Searching for Certifiers

ECRT has a powerful search box which allows Effort Coordinators to search for Certifiers using their last name, DUID, or org code. What makes this search so powerful is if the search identifies a unique piece of data, Effort Coordinators are immediately taken to the screen that most closely matches their data search. For example, an exact match on Org Code will take Effort Coordinators to the Org Dashboard while an exact match on DUID or last name will open that Certifier’s Effort Statement.

A soft match, where multiple results are returned, takes Effort Coordinators to the Look-up Page where they can future refine their search.

1. The search box is located in the upper right corner of all pages except the Look-up Page where it displays lower on the page. Type the search criteria directly into the box.

   Note: The search is not case sensitive and requires at least three characters to perform the search.
2. In the event an exact match is found (this example is an Org Code), ECRT will automatically redirect Effort Coordinators to the page that is the best match based upon the data entered. **Transferring to page...** will display.

3. In the event an exact match is not found, the number of results found will display under the search box.

4. Select the **Search** icon to review the results.
5. On the **Look-up Page**, review the data returned based on the search criteria or enter a new search.

   **Note:** Any of the results returned on the **Look-up Page** are hyperlinks. Selecting the hyperlink will take users directly to the page most closely linked to that data.

   **Note:** Details about how to effectively use the search feature are included on this page above the search box.

6. To exit the search, use the top navigation bar to select a different ECRT page or **Sign Out**.