

Ad-hoc Advanced Search Date Fields

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A. Effective Date

Effective Date is currently not available in Production environment; it is related to the function “Draft a Contract or Agreement” which has not been implemented in the Production environment.

B. Auto-Renewal/Renewal Date

- Select Search >> Ad-hoc Search: Advanced >> Auto-Renewal Date:

The screenshot displays a search interface for 'Auto-Renewal Date'. It features four radio button options: 'Late', 'Within 30 days', 'Within 60 days', and 'Within 90 days'. Below these options are two date input fields, 'Auto-Renewal Date From' and 'Auto-Renewal Date To', each containing a placeholder '___/___/___' and a calendar icon.

- The Auto-Renewal/Renewal Date field is an optional field available in the "Submit A Contract" wizard. (*Auto-Renewal Date is also an optional field in Draft/Upload wizards, not yet implemented in the Production environment.*)
 - This search feature has preset filters to allow the user to search for broad renewal date ranges, such as renewal dates that are within 30/60/90 days of the date of the search, or past the renewal date (late).

Getting Help

Support: NU-RESHC@northeastern.edu

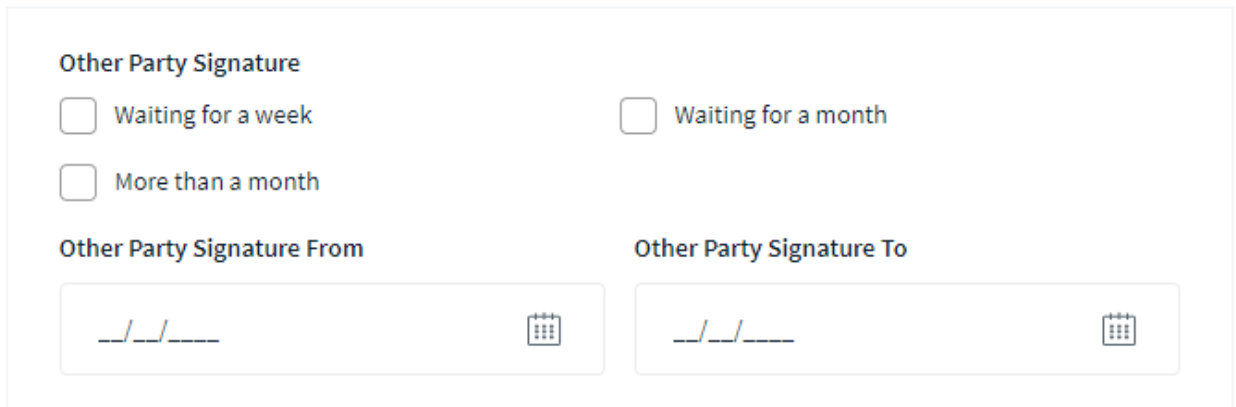
Grant Officer: <https://research.northeastern.edu/nu-res/contact/>

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C. Other Party Signature Date

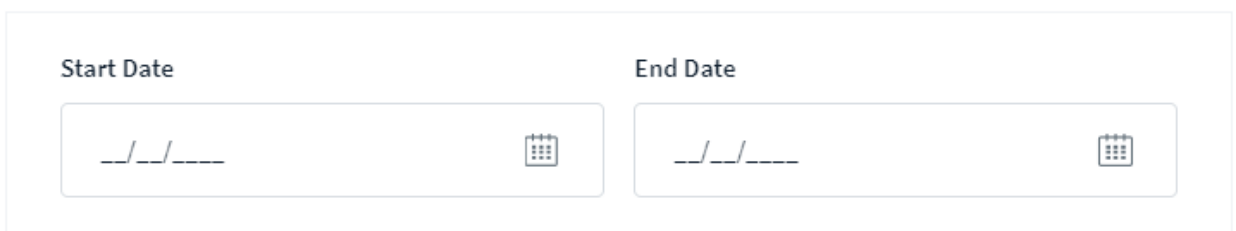
Select Search >> Ad-hoc Search: Advanced >> Other Party Signature:



- This search is looking for the date of the submission to the last stop, when the last stop is “Pending Other Party Signature.” This search parameter can only be used for records where there is a final stop of “Pending Other Party Signature.” If the submitter indicates in the wizard that the contract was already signed by the other party and there are no changes, the “Pending Other Party Signature” stop is eliminated, thus a search by “Other Party Signature” date will not produce a result which includes those records.

