

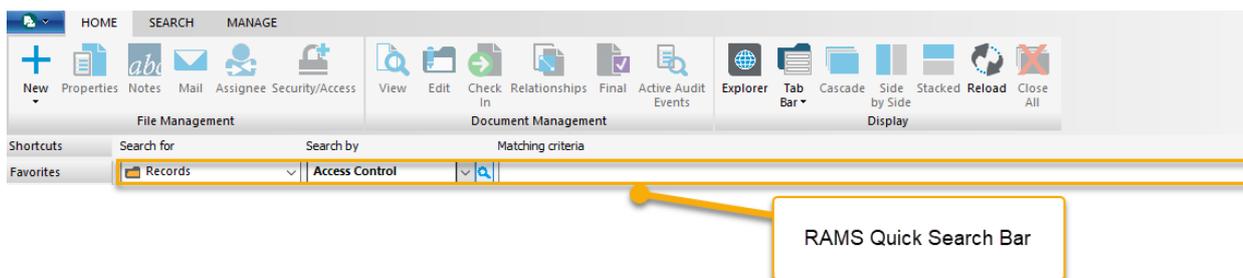


# RAMS 9.4 Guide – How to search for records using the quick search bar

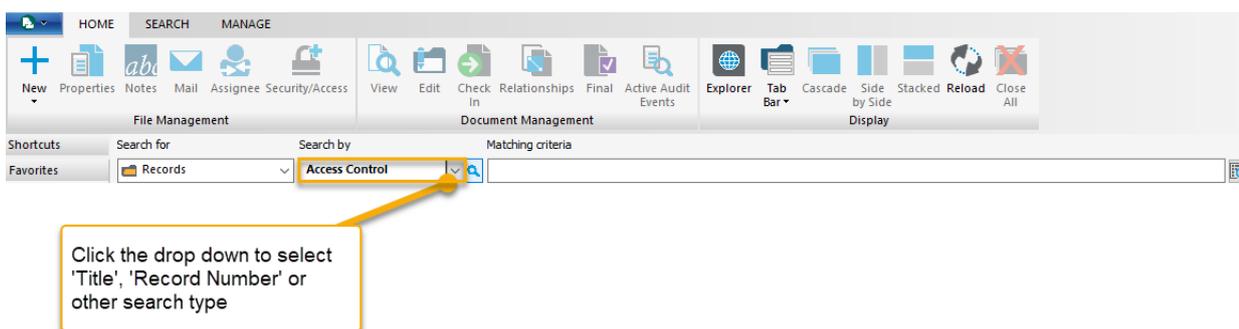
The objective of this guide is how to perform searches in RAMS using the Quick Search Bar.

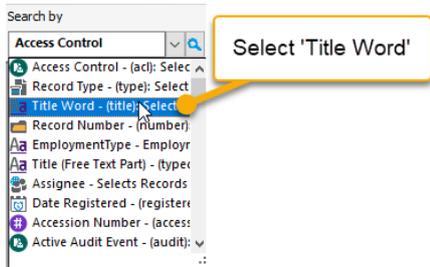
## RAMS Quick Search Bar – Title Word Searches

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.

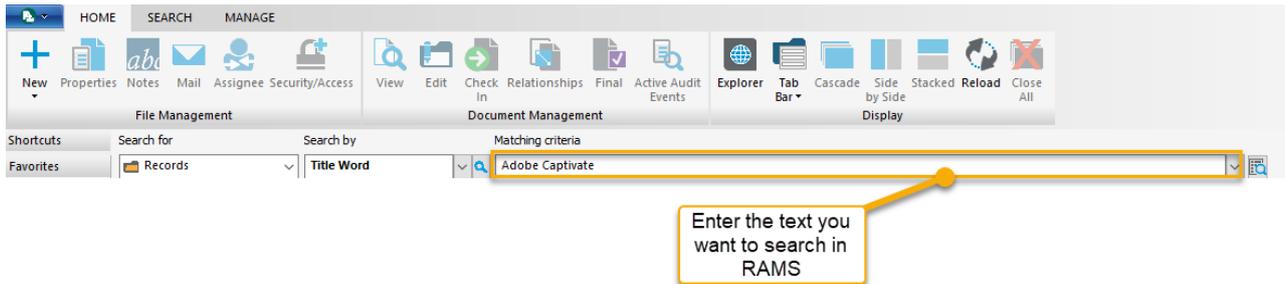


2. The default search criteria in the search by field is set to **Access Controls**. Change the search criteria to **Title Word** or **Record Number** when searching for records in RAMS.





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

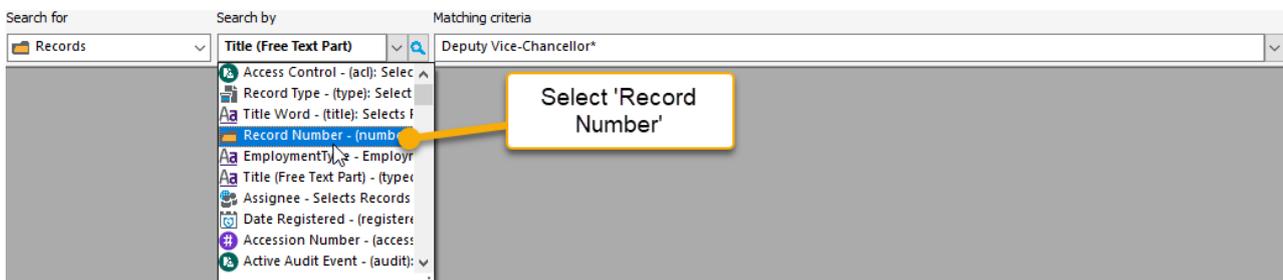


# RAMS Quick Search Bar – Record Number Search

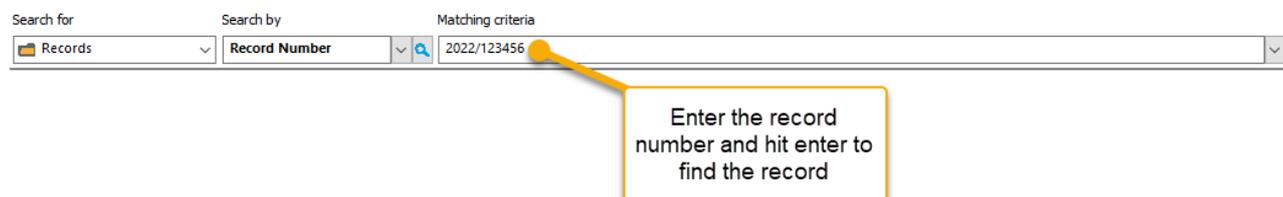
Record Number search is a direct style of search, often used when searching for a specific/known document or container number.

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.

