WESTERN SYDNEY
UNIVERSITY

Student Records:
Searching for, and Navigating in a Student

To Find a Student File

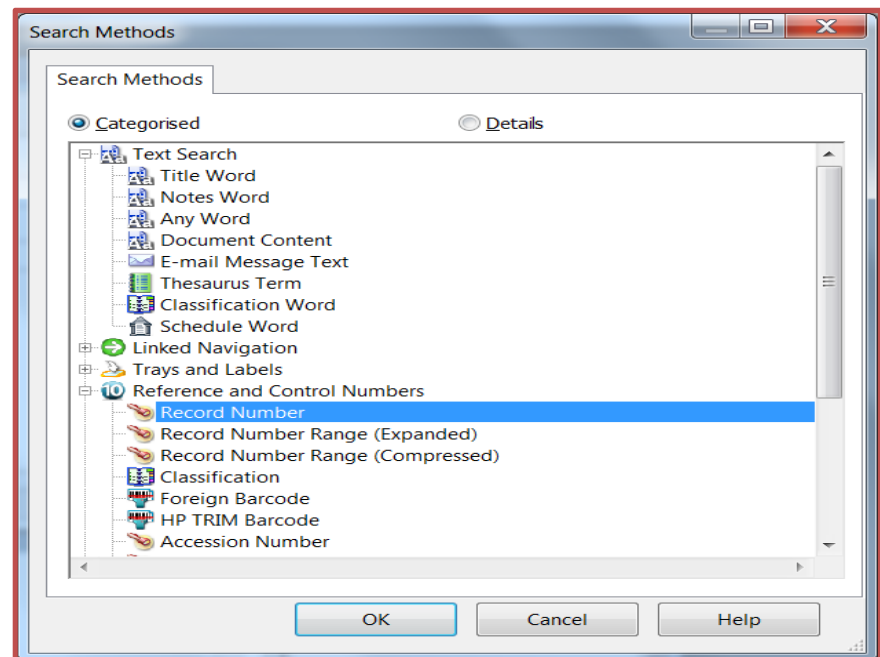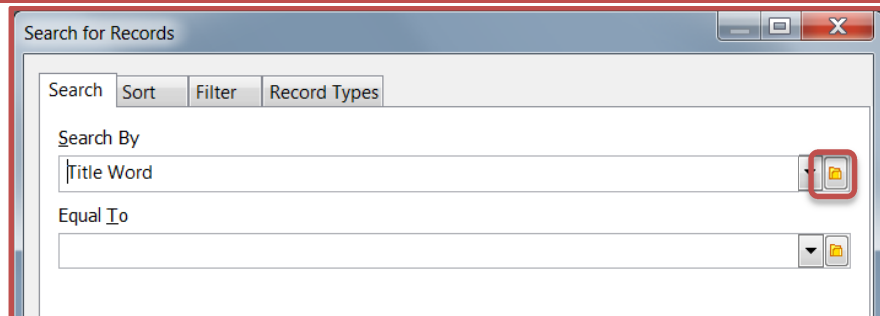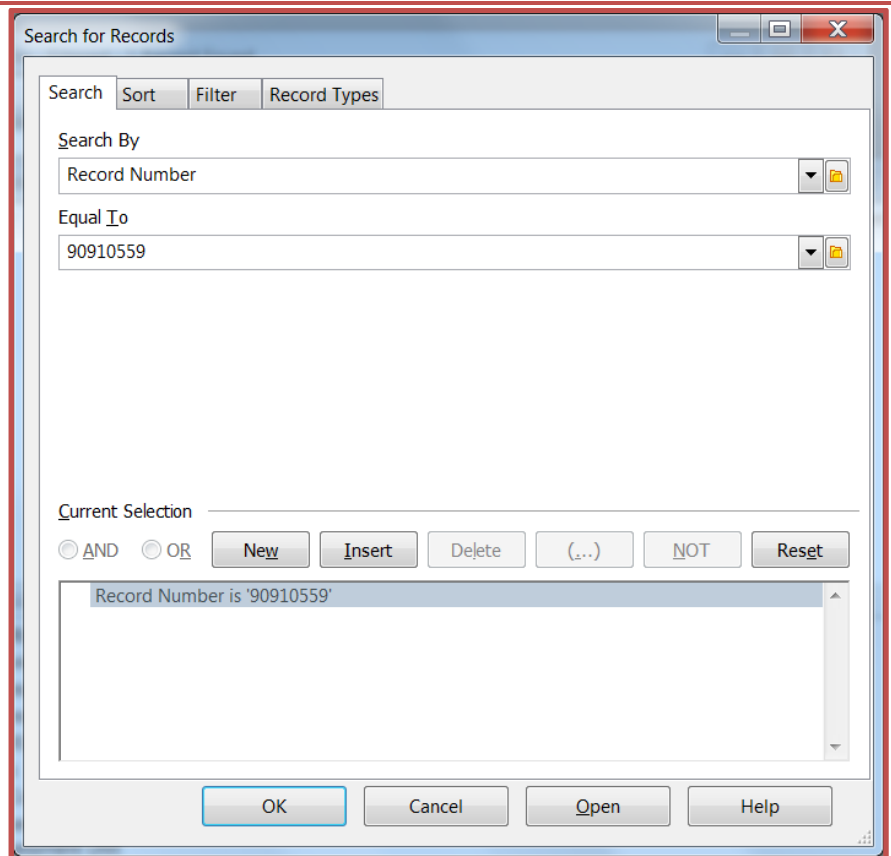|	
Click the **Search** button on the toolbar **Note:** *you can also use* **Ctrl+F**	
To find a Student File using the **Student ID** Use the **KwikSelect** button to reveal more **Search Methods** Select **Record Number** (Under Reference and Control Numbers) Click **OK**	

