

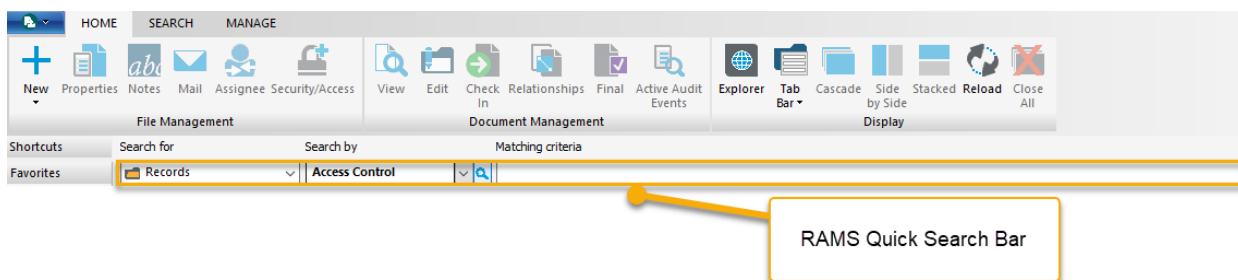


RAMS 9.4 Guide – How to search for records using the quick search bar

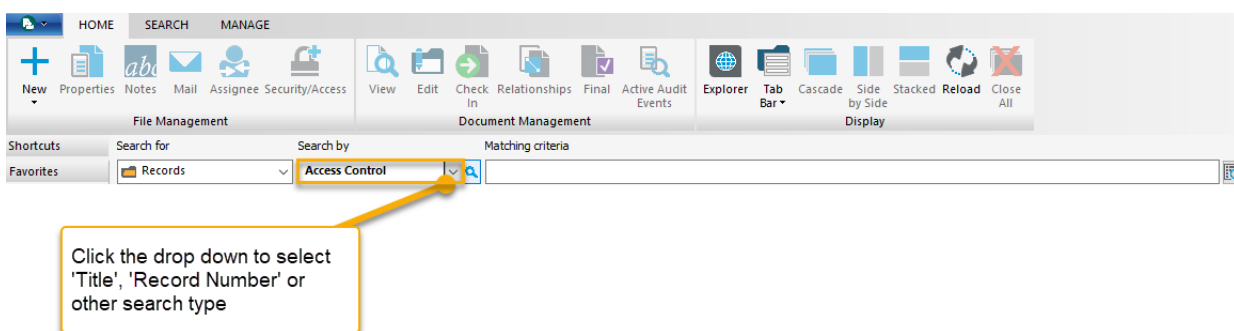
The objective of this guide is how to perform searches in RAMS using the Quick Search Bar.

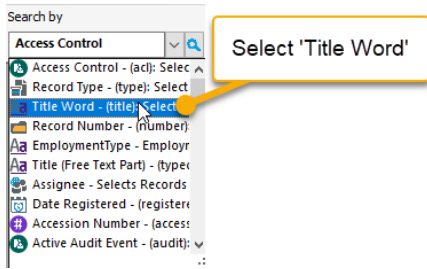
RAMS Quick Search Bar – Title Word Searches

1. The **RAMS Quick Search Bar** is enabled by default. It allows you to perform single query searches. Typically, **Title Word** and/or **Record Number** are the most popular type of searches.

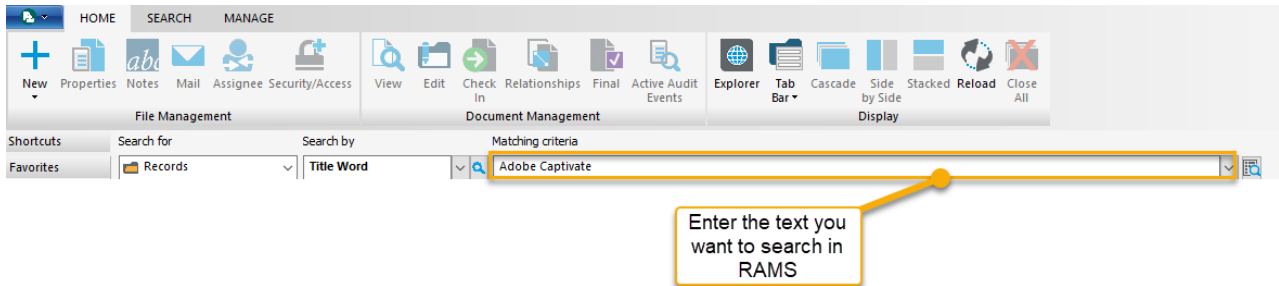


2. The default search criteria in the search by field is set to **Access Controls**. Change the search criteria to **Title Word** or **Record Number** when searching for records in RAMS.





3. Type the text you want to search in the **Matching Criteria** field and hit enter on your keyboard to run the search.

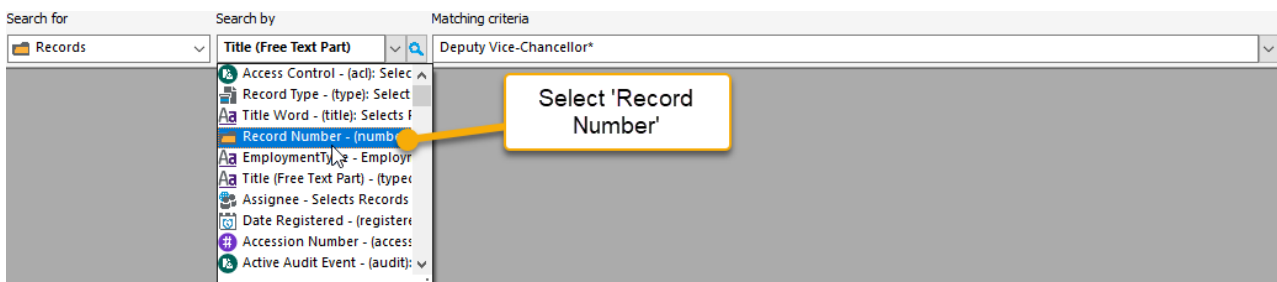


RAMS Quick Search Bar – Record Number Search

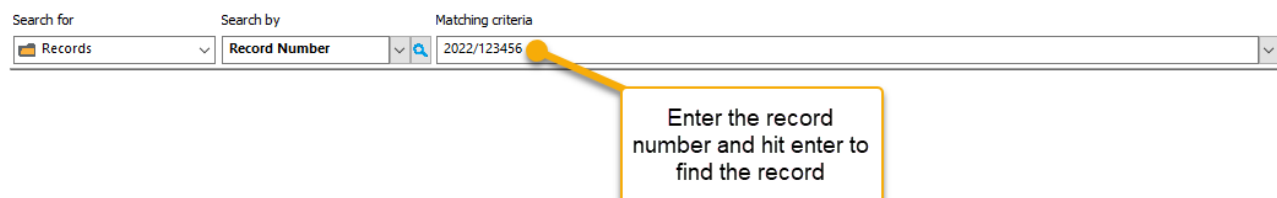
Record Number search is a direct style of search, often used when searching for a specific/known document or container number.

This method of searching is particularly advantageous for Student, Personnel, Research Grants record types, where UNSW staff are required to find records based on a known Student ID, Employee ID or Research Grant number.

1. Click the drop down in the Search By field and select **Record Number** (there is also a specific **StudentID** option).



2. Type the record number in the **Matching Criteria** field and hit enter on your keyboard to run the search.



3. The record is successfully retrieved.

