

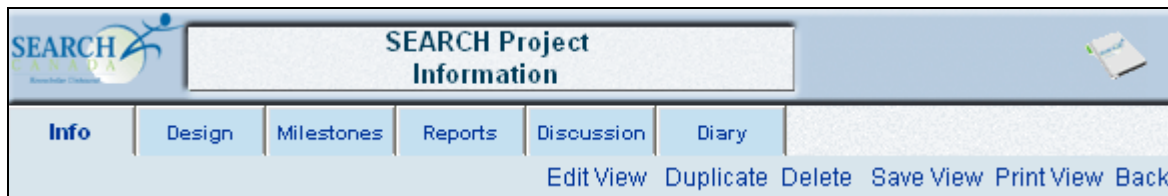
SEARCH Project Workbooks: Faculty Access

Local Project Workbooks

- **Location:** SEARCH Desktop > Research tab > Local Project – Faculty
- This folder contains the Project Workbooks sorted by cohort then participant
 - Note that any sample files entered by staff appear also in this list but can be disregarded
- Click on the project or participant name to see that project workbook

Views

- **Info:** Basic info about the project: Title, participants, email contact
- **Design:** Information Cycle (Assess, Ask, Acquire, Appraise, Apply)
- **Milestones:** Dates when various milestones (e.g. start date, mentor review, project plan) were completed
- **Reports:** Proposal and reports related to the project
- **Discussion and Diary:** Discussions about this project. You may use Discussion to converse with the participant about the project.



Provincial Project Workbook

- **Location:** SEARCH Desktop > Research tab > Group project folder (various names)
- Items are again sorted by type, including Project Workbooks
- Since each group has its own shared folder, there should only be one Workbook in each folder
- Click on the workbook title. From there, it functions the same as a Local Project Workbook