

Search filter basics

- [1. Search and filter & Results Panels](#)
 - [1.1. The Search and filter panel](#)
 - [1.2. Selected Criteria](#)
- [2. Common Filters](#)
- [3. Functions and Features of Common Filters](#)
 - [3.1. Active filter](#)
 - [3.2. Search field \("Quick filter"\)](#)
 - [3.3. Predefined filters](#)
- [Related Articles](#)

This page explains how to search and filter content in the Erasmus+ and European Solidarity Corps Platform.

Once you sign in to the Erasmus+ and European Solidarity Corps Platform you will see the search and filter settings whenever the content you are browsing can be filtered.

For example, you can filter lists of applications, projects, etc. For any such lists, the **Search and filter** panel is available to the left of the [Content area](#), which becomes the **Search results** panel. Additional filtering settings are available at the top of the **Search results** panel.

Certain filters are common for the entire platform:

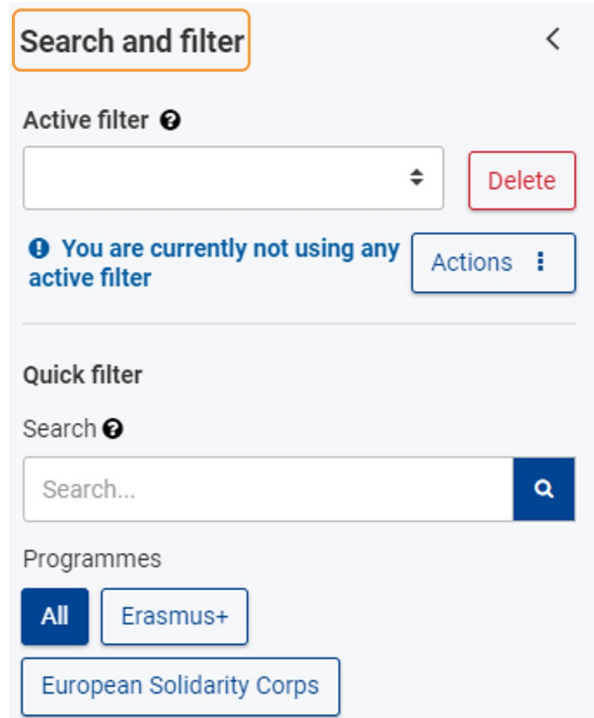
- Active filter
- Quick filter
- Pre-defined filters
 - Programmes
 - Calls
 - Rounds
 - Key Actions
 - Fields

In addition, depending on the page and content you are working on, you may find additional filters which are specific to that page. For example, application forms can be filtered by **state** (e.g. draft, submitted, etc) or by **ownership** (created by me, shared by me).

1. Search and filter & Results Panels

1.1. The Search and filter panel

This panel has all the parameters required for inputting settings and other selections that allow searching for a specific item (for example, an application). This area is called **Search and filter** and is shown below.



The screenshot shows the 'Search and filter' panel. At the top, there's a header 'Search and filter' with a back arrow. Below it, the 'Active filter' section shows an empty dropdown menu with a 'Delete' button. A message states 'You are currently not using any active filter' with an 'Actions' button. The 'Quick filter' section includes a 'Search' input field with a magnifying glass icon. Below this, the 'Programmes' section has three buttons: 'All', 'Erasmus+', and 'European Solidarity Corps'.