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Type the **Student ID** in the **Equal To** field Click **OK**	
Your search result is shown	

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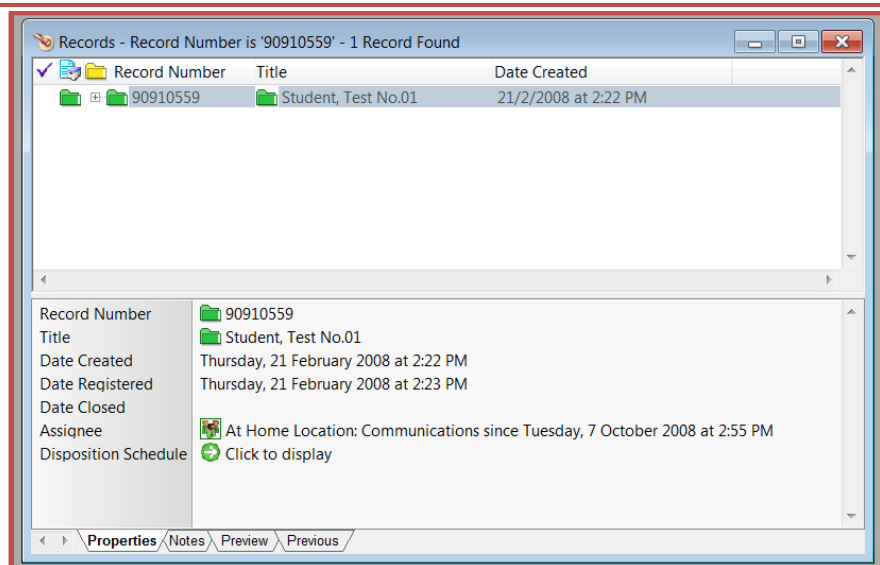
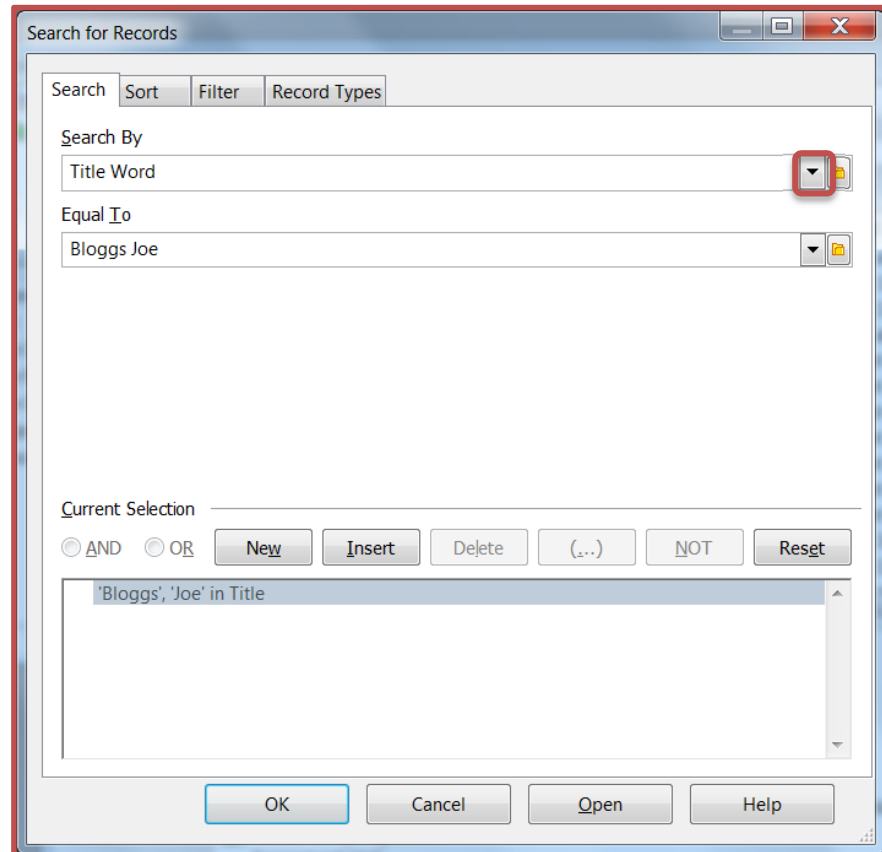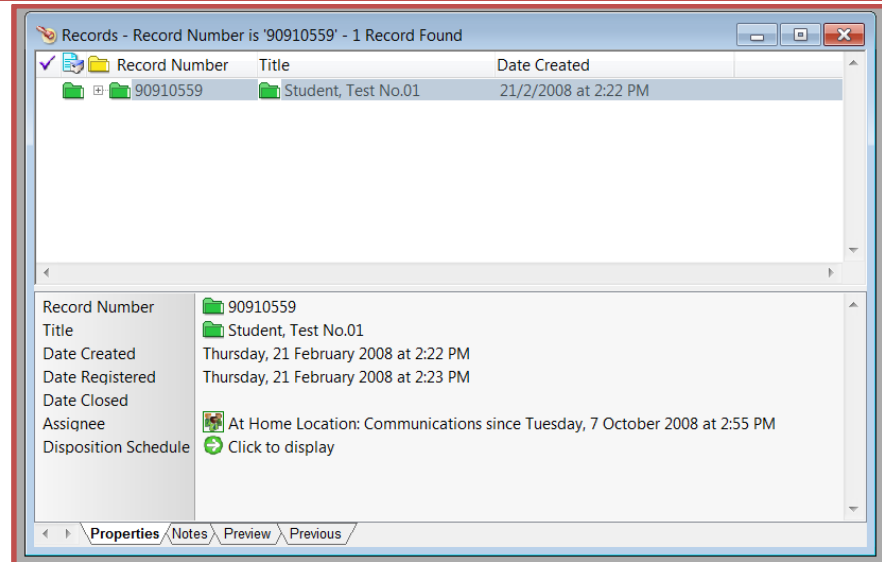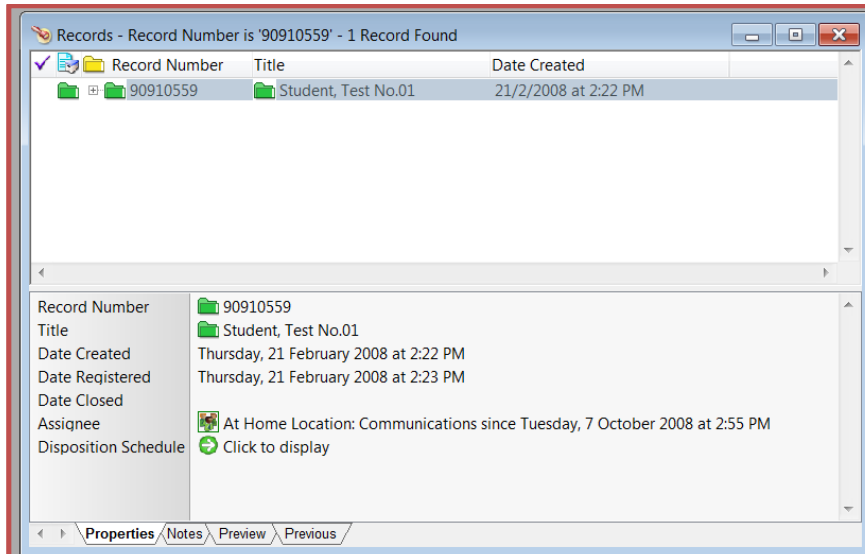|	
