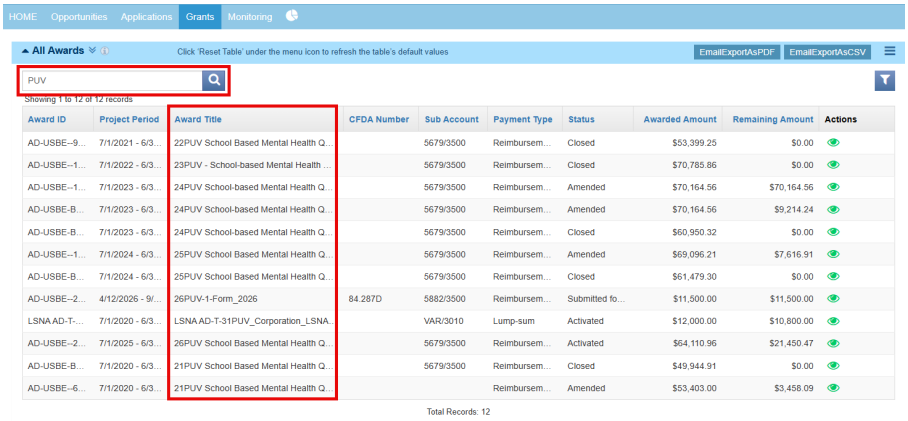


Table Search Box

1. Use the search box above any table in Utah Grants to narrow the results for that table. Any keyword found within the table can be used to narrow the results.

   For example, searching from the Grants tab shows grants related to the search.



   For example, searching from the Monitoring tab shows monitoring activities related to the search.

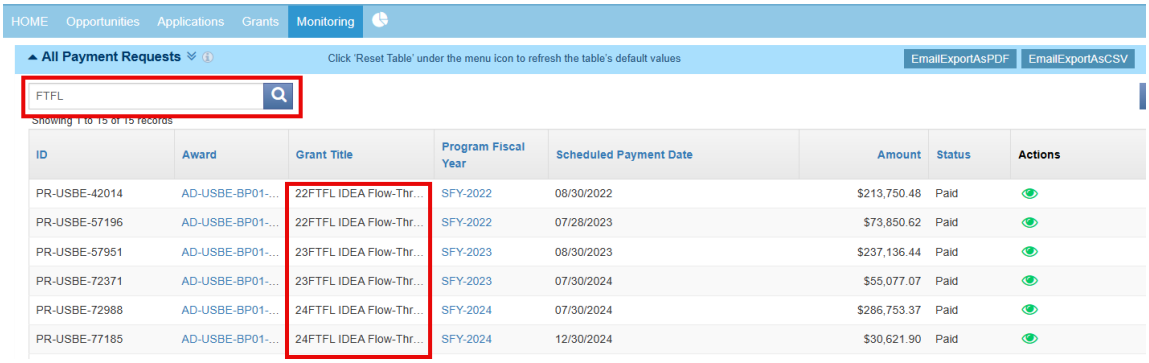
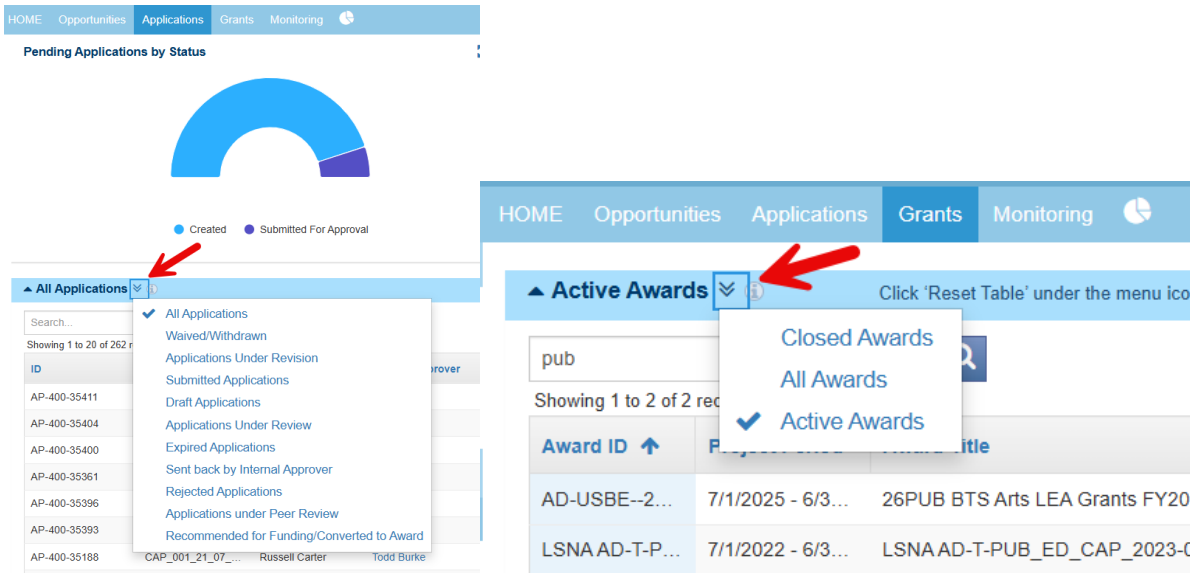


