Basic Searching in SeRA

**Search**  –  From the red banner at the top of any page in SeRA utilize the Search button to search by SPO #, Transaction ID, Sponsor Agreement #, Requisition #, Purchase Order # or by Oracle Award.

2. Click on **Search** located in the red banner at the top of the page on the right side.

3. Use the dropdown menu to select the criteria you want to search by, type the reference number or alpha in the text box, and click **Search**.

4. A window will open with your search results. Click on the blue reference number in the left most column to drill into the record. If the reference number is not blue, then you do not have access to the relative record.
   - You may also click on **Advanced Search** to initiate a Basic Project Search (instructions below), **Transaction Search**, or **Extended Project Search**.

**Basic Project Search**  –  Search for SPO records using one or more of the most commonly used criteria

5. Click on the **Advanced Search** link in the search window or click on **Advanced Search** from the Left Hand Navigation menu
6. You will land on the **Basic Project** search tab of the Advanced Search page. The red underline tells you on which search tab you are. Enter criteria for your search by entering values in the search field(s) and click Search. At minimum, one search criteria is required.
   
   A. PI Name – search by name or SUnet ID and select name from picklist  
   B. Administering Org – search by department name or Org Code and select from picklist  
   C. Sponsor – search by sponsor name or Institution Code and select from picklist  
   D. Project Title – free form, enter as little or as much of the project title name  
   E. Agreement Type - click the down arrow to select an agreement type. *Only one agreement type may be selected.

![Advanced Search](image)

7. Results display in an Interactive Report. To customize your report, please refer to the [Interactive Reporting user guide](#).

![Interactive Report](image)

8. To clear the search fields, click **Reset**