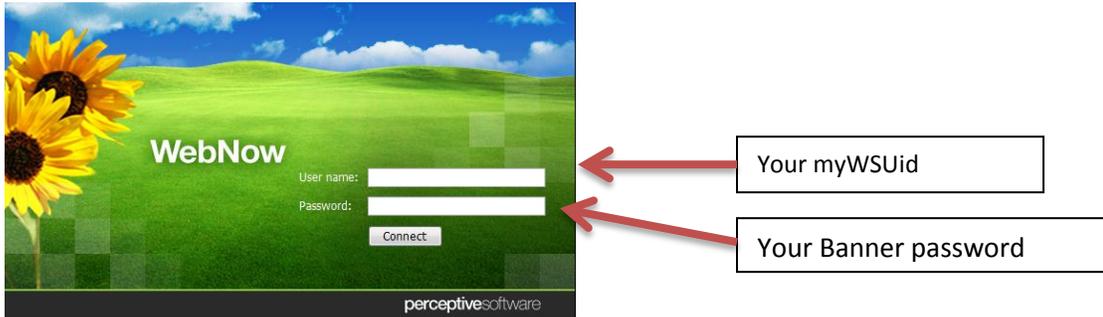


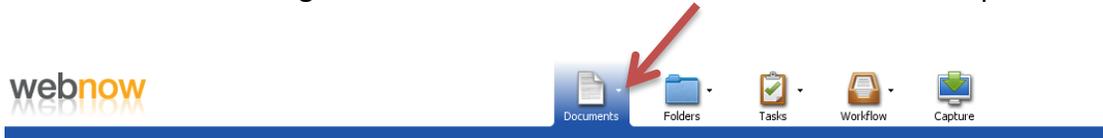
WebNow

LOGGING IN

WebNow URL <https://webnow.wichita.edu/webnow/>



1. Use the arrow to the right of Documents and choose ORA PI Grants and Proposals



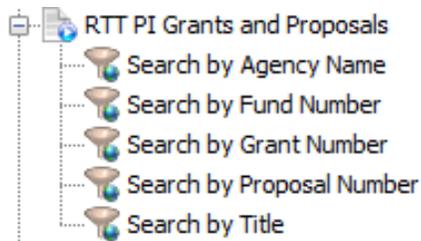
2. All proposal and Grant documents associated with the PI will populate into the view automatically.

(Note: if there are more than 500 documents for that PI, only the first 500 will populate into the view so search criteria must be entered to get the appropriate documents)

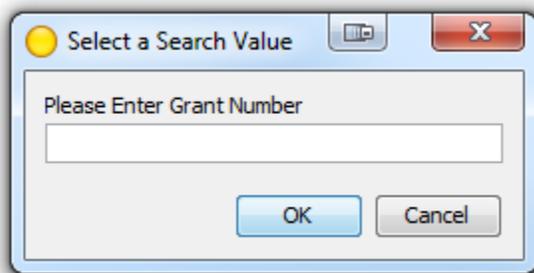
SEARCHING FOR A DOCUMENT

Determine what you want to search on (i.e. proposal #, grant #, Title, Agency Name, document type)

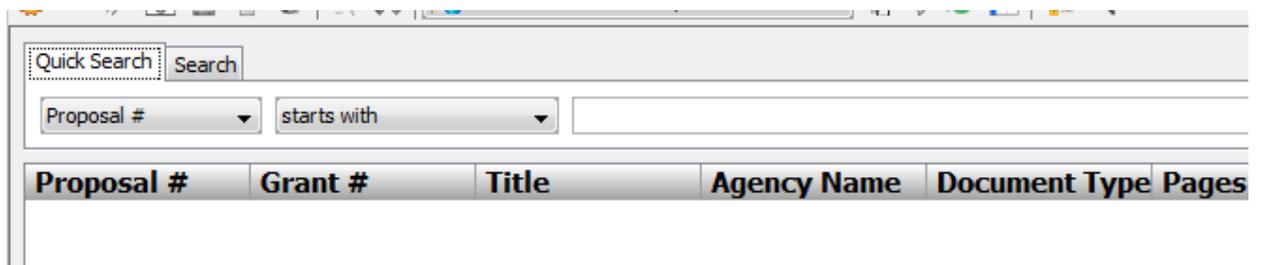
1. There are predefined search filters set up in the views pane to the left of the screen



