

How-To: WVU+kc Advanced Search

General Instructions

1. Log into WVU+kc
2. From “IRB” in the top banner, click “**Search Protocols**”
3. Click “**Advanced Search**” in the lower menu
4. Default setting is to search only Active protocols (those approved by the IRB and open)
 - a. To search for only non-active (closed or pending approval) protocols, click “**No**” next to “Active”
 - b. To search for both active and non-active, click “**Both**” next to “Active”

The screenshot shows the 'Advanced Search' interface. It has two tabs: 'Advanced Search' and 'Admin Search'. Below the tabs is a search form with the following fields:

Protocol Number	<input type="text"/>	?
Type	select	?
Status	select	?
Lead Unit	<input type="text"/>	?
Active	Yes <input checked="" type="radio"/> No <input type="radio"/> Both <input type="radio"/>	?

Search by Protocol Number

1. Enter protocol number followed by * to return all iterations related to the protocol
2. Click “**Search**”

The screenshot shows the 'Advanced Search' interface. It has two tabs: 'Advanced Search' and 'Admin Search'. Below the tabs is a search form with the following fields:

Protocol Number	2103254260*	?
Type	select	?
Status	select	?
Lead Unit	<input type="text"/>	?
Active	Yes <input checked="" type="radio"/> No <input type="radio"/> Both <input type="radio"/>	?

Search by Principal Investigator or Study Personnel

1. Click the magnifying glass icon next to “**Principal Investigator**” to search by PI or click “**Personnel**” to search by study personnel.
2. Enter the PI last name into “**Person Search**” and click “**Search**”
3. Click “**Return**” next to PI name
4. This will return you to the advanced search screen
5. Click “**Search**”

The screenshot shows a search form with the following fields: Title, Principal Investigator, Personnel, and Expiration Date. The Principal Investigator and Personnel fields each have a magnifying glass icon and a question mark icon. The Expiration Date field has a calendar icon and a question mark icon. Below the fields are three buttons: search, clear, and cancel. A red circle highlights the Principal Investigator and Personnel fields and their associated icons.

Search by Title

1. Enter full or partial title followed by *
2. Click “**Search**”

The screenshot shows the same search form as above. The Title field contains the text "sample title search*" and is highlighted with a red circle. The other fields and buttons are the same as in the previous screenshot.