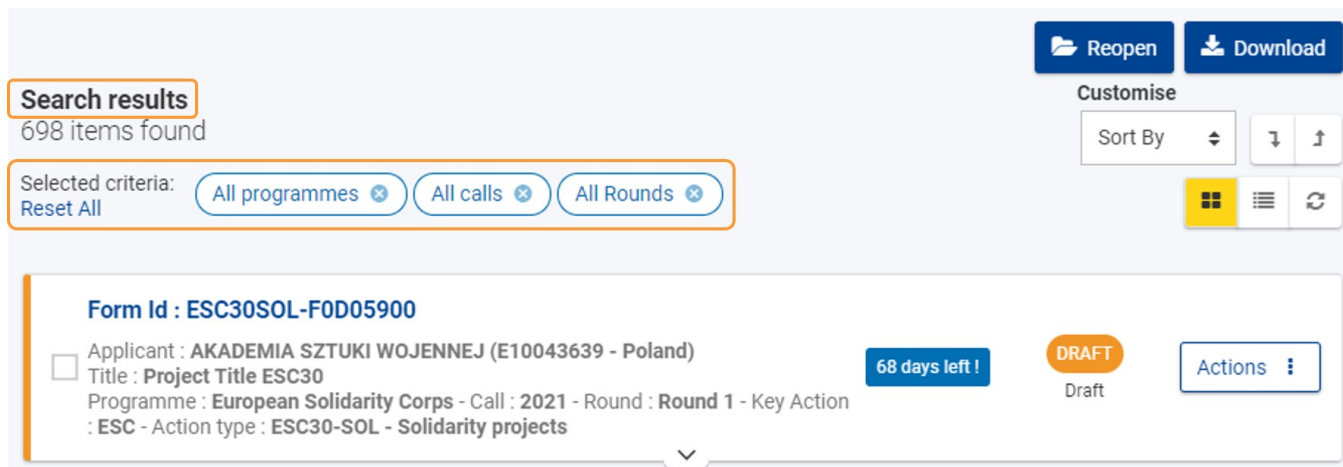
1.2. Selected Criteria

The default view includes contents based on a selection of all Programmes, Calls and Rounds.

At the top of the **Search Results** panel you will see all the criteria currently selected to filter and obtain the results shown in the **Search Results** panel, as well as the number of items found based on your selection.

You can easily remove filters or criteria:

1. one by one by clicking on the **x** button for the desired filter or
2. all at once by clicking on **Reset all**. In this case, the default criteria are applied again.



The screenshot shows the 'Search results' panel. At the top, there's a header 'Search results' with a box count '698 items found'. Below this, the 'Selected criteria' section shows three buttons: 'All programmes', 'All calls', and 'All Rounds', each with an 'x' button to remove it. A 'Reset All' link is also present. On the right, there are 'Reopen' and 'Download' buttons, followed by a 'Customise' section with a 'Sort By' dropdown and two arrow buttons. Below this, there are three view icons: a grid, a list, and a refresh icon. The main content area shows a list of results. The first result is 'Form Id : ESC30SOL-F0D05900'. It includes a checkbox, the applicant name 'AKADEMIA SZTUKI WOJENNEJ (E10043639 - Poland)', the title 'Project Title ESC30', the programme 'European Solidarity Corps - Call : 2021 - Round : Round 1 - Key Action', and the action type 'ESC - Action type : ESC30-SOL - Solidarity projects'. There's a '68 days left !' badge, a 'DRAFT' badge, and an 'Actions' button.

2. Common Filters

The **Search and filter Panel** contains a series of common elements and filtering criteria:

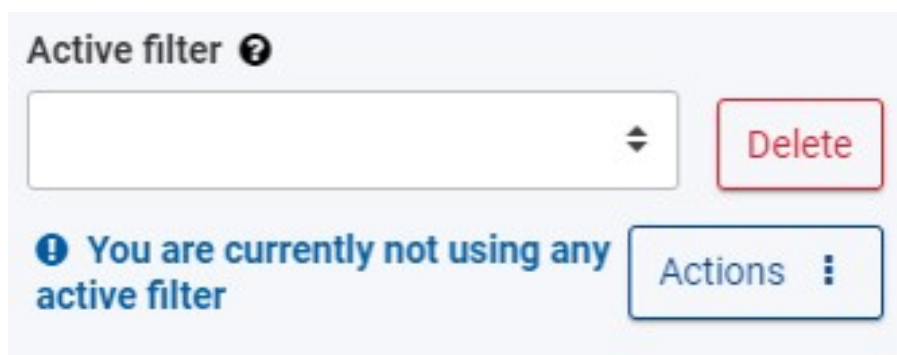
- **Active Filter**
 - **Quick Filter (Search)**
 - **Pre-defined filters**
 - Programmes
 - Calls
 - Rounds
 - Key Actions
 - Fields
-

3. Functions and Features of Common Filters

3.1. Active filter

The criteria you select to refine your search make up the **Active Filter**. This predefined set of selected criteria can be saved, updated, and set as default.

The feedback messages displayed under the Active filter list inform you on how you are using a certain filter.



