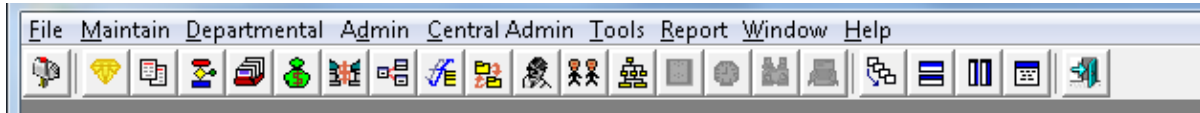


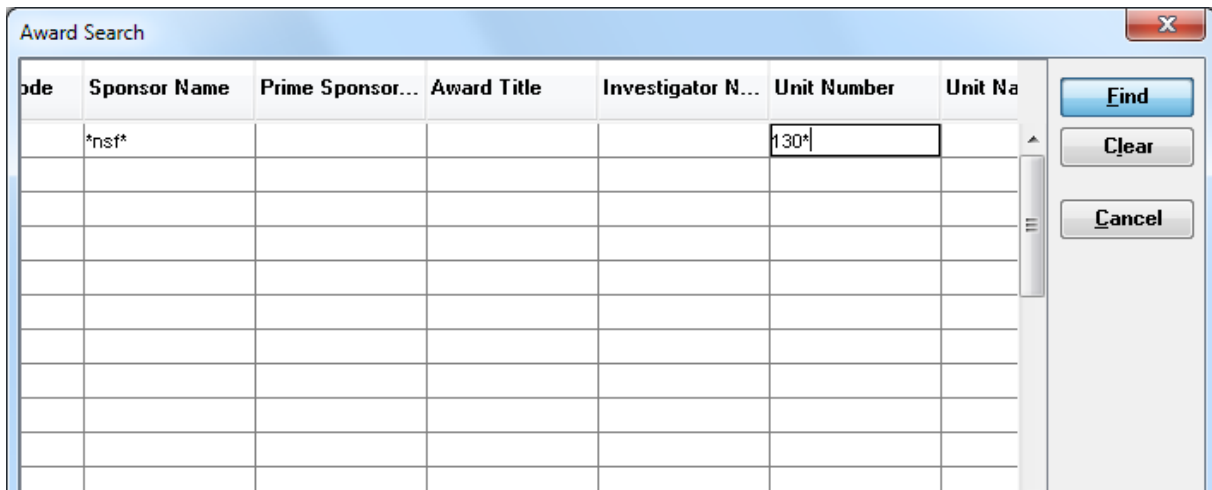
Question: How can I save Coeus Search Results in Excel for Sorting and Filtering?

Answer:

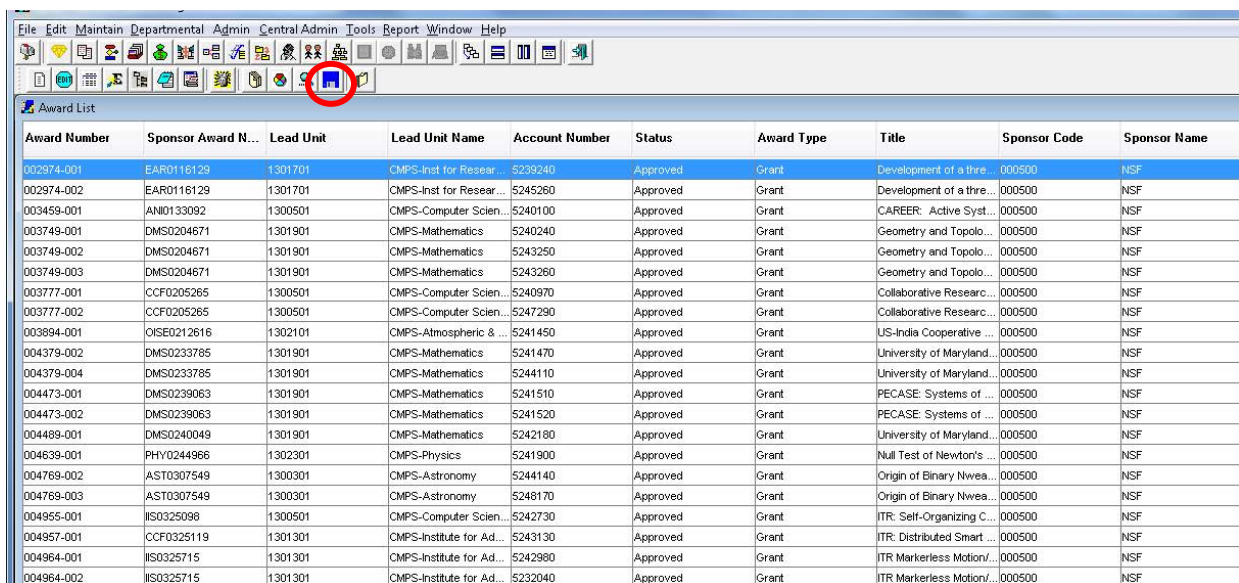
1. Log in to Coeus and open the Module you would like to Search in. (Awards or Institute Proposal)



