How to Search the Animal Use / IACUC Module

The Enable portal is a more fully branded UConn/UConn Health experience within the InfoEd eResearch Administration (eRA) system. It modernizes the InfoEd system look, feel and user experience. There are a variety of different ways to search including via the Quick Find search box, Locate Records in the top navigation bar, or Locate Records by using filters within a particular module. Language within the system has also been consolidated to facilitate multi-module search. For example, all records show a Record Number which would be the equivalent of a proposal number, COI case number, IACUC protocol number, Animal Facility protocol number, tech. transfer disclosure, technology case, etc. Record Owners are used in instead of PI's, disclosers, or primary innovators. We recommend using Mozilla Firefox or Google Chrome for the best user experience.

1. **Quick Find**: The Quick Find search bar is available in the top right of the InfoEd Enable Portal. The box searches across all available modules in the system that a user has access to. You can search by Last Name, Project Number including grant or protocol number, Project Title, or Sponsor Name. Results are returned in the body of the page showing the record number, type, title, owner, and status. Columns are sortable by clicking on the column heading. A detail arrow displays more details about that record without opening it. Click to the right of the hyperlinked record number to view a flyover menu to view/edit/bookmark record. Results can be exported to Excel.

2. **Locate Records**: Locate Records from the top navigation bar allows users to search for common criteria across multiple InfoEd modules that the user has access to. You must select one or more modules (e.g. Proposals / SPS, Animal Use / IACUC, Animal Facilities) that are available to search across. Once modules are selected, a common set of search fields are presented that are common in those modules. Choose from one or more available fields and enter your search criteria. Search Criteria can be saved and retrieved in the Saved Browse Template widget via Save button. Get retrieves any saved browses. Click the Search button. Results display in the body of the page showing the record number, type, title, owner and status. Columns are sortable by clicking on the column heading. A detail arrow displays more details about that record without opening it. Click to the right of the hyperlinked record number to view a flyover menu to view/edit/bookmark record. Search results can be exported to Excel. Search Criteria can be saved and retrieved in the Saved Browse Template widget.
3. **Within Module (e.g. Animal Use) Locate records by using filters**: Locate Records by using filters within any of the InfoEd modules that a user has available to them will preselect the module to search by default based on the module that the user is in. Search criteria and additional module specific search fields will be displayed. Check the appropriate fields desired and enter the criteria. Search Criteria can be saved and retrieved in the Saved Browse Template widget via Save button. Get retrieves any saved browse. Click the Search button to search. Results display in the body of the page. Columns displayed vary by module. Columns are sortable by clicking on the column. A ▶ detail arrow displays more details about that record without opening it in the detail view. Search results can be exported to Excel. Search Criteria can be saved and retrieved in the Saved Browse Template widget.

4. **Click to the right of the hyperlinked record number to view a flyover menu to view/edit/bookmark the record or its submissions.**