

Searching for Evaluation Reports

October 2002

The Evaluation Unit maintains an inventory of all evaluations conducted in the Centre, starting in 1977. The evaluation inventory is an incredible repository of IDRC experience, containing hundreds of evaluations on many different topics that you can search. All reports in the inventory are catalogued electronically through iRims, and many can be accessed directly. Physical copies of all reports can be obtained from the Unit.

In order to keep the inventory up-to-date, please remember to forward an electronic and/or paper copy of any evaluation report completed by your programming unit to the Evaluation Unit.

1. Logging on to the iRIMS system and getting started.

The iRims web page

- a) Open the Web page, go to the Intranet site and go into the *Library* site.
- b) Go to the *Quick Access* box and choose *iRIMS* which will bring to <http://irims.idrc.ca/irims>

Log in:





The first time you are accessing the iRIMS Web site, you need to type in your User ID which will be the same as your network ID, (e.g.: initial and name) and your temporary password (Type “irims”, all lower case). **Do not select Remember Username & Password.** Click on Log-in button.



Changing your password:


Follow the instructions below to change your password and configure your automatic access in order to not having to type your ID and password each time.

- a) When in the Consolidated View of iRIMS, At the top of the page there is a dropdown menu with “Go to...”, choose **Change password.**
- b) Change your password from “irims” to the one you use for the network and click **Update.** The system will advise you that your password has been modified.
- c) In the dropdown menu at the top, choose **Logout.**
- d) Type your User ID and your new password and this time, select **Remember Username & Password.** The next time you click on iRIMS link, you will be go directly to the Consolidated View without having to type your ID and password again.

2. Accessing a complete list of Evaluation Reports


- a) When at the Consolidated View page, click on **Saved Searches**  button on the toolbar.
- b) Select the item **Evaluation Reports** from the list of saved searches. The system will tell you the number of results. Click “Ok” to see the list.
- c) Each reports has a number of identifiers. On the far left side, beside each report, two types of icons appear, one is a small paper sheet  and the other is a paper sheet with a paperclip . A full description of the report is available by clicking  on the far right hand side.


Documents marked by  are only available in hardcopy. To obtain a copy, contact the Evaluation Unit at ext 2350. Be sure to provide the number under **Alternate Document ID** that can be found by clicking on the Information icon  on at the right end of the line.

Documents marked by  are available in an electronic format, and can be accessed by clicking on this icon.

Note: If the document doesn't open directly and you get any message, such as “Save to disk” or “Select an application”, contact mgendron@idrc.ca, ext 2013, who will help you to configure your browser.

3. To conduct advanced searches for specific reports

To search for documents that contain specific keywords or by themes, you need to use **Advanced Search** button, represented by the binoculars on the toolbar. 

- a) Click on  and choose **Document** from the list of choices that appear.
- b) Type the term by which you would like to search in the **Keywords** field, (e.g. “water”). This will search for documents that contain this word in its title. When typing keywords, do not use articles or particles – you can use many keywords separated by a space.
- c) In the bottom half of the window, in the **Advanced Search Criteria** section, select **Document – File Number** from the “Field” dropdown menu. In the “Criteria” box to the right of the “Field” menu, type **134-04*** (134-04 is the number that the system uses to identify Evaluation Reports. Be sure to include * to get all evaluation reports).
- d) Click on the **Add** button and then on **Find now** at the bottom of the page.
- e) The system will give you the list of all Evaluation Reports that includes the keyword in any of its descriptors (author, title, etc).

You can also conduct an Advanced Search by Originator or Institution name by typing the name entirely (e.g. Name Last Name) or partially using * (e.g. Name* or *Last Name).