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

Contents

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.

![USDA logo]

Using ezFedGrants - Searching
Job Aid

Getting Started

Launch the ezFedGrants External Portal (from the NFC ezFedGrants website) and log in with your eAuthentication verified-identity Account.
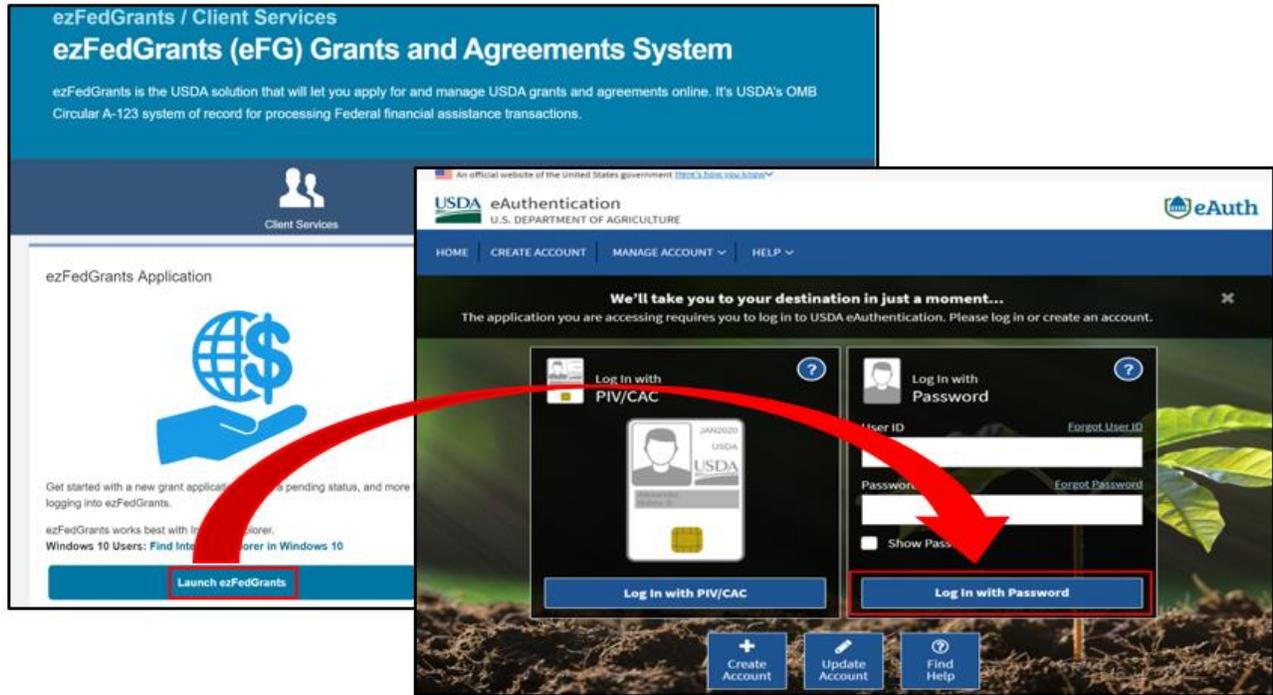
For questions regarding ezFedGrants access, including logging-in and eAuthentication, please review the Onboarding and Accessing ezFedGrants FAQs.
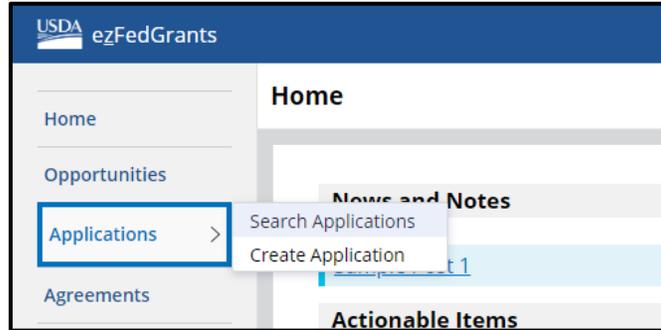
Search Screen Basics

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

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
Last Updated	**Funding Opportunity Number**	**Created by**	**Status**
M/d/yyyy - M/d/yyyy			∨

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

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

- Awaiting Org. Signature
- Awarded
- Closed
- Pending Closeout
- Signed
- Suspended
- Terminated

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.

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   Export

FAIN	Status	Project Title	Recipient Contact Name	Performance Start Date	Performance End Date	Total Federal Award Amount	Actions
FX170200-10.C006	Awarded	FAS Convergence Sprint 4 Demo	Sarah Whipple	1/9/15	1/9/17	$156,700.00	I want to
FX170200-10.C007	Awarded	Report Testing	Grace Peterson	1/10/17	12/31/99	$5,000.00	I want to
FX170200-10.C008	Awarded	NRCS Enterprise Demo	app pro1001	1/12/17	12/31/20	$199,999.99	I want to
FX170200-10.G029	Awarded	NRCS Demo - agreement workflow	app pro1001	1/19/17	12/31/20	$2,000.00	I want to
		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.

AP17PPQCPHSTG006	Awarded	Patrick Rhodey Test Agreement #3
AP17PPQCPHSTG007	Awarded	Patrick Rhodey Test Agreement #4
FX17E-10613C001	Awarded	Agreement Workflow Testing - SIMKO
AM17AMAXXXXXG018	Awarded	TEST partners

1 2 3 4 5 6 7 8 >

Using ezFedGrants - Searching
Job Aid

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
NR17NRCSCENTC012	Awarded	Valdosta State Conservation Program
AO17PC01X464G003	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 **Clear**

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
APP-4695		
APP-4285		
APP-4282		
APP-4009		
APP-4008		
APP-3801		
APP-3761		

Clear Filter
- [ ] APP-3761
- [ ] APP-3801
- [ ] APP-3856
- [ ] APP-4008
- [ ] APP-4009

Search Text

Apply **Cancel**

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.

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.

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

See Also

Job Aids

- Using ezFedGrants – The Basics Job Aid

Need Help?

Contact the ezFedGrants Help Desk at ezFedGrants@cfo.usda.gov.

Version Control

Name	Date	Changes Made
Courtney Roberson	Oct. 2020	Replaced verbiage for eAuthentication Level 2 Account
April Murphy	Sept. 2019	Initial document created