3.1.1. Create a new active filter

It is possible to create as many filters as are necessary.

To create a filter:

1. Select the desired criteria from the available options in the **Search and filter** panel. The criteria you select are listed in the **Search results** panel at the top of the results list.
2. Click on the **Actions** button, then select **Create new filter**.
3. Type the desired filter name and click on **Create** to save the filter. Once saved, it is displayed in the **Active filter** drop-down list.

For more detailed information please see [Search Filter Index](#).

In this example we have created a custom active filter called **Test**.

Search results

564 items found

Selected criteria:
Reset All

Erasmus+ x

2021 x

Round 1 x

KA1 - Learning Mobility of Individuals x

Active filter ⓘ

Delete

Selected
Reset All

ⓘ You are currently not using any active filter

Actions ⋮

Create new active filter

Update current filter

Set as default

Quick filter

Search ⓘ

Search...

Active filter ⓘ

Delete

ⓘ You are currently not using any active filter

Actions ⋮

Create new active filter

Test

Create

Cancel

Active filter ⓘ

Delete

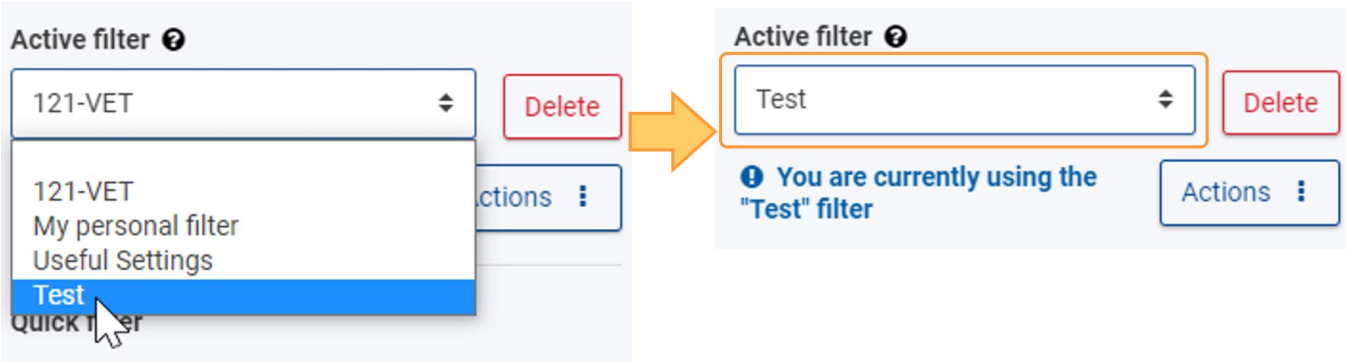
✓ Your filter has been saved

Actions ⋮

3.1.2. Apply an active filter

To apply a filter simply select it from the **Active filter** drop-down list. The search results are immediately filtered accordingly.

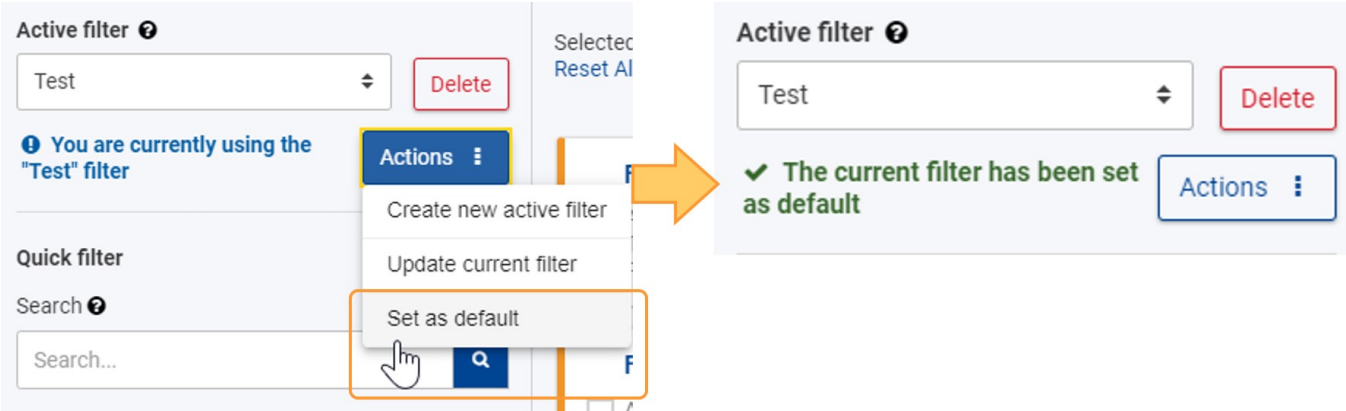
In the example below the saved filter called **Test** is selected, so its settings populate the **Contents Section**.