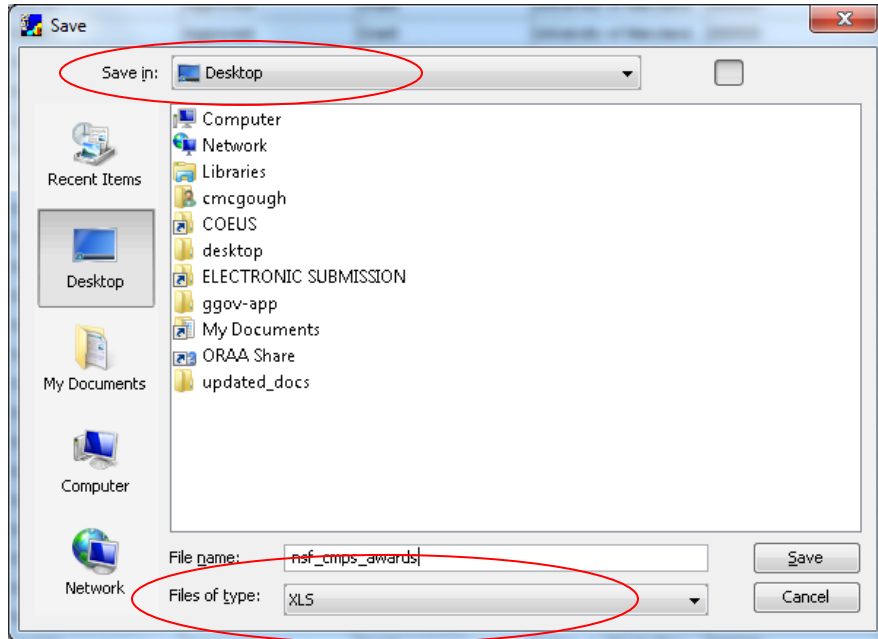
2. Perform the search using standard Coeus Search techniques. (For example, below I am searching for awards from the NSF that went to CMPS. You can also search by department, titles, other sponsors, Investigators, and many more options.)



3. Once the search is returned, click on the BLUE DISK.



4. A window will pop up asking you to choose a location and name for the file. (It is recommended that you save files to your desktop or a designated folder, so that they can be located!)



5. Open the file. It will already be an Excel file, and no additional formatting is necessary. However, you can use Excel to further format dollar amounts, as well as sort and filter and columns or rows you choose.

The image shows a screenshot of Microsoft Excel displaying a spreadsheet. The spreadsheet has the following columns: Award Number, Sponsor Award Num, Lead Unit, Lead Unit Name, Account Number, Status, Award Type, Title, and Sponsor. The data is as follows:

Award Number	Sponsor Award Num	Lead Unit	Lead Unit Name	Account Number	Status	Award Type	Title	Sponsor
1			CMPS-Inst for Research in Electronics & Applied Physics				Development of a three meter liquid sodium geodynamo...	
2	002974-001	EAR0116129	1301701	5239240	Approved	Grant	Development of a three meter liquid sodium geodynamo...	000500
3	002974-002	EAR0116129	1301701	5245260	Approved	Grant	Development of a three meter liquid sodium geodynamo...	000500
4	003459-001	AN0133092	1300501	5240100	Approved	Grant	CAREER: Active System Management	000500
5	003749-001	DMS0204671	1301901	5240240	Approved	Grant	Geometry and Topology of Riemannian Manifolds	000500
6	003749-002	DMS0204671	1301901	5243250	Approved	Grant	Geometry and Topology of Riemannian Manifolds	000500
7	003749-003	DMS0204671	1301901	5243260	Approved	Grant	Geometry and Topology of Riemannian Manifolds Collaborative Research: ITR:	000500

PLEASE NOTE: SAVING SEARCH RESULTS FROM SUBCONTRACT MODULE

You can save search results generated in the Subcontract Module, however, Coeus will not allow you to save these as an Excel (.xls) file. This is a bug in the 4.4.2 version of Coeus and will be corrected in the next upgrade. You can choose to change the file type to CSV to save the results.