To find a Student File using the **Student's name** Click the black down arrow to reveal **Title Word** search option Type the student's name in the **Equal To** field Click **OK**	**Search for Records** Search | Sort | Filter | Record Types Search By Title Word ▼ Equal To Bloggs Joe ▼ Current Selection ○ AND ○ OR New Insert Delete (...) NOT Reset 'Bloggs', 'Joe' in Title OK Cancel Open Help
Your search result is shown	Records - Record Number is '90910559' - 1 Record Found ✓ Record Number Title Date Created ⊞ 90910559 Student, Test No.01 21/2/2008 at 2:22 PM Record Number 90910559 Title Student, Test No.01 Date Created Thursday, 21 February 2008 at 2:22 PM Date Registered Thursday, 21 February 2008 at 2:23 PM Date Closed Assignee At Home Location: Communications since Tuesday, 7 October 2008 at 2:55 PM Disposition Schedule Click to display ◄ ► Properties \ Notes \ Preview \ Previous

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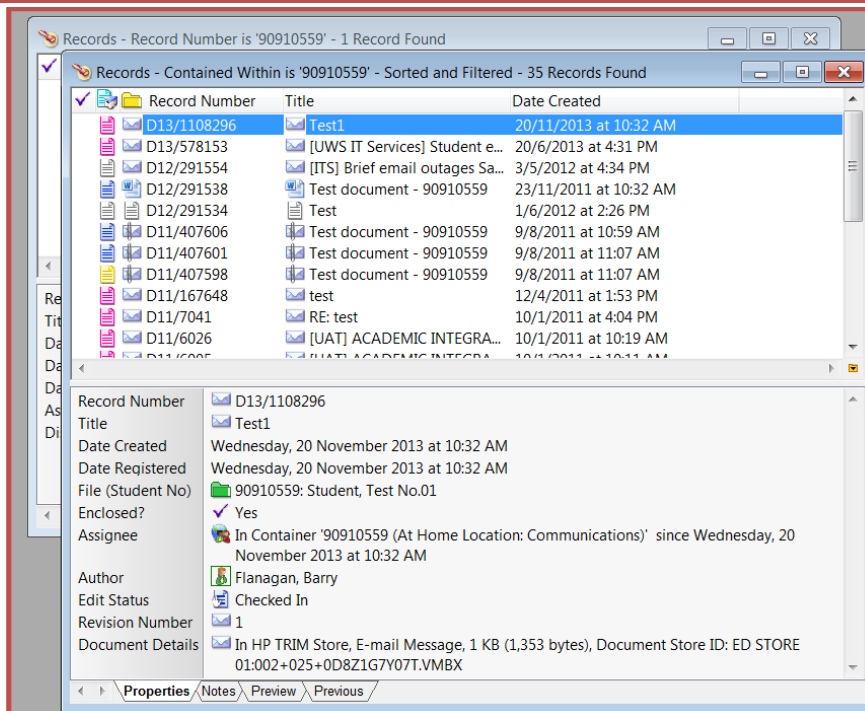(TRIM ID D13/1160833)