D. Start/End Date

Select Search >> Ad-hoc Search: Advanced >> Start Date/End Date:



- This search allows the user to search for broad date ranges but not specific start/end date contracts. It looks for those contracts, whose Start Date is greater than StartDate field and End Date is greater than End Date field.
 - If one field is empty - search looks only at the field that is filled, and all returns results for records with that date and after. Example: If a user searches a contract with End Date - 2/10/2019, he/she must set 2/10/2019 to the End Date Filter - then all contracts with End Date >= filter value will be shown, including the targeted contract.

Getting Help

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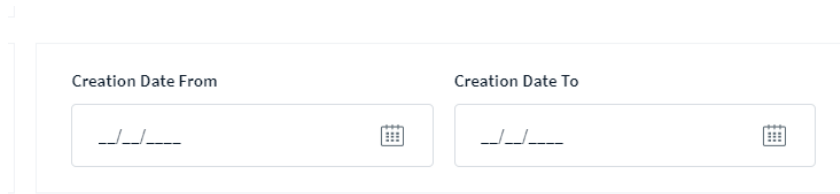
Grant Officer: <https://research.northeastern.edu/nu-res/contact/>

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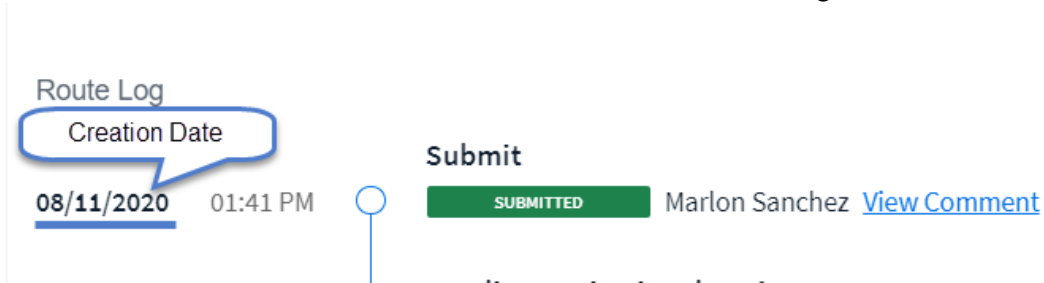
E. Creation Date From/ Creation Date To

Select Search >> Ad-hoc Search: Advanced >> Creation Date From/ Creation Date To:



The screenshot shows two input fields side-by-side. The left field is labeled 'Creation Date From' and the right field is labeled 'Creation Date To'. Both fields contain a date format placeholder '___/___/___' and a calendar icon to the right of the input area.

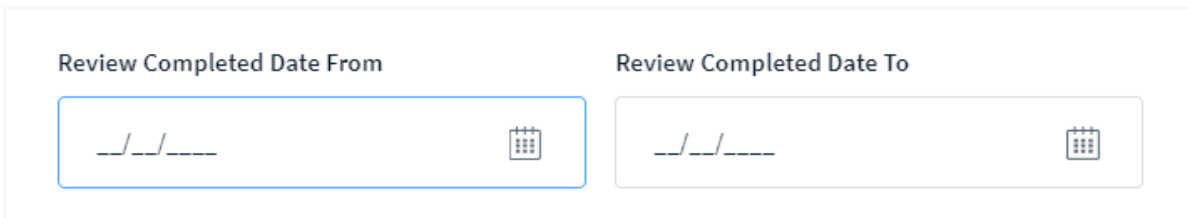
- This search identifies a contract with a Create Date in the database between the Creation Date From and Creation Date To field.
- Users can see the date the contract was created in the route log:



The screenshot shows a 'Route Log' section with a 'Creation Date' field highlighted by a blue callout bubble. Below the callout, the date '08/11/2020' is displayed in blue text, followed by the time '01:41 PM'. To the right of the date is a green 'Submit' button with the text 'SUBMITTED' and the name 'Marlon Sanchez' followed by a 'View Comment' link.

F. Review Completed Date From/ Review Completed Date To

Select Search >> Ad-hoc Search: Advanced >> Review Completed Date From/ Review Completed Date To:



The screenshot shows two input fields side-by-side. The left field is labeled 'Review Completed Date From' and the right field is labeled 'Review Completed Date To'. Both fields contain a date format placeholder '___/___/___' and a calendar icon to the right of the input area.

- This search looks for contracts with a review completed date between the Review Completed Date From and Review Completed Date to fields.

G. Termination Date

Select Search >> Ad-hoc Search: Advanced >> Termination Date From/ Termination Date To

Getting Help



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Ad-hoc Advanced Search Date Fields

Termination Date From	Termination Date To
<input type="text" value="--/--/----"/> 	<input type="text" value="--/--/----"/> 

- Termination Date is currently not available in Production environment; it is related to the function “Terminate a Contract or Agreement” which has not been implemented in the Production environment.