HOW TO SEARCH THE PEER EXCHANGE REPORTS

1. “All” View. You can view Peer Exchange Reports filtered By Year, By State, By Topic, or By Participant. NOTE: The default view for the “All” selection for all filters is By Year, with most recent at the top of the page. For example, when you enter “All” for state, the default sorting view is By Year even though By State is selected. You cannot view “All” records sorted By State because, in some cases, there are multiple states sponsoring the exchange. The same thing applies to viewing “All” By Topic and By Participant.

To change the view and narrow your selection, click on a radio button in the “Show by” row at the top of the page, then scroll down and select a filter and subcategory (for example, By State>>Utah or By Participant>>Jason Bittner).

View of All Peer Exchange Reports By State:
2. **Filtered View.** Within these views, you can see All reports, or make a selection from the drop-down menu to view a subset of records filtered by individual year, state, topic, or participant.

**By Topic:** To assist with the categorization of the Peer Exchange Reports, we have developed a list of eight topics for these reports. The intent of creating these topic categories was to improve the findability of relevant reports within the Peer Exchange Reports database. This list may not be all-inclusive, but its purpose is to provide a standardized way to group existing and future reports to facilitate information sharing among agencies involved in transportation research management.

*Sample screenshot of the drop-down menu for viewing By Topic:*
3. Search Feature. The Peer Exchange Reports database has an enhanced search feature, so that you can search specifically within the peer exchange reports, rather than sitewide. Type your search word into the box and click “Go” to activate the search. Clicking on the “X” button will clear the search term so you can search using another term.

NOTE: The search feature works within “All” reports and within any subset of the reports. For best results, make sure you are searching within “All” reports.

Sample search results for “implementation”:
4. Sorting by Column Heading. Peer Exchange Report records can be sorted by clicking on column headings to refine the order in which they are shown. The following column headings are clickable: "Reports" and "Year." (Reverse chronological order is the default view.) Click once on the “Reports” column heading to view records in alphabetical order by report title; click again to view records in reverse alphabetical order by report title. NOTE: After viewing records in alphabetical or reverse alphabetical order, to reset the view to the default of reverse chronological order, click on the “Year” column heading.

To view records sorted by year in chronological order, click the “Year” column heading once; click the “Year” column heading again to reverse the order.

Sample of results from clicking the “Reports” column heading twice (reverse alphabetical order):

Click here to sort by "Reports"  
Click here to sort by "Year"