3.1.3. Set an active filter as default

By default the results list is not filtered, it contains all items based on all Programmes, Calls and Rounds. You can change this by defining a default active filter.

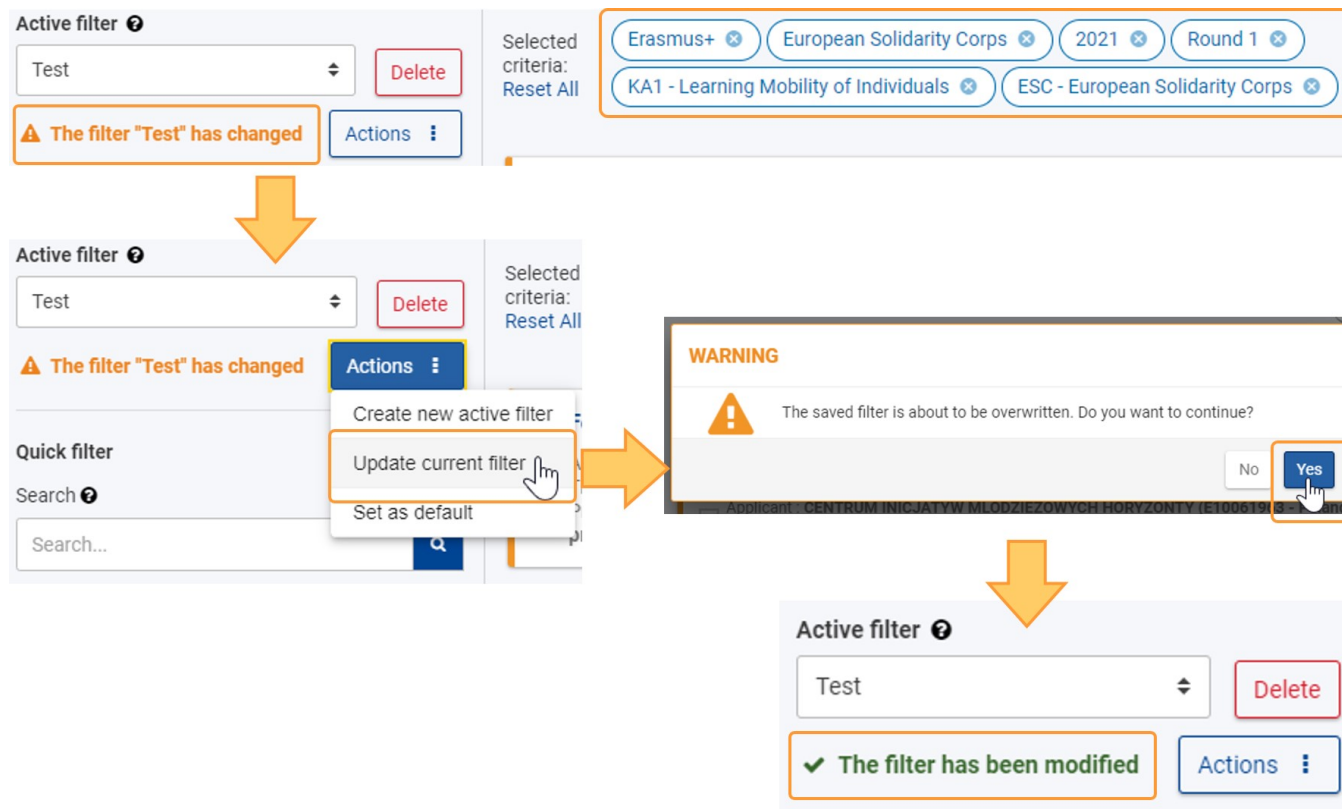
To set a filter as default, click on the **Actions** button, then select **Set as default**. Your content will be filtered based on the default filter every time you come back to the page.



