

# Searching for Forms

When you search for forms in OneData, keep in mind the following points:

- For each field, the default is all values. For example, in the Latest Version field, the default behavior returns all versions.
- Searches are not case sensitive. Searches for *Gene* and *gene* return the same results.
- In any editable text field, enter a search string, complete or partial. This does not apply to numeric fields such as Public ID.
- In any editable text field, you can use a percent sign (%) as a wildcard. For examples, refer to [Using Wildcards](#).
- For some fields, you can adjust the search scope (with options such as NOT LIKE, Exact Phrase Match, All Of The Words, or One Of The Words) by clicking the Advanced Filter icon.
- The system processes search criteria as AND statements, so the results include only forms that fulfill *all* the criteria.
- To reset a list of values, click the Clear Values icon next to that list.
- You can specify the number of results returned: Type a number in the **Number of Rows** field and press <Enter>.
- When you remove or change search criteria, the system does not update search results until you click **Apply Filter** again.

To perform a data element search:

1. Open a supported browser (Google Chrome) and navigate to the <https://cadsr.cancer.gov> portal. The home page appears.
2. From the **View** menu, select **Browse** and then select **Forms**. The Forms page appears. (Logged in users can add pages like this to their favorites. For instructions, refer to [Managing Your Favorites](#).)
3. Specify one or more search criteria, as described in the following table:

| Field                      | Instructions   |
|----------------------------|--|
| <b>Form Name</b>           | Type all or part of the form name. (To adjust search scope, click the Advanced Filter icon.)   |
| <b>Public ID</b>           | Specify the full numeric value for a single form public ID. (You cannot use wildcards in numeric fields.)  |
| <b>Owned By</b>            | Select one or more contexts. Owning contexts have the privilege to edit and update the form.   |
| <b>Registration Status</b> | Select one or more registration statuses. For details, refer to <a href="#">Registration Status</a> . (To adjust search scope, click the Advanced Filter icon.)  |
| <b>Workflow Status</b>     | Select one or more workflow statuses. For details, refer to <a href="#">Workflow Status</a> . (To adjust search scope, click the Advanced Filter icon.)  |
| <b>Latest Version</b>      | Select one of the following options: <ul style="list-style-type: none"><li>• To search for the latest version of the form, select <b>Yes</b>.</li><li>• To search for all versions except the latest version, select <b>No</b>.</li></ul> As in all fields, the default behavior returns all versions. |
| <b>Created By</b>          | Select the person who created the item. You can select one or more people.   |
| <b>Last Modified By</b>    | Select the person who last modified the item. You can select one or more people.   |

4. In the fields that have a Select a Value icon, you can select one or more values. Click the Select a Value icon next to the field. A Reference Data Panel appears.
  - To select one value: Click the value name. The value name appears in the field.
  - To select one or more values: Click the checkbox for each row you want to include. Click **Set Values**. The field indicates how many values you have set.
5. For date criteria, click the Audit Columns icon and specify dates as described in the following table:

| Field                     | Instructions   |
|---------------------------|--|
| <b>Date Created</b>       | Click the calendar icon and select the date on which the item was created.       |
| <b>Date Last Modified</b> | Click the calendar icon and select the date on which the item was last modified. |

To adjust search scope, click the Advanced Filter icon and consider the following options:

- The list to the left of each date field allows you to search for items later than (>), earlier than (<), and/or equal to the date you specify.
  - The list to the right of each date field allows you to specify whether the date field is NULL or NOT NULL.
  - The check box below each date field allows you to specify a date range.
6. You can also create your own query to search, by specifying an explicit "where" clause.
    - a. Click the Advanced Filter icon.
    - b. Under **Filter Options**, select a column and then click >>. The name of the selected column appears in the text box.
    - c. Complete the query string. (For example, if your query string is "a.CURRNT\_VER\_IND=1" when you click Apply Filter, the system returns all items of the latest version.)
  7. If necessary, you can specify additional criteria for finding forms using one of the "Child Filter" options in the lower part of the search page. The system filters for forms that match details specified in the selected child filter. For details, click one of the following links:

| Field    | Instructions                     |
|----------|----------------------------------|
| Category | Select a category.               |
| Type     | Select a type (CRF or Template). |

| Field               | Instructions  |
|---------------------|---|
| Alternate Name      | Type all or part of the alternate name. (To adjust search scope, click the Advanced Filter icon.) |
| Alternate Name Type | Select an alternate name type.  |
| Context             | Select one or more contexts.  |

| Field                | Instructions   |
|----------------------|--|
| Alternate Definition | Type all or part of an alternate definition. (To adjust search scope, click the Advanced Filter icon.) |
| Definition Type      | Select a definition type.  |
| Context              | Select one or more contexts.   |
| Language             | Select a language.   |