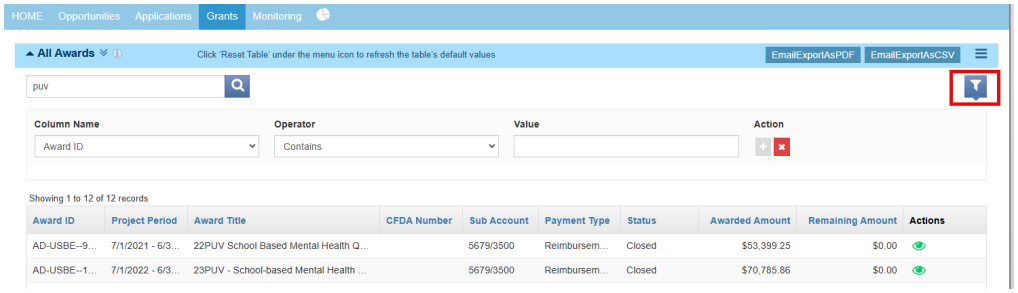
Table Status Defaults

1. Tables in Utah Grants are easily organized by status. The view can easily be changed to expand or limit the number of records by clicking the chevron and selecting the appropriate status option.

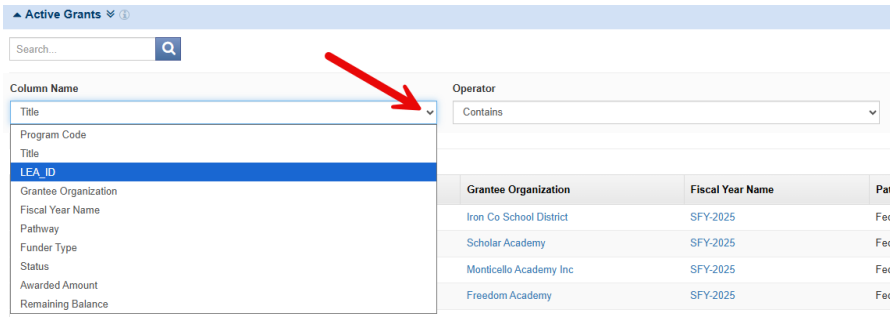


Filters

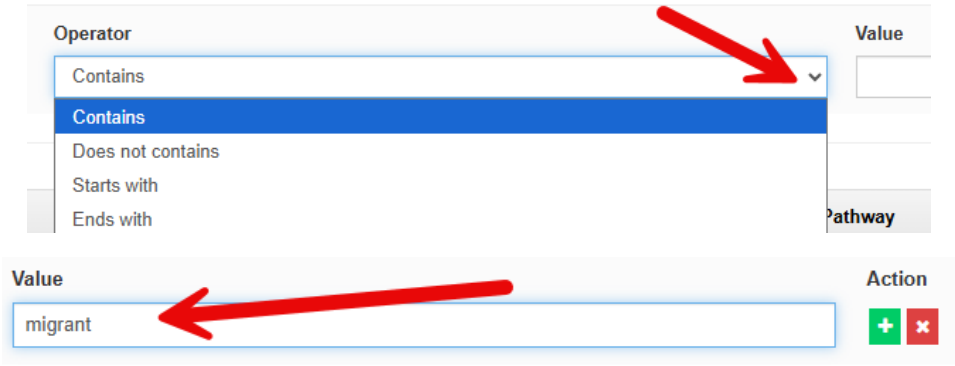
1. Use the Filter function to narrow the search. Clicking the Filter icon will bring up search options.



2. Select the column filter from the drop-down menu.



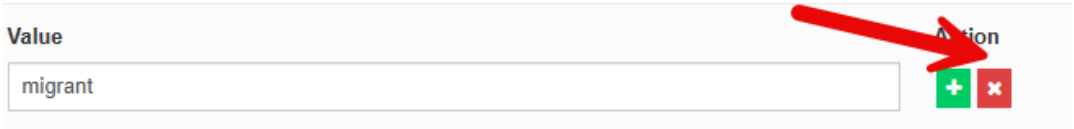
3. Select the Operator and value for the filter



4. Then click the green plus sign icon to add the filter.



5. To remove the filter, click the red X icon.



6. You can add multiple filters by repeating steps 3-4.