3.1.4. Update an active filter

When you remove or add criteria to your active filter, your changes are not saved for future use unless you update the filter.

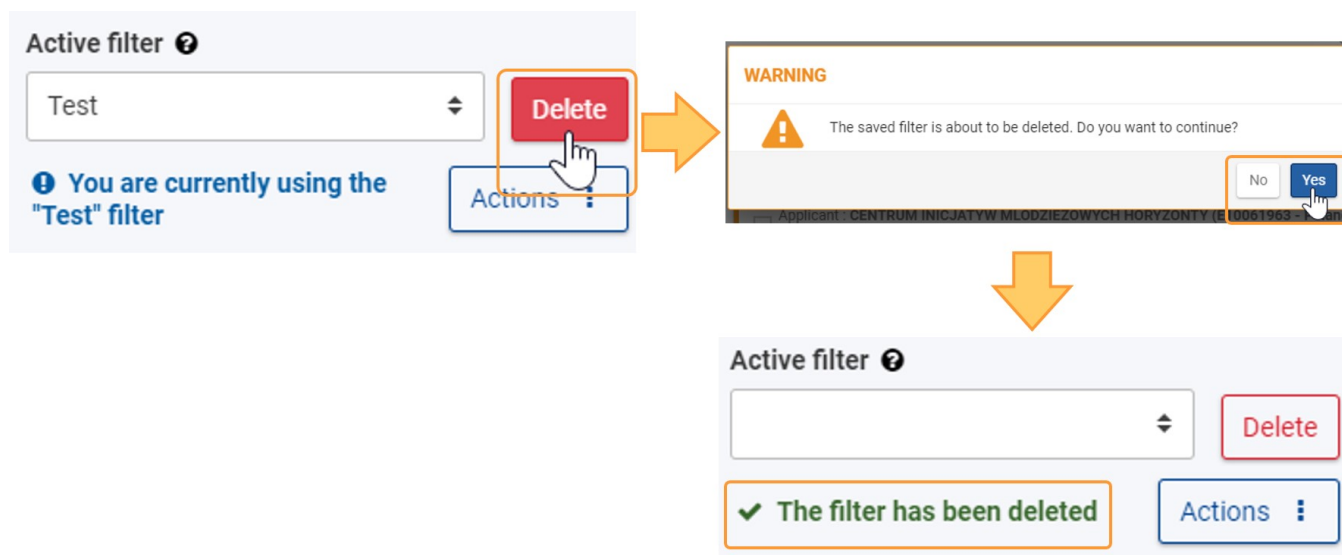
To do so, click on the **Actions** button, then select **Update current filter**. Click **Yes** in the pop-up dialog to confirm the update.



3.1.5. Delete an active filter

To delete a filter, select it from the **Active filter** drop-down list, then click on the **Delete** button. Click **Yes** in the pop-up dialog to confirm the deletion. The filter will disappear from your list.

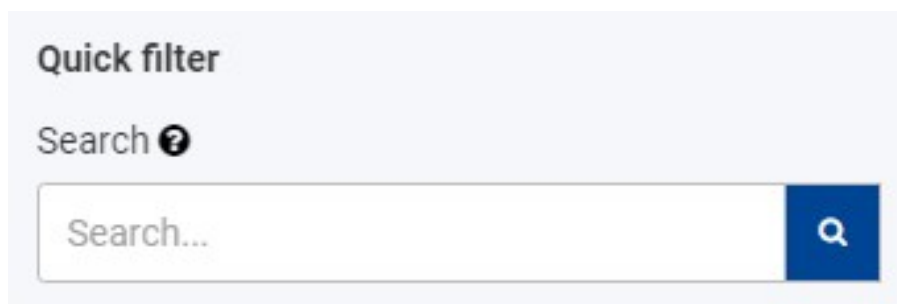
For more detailed information please see [Search Filter Index](#)



3.2. Search field ("Quick filter")

The search field is a free text field where you can add in general text to narrow down the list of results. Depending on the context it will allow a user to search either on the text displayed in the list or on the text contained within the listed items.