| Field        | Instructions   |
|--------------|--|
| CS CSI       | Select one or more classification schemes or classification scheme items.  |
| CS Context   | Type all or part of the classification scheme context. (To adjust search scope, click the Advanced Filter icon.) |
| CS Long Name | Type all or part of the classification scheme long name.   |

| Field         | Instructions  |
|---------------|---|
| Document Name | Type all or part of a reference document name. (To adjust search scope, click the Advanced Filter icon.)                                    |
| Document Type | Select a document type.   |
| Document Text | Type all or part of a search string. This field searches reference document text. (To adjust search scope, click the Advanced Filter icon.) |
| Context       | Select one or more contexts.  |

| Field    | Instructions   |
|----------|--|
| Protocol | Select one or more protocols. This option is applicable only when searching for case report forms. |

| Field                 | Instructions   |
|-----------------------|--|
| Display Order         | Specify the full numeric value assigned to the module for the display order. (You cannot use wildcards in numeric fields.)         |
| Number of Repetitions | Specify the full numeric value assigned to the module for the number of repetitions. (You cannot use wildcards in numeric fields.) |
| Module                | Select one or more modules.  |
| Module Name           | Type all or part of the module name. (To adjust search scope, click the Advanced Filter icon.)                                     |
| Module ID             | Specify the full numeric value for a single module ID. (You cannot use wildcards in numeric fields.)                               |
| Owned By              | Type all or part of the context that has administrative authority to edit and update the module.                                   |
| Workflow Status       | Type all or part of the workflow status.   |
| Registration Status   | Type all or part of the registration status.   |
| Instructions          | Type all or part of the module instructions.   |

| Field         | Instructions   |
|---------------|--|
| CDE Public ID | Specify the full numeric value for a single CDE public ID. (You cannot use wildcards in numeric fields.) |
| CDE Version   | Specify the full numeric value for a single CDE version. (You cannot use wildcards in numeric fields.)   |

|                                       |  |
|---------------------------------------|--|
| <b>Question Short Name</b>            | Type all or part of the question short name.   |
| <b>Question Text</b>                  | Type all or part of the question text. (To adjust search scope, click the Advanced Filter icon.)                                   |
| <b>Owned By</b>                       | Select one or more of the contexts that have administrative authority to edit and update the form.                                 |
| <b>CDE Long Name</b>                  | Type all or part of the CDE long name. (To adjust search scope, click the Advanced Filter icon.)                                   |
| <b>Field</b>                          | <b>Instructions</b>  |
| <b>Module Name</b>                    | Type all or part of the module name.   |
| <b>Module Instruction</b>             | Type all or part of the module instruction.  |
| <b>Module Repetitions</b>             | Specify the full numeric value assigned to the module for the number of repetitions. (You cannot use wildcards in numeric fields.) |
| <b>CDE Public ID</b>                  | Specify the full numeric value for a single CDE public ID. (You cannot use wildcards in numeric fields.)                           |
| <b>CDE Version</b>                    | Specify the full numeric value for a single CDE version. (You cannot use wildcards in numeric fields.)                             |
| <b>CDE Workflow Status</b>            | Type all or part of the workflow status.   |
| <b>CDE Registration Status</b>        | Type all or part of the registration status.   |
| <b>Question Instructions</b>          | Type all or part of the question instructions.   |
| <b>Question Short Name</b>            | Type all or part of the question short name.   |
| <b>Question Text</b>                  | Type all or part of the question text. (To adjust search scope, click the Advanced Filter icon.)                                   |
| <b>Answer is Mandatory</b>            | Specify whether the answer is mandatory ( <b>Yes</b> ) or not ( <b>No</b> ).   |
| <b>Answer is Editable</b>             | Specify whether the answer is editable ( <b>Yes</b> ) or not ( <b>No</b> ).  |
| <b>Default Value (Non-enumerated)</b> | Type all or part of a question default value in a non-enumerated value domain.   |
| <b>Default Value (Enumerated)</b>     | Type all or part of a question default value in a specified value list.  |
| <b>Valid Value</b>                    | Type all or part of a valid value.   |
| <b>Value Meaning Text</b>             | Type all or part of value meaning text.  |
| <b>Valid Value Instruction</b>        | Type all or part of valid value instruction.   |
| <b>Field</b>                          | <b>Instructions</b>  |
| <b>Instruction</b>                    | Type all or part of the triggered action instruction. (To adjust search scope, click the Advanced Filter icon.)                    |

8. Click **Apply Filter**. The system displays the search results. By default, the system also hides the search criteria.

To view details about a form, click the value in the **Form Name** column.