

# Searching for Collections

You can search for collections in OneData. Keep in mind the following points:

- For each field, the default is all values. For example, in the Download Format field, the default behavior returns all formats.
- 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 IS NULL, IS NOT NULL, 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 items that fulfill *all* the criteria.
- To reset a list of values, click the Clear Values icon next to that list.
- If you clear a field, or if you leave a field at its default setting, the system does not limit the search by that criterion.
- 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 search for collections:

1. Open a supported browser (Google Chrome) and navigate to the <https://cadsr.cancer.gov> portal. The home page appears.
2. Select **Download Collection**. The Download Collection page appears. (For instructions on adding this page to your favorites, refer to [Managing Your Favorites](#).)

3. Enter search criteria in one or more fields as described in the following table:

Field	Instructions
Collection ID	Specify the full numeric value for a single collection ID. (You cannot use wildcards in numeric fields.)
Download Format	Select a download format.
Collection Name	Specify all or part of the collection name.
Collection Description	Specify all or part of the description.
Created By	Specify all or part of a user ID.

4. If necessary, you can specify additional criteria for finding collection using one of the "Child Filter" options in the lower part of the search page. The system filters for collections that match details specified in the selected child filter. For details, click one of the following links:

Field	Instructions
RAVE Project Name	Specify all or part of a project name. (To adjust search scope, click the Advanced Filter icon.)
Draft Form Name if Downloading CDEs	Specify all or part of a draft form name. (To adjust search scope, click the Advanced Filter icon.)
Select User Data String Source	Choose <b>PV</b> or <b>PVM</b> .

Field	Instructions
Collection Name	Select one or more collections.
Component	Select one or more components.

Component Long Name	Specify all or part of the long name of a component.
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5. 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.
6. You can also create your own query to search, by specifying an explicit "where" clause. Click the Advanced Filter icon. Under **Filter Options**, select a column and then click >>. The name of the selected column appears in the text box. 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. Click **Apply Filter**. The system lists all collections that match your criteria. By default, the system sorts the list by Date/Time Last Requested, so the most recently requested collection is at the top (and then by collection name). You can sort columns by clicking the column headers and selecting one of the choices: Ascending, Descending, Clear Sort, or New Sort.

For additional instructions, refer to the following pages:

- [Editing a Collection](#)
- [Adding Items to a Collection via the Public ID](#)
- [Adding Items to a Collection via the Cart](#)
- [Requesting Generation of a Download](#)