Such content can be free text or an email address, Organisation ID, city name etc.

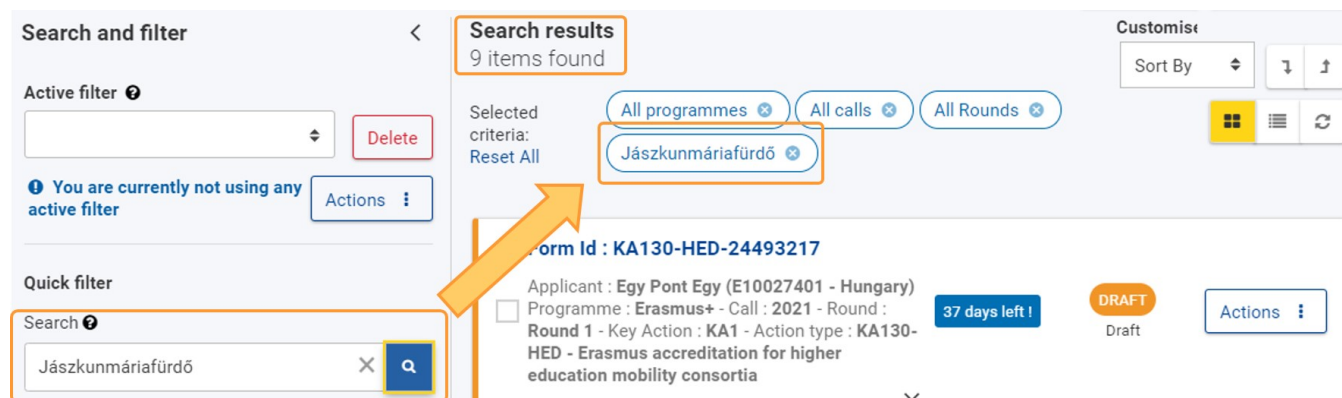
A screenshot of a 'Quick filter' search interface. It features a light blue header with the text 'Quick filter'. Below this is a 'Search' label with a question mark icon. A large white search input field with the placeholder text 'Search...' is positioned below the label. To the right of the input field is a blue button with a white magnifying glass icon.

The **Search Results** panel will show all the items containing those terms as well as the number of items found.

Type the exact term or combination of terms, including the correct spelling and special characters (-, @, :). This will impact the results you obtain.

- Example 1: Searching for **Jász kunmária fürdő** or **Jaszkunmariafurdo** will display different results.
- Example 2: Searching for **privacy statement** will display all items that contain this exact combination of terms; using inverted commas (" ") is not necessary.

Any text you type in the **Search** field is added to the **Selected criteria** at the top of the results list and will be used for all subsequent searches unless you remove it from the selected criteria.

A screenshot of a complex search and filter interface. On the left, a 'Search and filter' sidebar contains an 'Active filter' section with a dropdown menu, a 'Delete' button, and a message: 'You are currently not using any active filter'. Below this is a 'Quick filter' section with a 'Search' label and a text input field containing 'Jász kunmária fürdő'. An orange box highlights the search input field, and an orange arrow points from it to the 'Selected criteria' section. The main area, titled 'Search results' with '9 items found', shows 'Selected criteria' including 'All programmes', 'All calls', 'All Rounds', and 'Jász kunmária fürdő'. Below the criteria, a result card for 'Form Id : KA130-HED-24493217' is displayed, showing applicant details, programme information, and a '37 days left!' status. The interface also includes a 'Customise' section with 'Sort By' options and a 'Draft' status indicator.

3.3. Predefined filters

3.3.1. Programmes

All: Clicking this option will show all applications falling under **Erasmus+** and **European Solidarity Corps**

Erasmus+: Clicking this option show all applications falling under **Erasmus+** only

European Solidarity Corps: Clicking this option show all applications falling under **European Solidarity Corps** only



3.3.2. Calls

All: Clicking this option will show all applications falling under **all Calls** for years.

Clicking on a single call year shows all applications falling under that specific call year only.



3.3.3. Rounds

Click on a specific round to show only items for that round, or click **All** to show items for all rounds of the previously selected calls and programmes.



