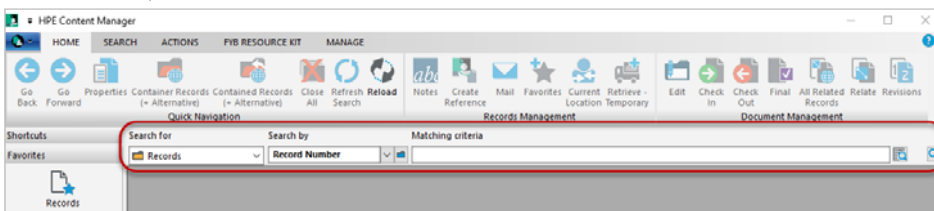# Using Quick Search

Introduction

Quick Search is a simple method of looking up a particular record, location, activity, schedule, record type etc. with only one search criteria. It is commonly used to look up records by record number or title word, or locations by organisation name or surname.

Procedure

1. Go to the **Quick Search** function.

2. From the **Search For** dropdown box, select the item you are searching for. Most commonly, Quick Search is used to search for **Records**.
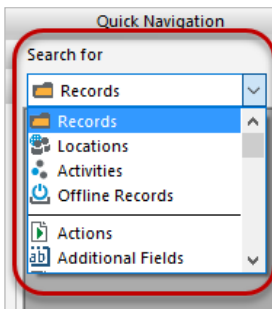

3. From the **Search By** dropdown box, enter the function you are searching by. You may start typing a search function directly in the box, e.g. Record Number, Title Word, Date Registered, etc. and the program will autocomplete the correct term.
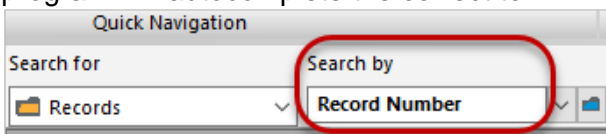
   Note: If unsure, click on blue folder to the right of box for a comprehensive listing of Search By functions. Selecting alphabetical can be the most helpful in locating the correct search method.
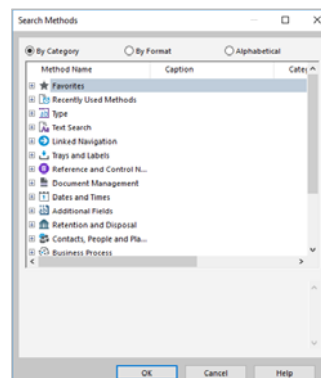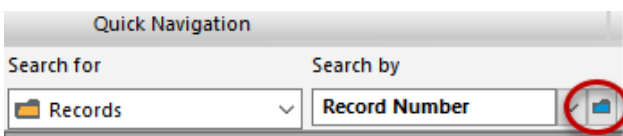
4. In the **Matching Criteria** field, type information according to what you have selected in the **Search By** dropdown. For example, enter the record number (eg: document number D2015/123456 or file number 2017/1234). If searching by Title Word, enter words that appear in the title of the document.
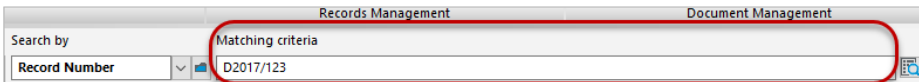
Note: If you are unsure of the spelling of search terms, an asterisk * can be used as a 'wildcard'. For example, searching 'result*' will bring up all records with the word 'result', 'results', 'resulting', 'resulted' etc. When searching by dates, these can be entered in any format i.e. 1/1/10, 1 January 2010, 01/01/2010 or the calendar can be selected on the far right to select correct date.

5. Press **Enter** key or click the magnifying glass icon to run the search.
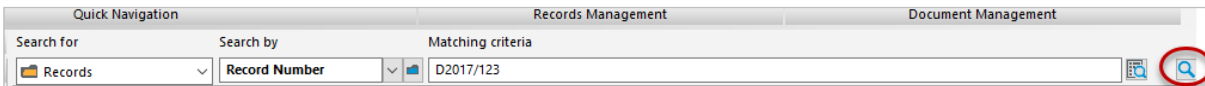
Your search results will display in a window below the Quick Search bar.

Contact Us

For further support or questions, please contact Records Services on **8313 5334** or records.services@adelaide.edu.au