How Do I Navigate and Search UFIRST?

UFIRST is a powerful tool with several navigation and search features.

Navigating UFIRST

Primary Menus

- UFIRST has two primary menus found on the top of the screen, User Menu and Main Menu.
- The User Menu allows the user to access the user's Profile, My Inbox and the Logoff button.

UFIRST University of Florida Integrated Research Support Tool	Allie Gator My Inbox Logoff
Proposals Agreements	
Page for Allie Gator	Components
 The Main Menu allows the user to access the Proposals and Agreements W additional Help features. 	/orklists as well as
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University of Florida University of Florida Integrated Research Support Tool Proposals Agreements Help	Allie Gator My Inbox Logoff
Page for Allie Gator	Components

Breadcrumbs

- Breadcrumbs provide a trail for the user to follow back to a starting point within the system. The breadcrumb is arranged as Home page > Section Page > Subsection Page.
- Breadcrumbs are also used in SmartForms. Each of the links in the SmartForms can be clicked on to navigate to a previous section.

UFIRST University of Florida Integrated Research Support Tool	Allie Gator My Inbox Logoff
Proposals Agreements Help	
Proposals > The Effect of Facebook on Social Skills	Components

SmartForms Menu

- In addition to the breadcrumbs, the SmartForm sections have a top screen navigation that includes a Jump To menu.
- When editing a SmartForm (e.g., Funding Proposal) navigation is controlled by both the system
 Back and Continue buttons. Do NOT use browser controls to navigate within UFIRST as these
 types of controls do not save your work.



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Jump To Menu

- The Jump To menu allows you to navigate directly to a specific page in the SmartForm. This is convenient when you are editing information on an already completed SmartForm.
- The Jump To menu is available in all Smartform and Budget Grid sections.

UF	TIRST	University of Florida Integrated Research Support Tool	Edit: Fundin	ig Proposal - PRO00000025
You Are H	Here: The Effect of Faceboo	ok on Soci		
<< Back		Save Exit Hide/Show Errors Print Jump To:	- 1.0 General Information -	Continue >>
1.0 General Information Use "%" as wild card search.			General Information - 1.0 General Information - 1.2 Other Grant Program Information - 2.2 Personnel	
1.0	Abram Lise Select	ator / Program Director / Fellow: Clear lentor / Responsible Faculty Member:	- 3.0 Proposal Descriptors - 3.1 Human Subjects - 3.2 Live Vertebrate Animals Budget Settings - 4.0 Budget Periods Completion Instructions Completion Instructions	is a Fellow listed select the

Save and Exit

The SmartForm navigation controls also allow you to Save, Exit, Hide/Show Errors, and Print the screen you are viewing.

- The Save link in the SmartForm menu allows you to save your work at any time during the completion process.
- When you click the Save link, it acts as a refresher of the information entered or updated. It will
 also recalculate figures on the budget grids.
- Exit closes the current section of the SmartForm while returning you to the appropriate workspace.
- You can select to exit and save changes or exit and ignore changes when you click this link.

UFIRST University Integrated	Edit: Funding Proposal - PRO00000025				
You Are Here: The Effect of Facebook on Soci					
<< Back	Save Exit Hide/Show Errors Print Jump To: - 1.0 General Information +	Continue >>			

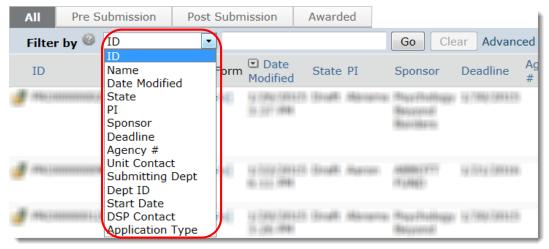
Search Features

- There are search functions throughout UFIRST that will facilitate locating a proposal or agreement, names of personnel, departments, and sponsors.
- All search options have Wildcard (%) and Type-ahead features.
 - The Wildcard feature allows you to do a search when you are not certain how the information is stored in the system. By default, UFIRST assumes that you are searching for text that **Begins with** the text you type. If you are looking for text that is contained anywhere in the field, type % then the information you are looking for. A best practice is to ALWAYS use the % when using search boxes.
 - \circ $\,$ The Type-ahead feature displays potential matches as you begin typing in the text box provided.
- In the My Inbox, Proposals, and Agreements tab there is a Filter By field that allows you to search by a specific category.

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Worklists

- This section contains lists of all records in UFIRST (Proposals only in the Proposals Worklist, Agreements only in the Agreements Worklist).
- In the **Proposals** tab, you can locate proposals by using any of the following criteria:



In the **Agreements** tab, you can locate agreements by using any of the following criteria:

All	Draft	Triage	Under Review	Fully Executed	
Filter	r by 🎯	ID ID			Go Clear Advanced
		Name Date Modified State PI Sponsor	j	No d	lata to display.
		Type Deadline Sponsor Refe Dept Qept ID	rence Number		

Contact Information:

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