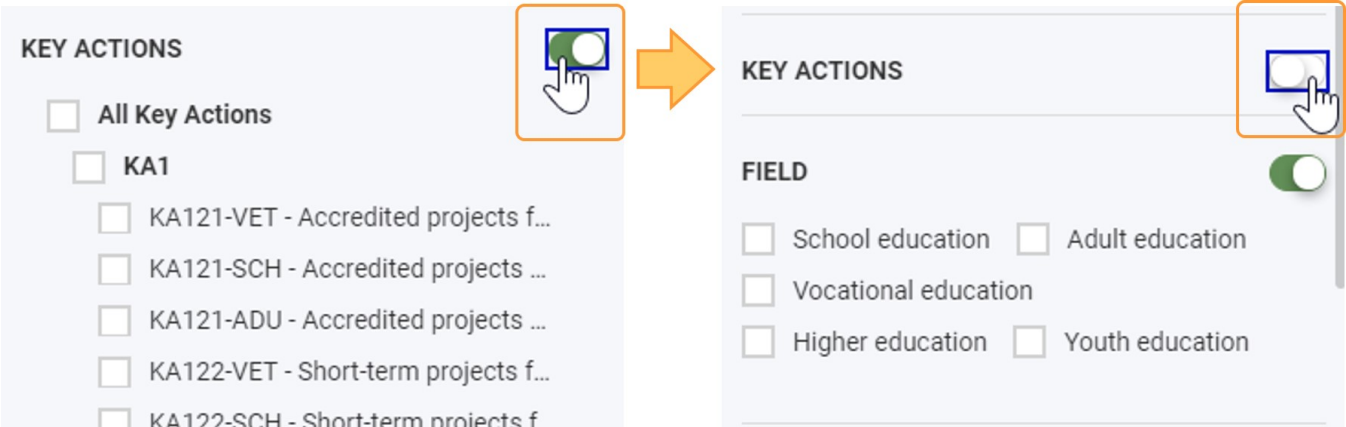
3.3.4. Key Actions

Check the box for **All Key Actions** to find all items created for all key actions of both the Erasmus+ and the European Solidarity Corps programmes.

Check the box for a specific Key Action to find all items related to that key action. This will include applications and projects created for all the action types within that key action. E.g. *KA1, ESC*.

Check the box for a specific action type to show only the items related to that action type. It is possible to select multiple action types at the same time. for example *KA151-YOU - Mobility of young people for accredited organisations* and *ESC-50-QLA - Quality Label decentralised*.

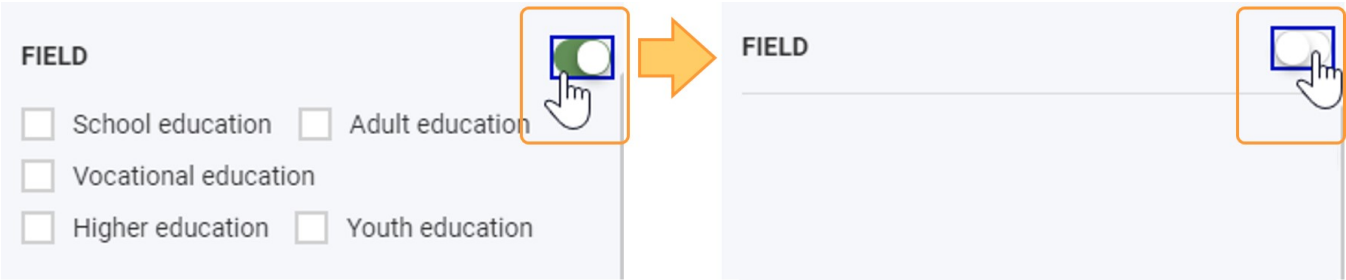
The key action tree is displayed by default. By clicking on the **Toggle** button we can switch between showing all fields of **Key Actions** or hiding them.



3.3.5. Fields

Check the box for the desired field to display items related to that field. Fields can only be selected individually, but it is possible to select multiple fields at the same time.

The field options are displayed by default. By clicking on the **Toggle** button, you can switch between showing all the fields or hiding them.



Related Articles

- [Search Filter Index](#)
- [Search filter basics](#)
- [My Projects](#)
- [My Applications](#)
- [How to search for organisations in the Organisation Registration system](#)