

# Search Function



## Entering Search Criteria [Search](#)

Coeus often requires specific fields to be pulled from other systems which requires the user to enter search criteria in order to pull information for fields from systems such as SAP.

NOTE:

- Searches are not case-sensitive, so you can enter search terms in upper, lower, or mixed case.
- The fields in some columns accept text entries. You can enter all or part of a search term.

To enter a partial value, use an **asterisk (\*)** either in front, behind, or both in front of and behind your text.

You can use the greater-than and less-than operators to search for numerical ranges.

Operator	How to Use
*string string* *string*	Enter the asterisk symbol, *, before or after a text string to indicate that other characters might be present. You cannot use the asterisk in the middle of a string.
<X or <=X	Find all values that are less than X, or less than or equal to X.
>X or >=X	Find all values that are greater than X, or greater than or equal to X.

### Example - Search for a Sponsor

1. Click on Search.

\*Agency/Sponsor:  [Search](#)

2. Enter partial name with asterisks, \*text\*.

Sponsor Search - Google Chrome  
trcoeus.johnshopkins.edu/coeus//generalProposalSearch.do?type=Sponsor%20Search&search=true&searchName=SPO...

Please enter search criteria of the form \*value\* or \*value or value\* in any of search fields.

Sponsor Code:  Sponsor Name:   
Acronym:  Postal Code:   
Dun Bradstreet Number:  Duns Plus Four Number:   
Dodac Number:  Cage Number:   
Audit Report:  Owned by Unit:   
Sponsor Type:  State/ Province Name:   
Country:

Sponsor Name:

3. Click on <Search> and choose the name from the list that opens.