These predefined searches will prompt the user to enter the search criteria



Or, you may use the search bar at the top of the screen

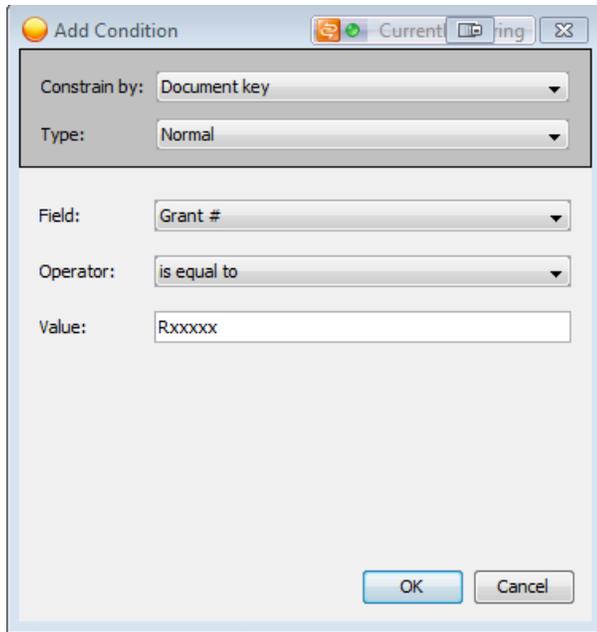


Quick Search – Used to search on a single field

1. Use the drop down arrow next to proposal # to choose the field to perform the search on
2. Use the drop down arrow next to the starts with to choose the operator (equal, not equal...)
3. In the third section that is blank, key in the information you are looking for (ex: grant number)
4. Click the green arrow next to  "Go" on the far right
5. Results will automatically populate on the screen

Search – Used to search on multiple search criteria (ex: Grant # Rxxxxx and Document typeORA-Pre Award)

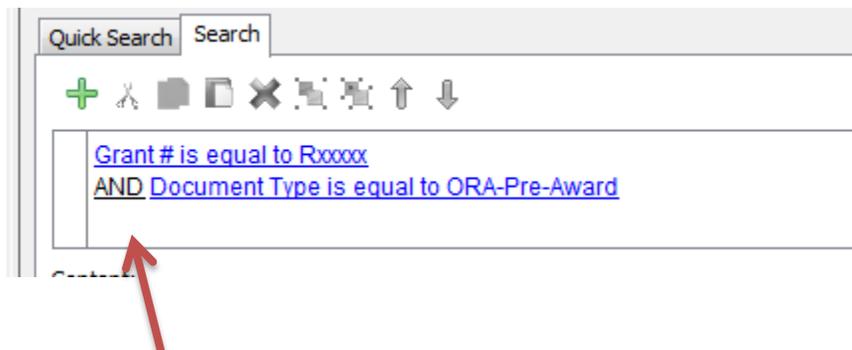
1. Click on the Search tab and click the  to add a condition



2. Use the arrow to the right of Field and choose which one of the keys to search on
3. Use the arrow to the right of Operator and choose the operator
4. Key in the value
5. Click 'OK'
6. Condition will be added to the search line



Repeat steps 1 – 6 to add a second search condition

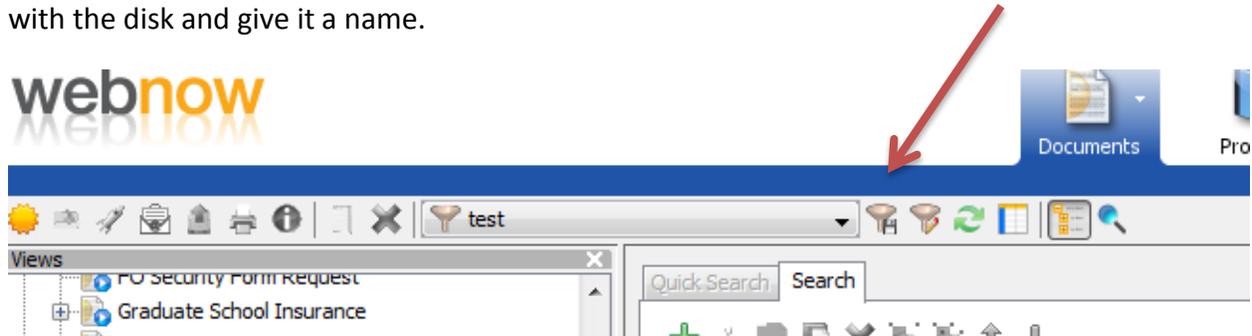


Note: the 'AND' can be changed to an 'OR' by simply clicking on it

Once all conditions are added, click the green arrow next to  "Go" to execute the search
Results will automatically populate in the view

Saving a Search / Filter

If you have created a search and would like to save it for future use, simply click on the funnel with the disk and give it a name.



It will show up in the views pane on the left side of the screen. Since it is your private filter and not for other webnow users, the globe which denotes a public filter, will not show up next to the funnel.