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Navigating within the Student File

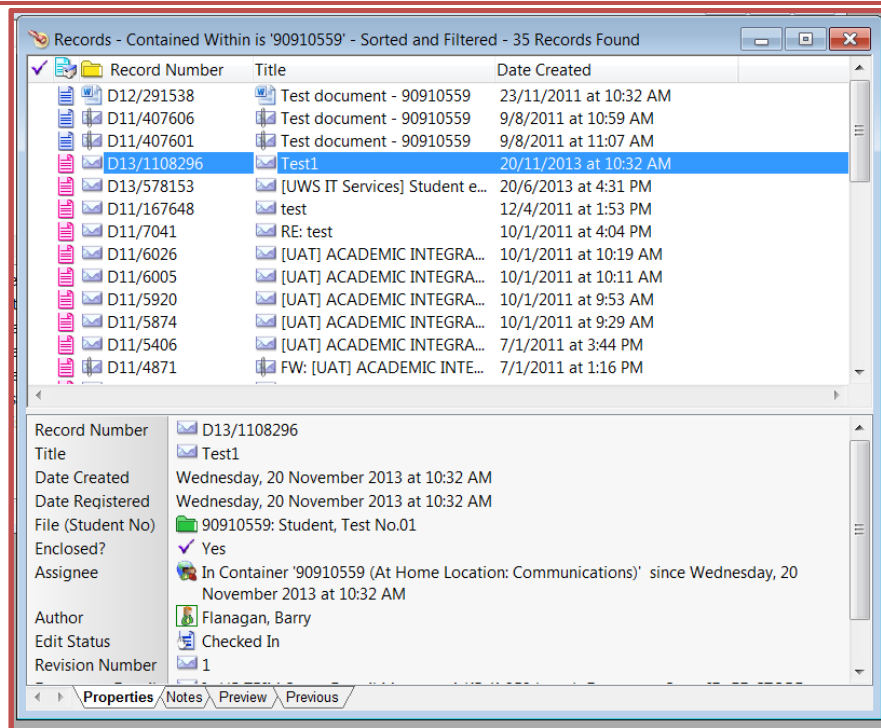|	
Double Click on a **Student File** to view the contents *Note: If you click the '+' sign to open the file, you will **not** get the option to sort and refine the contents*	
The contents will open in a new window	

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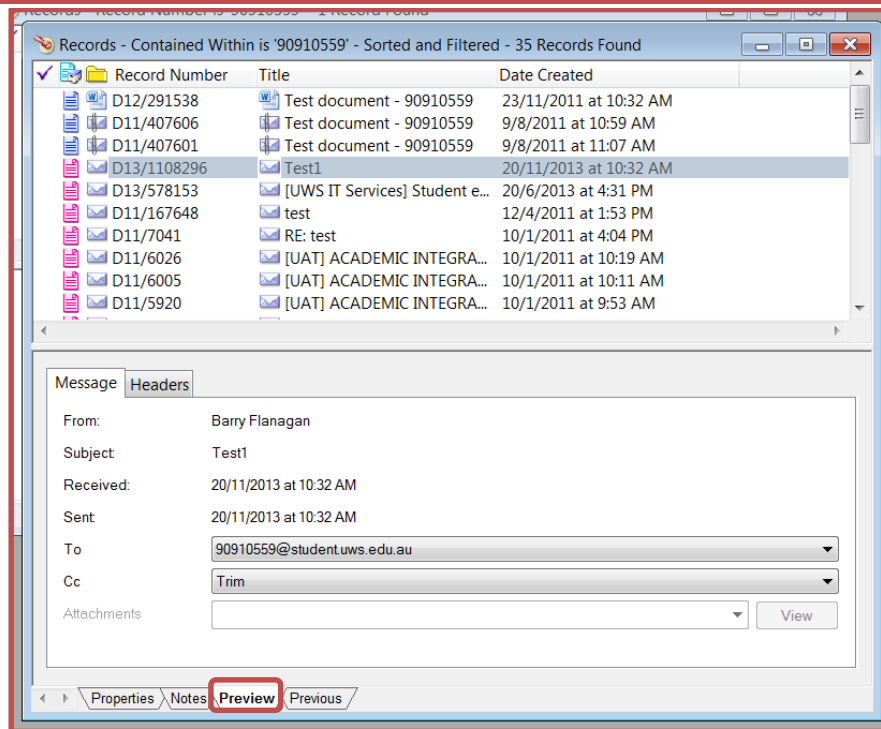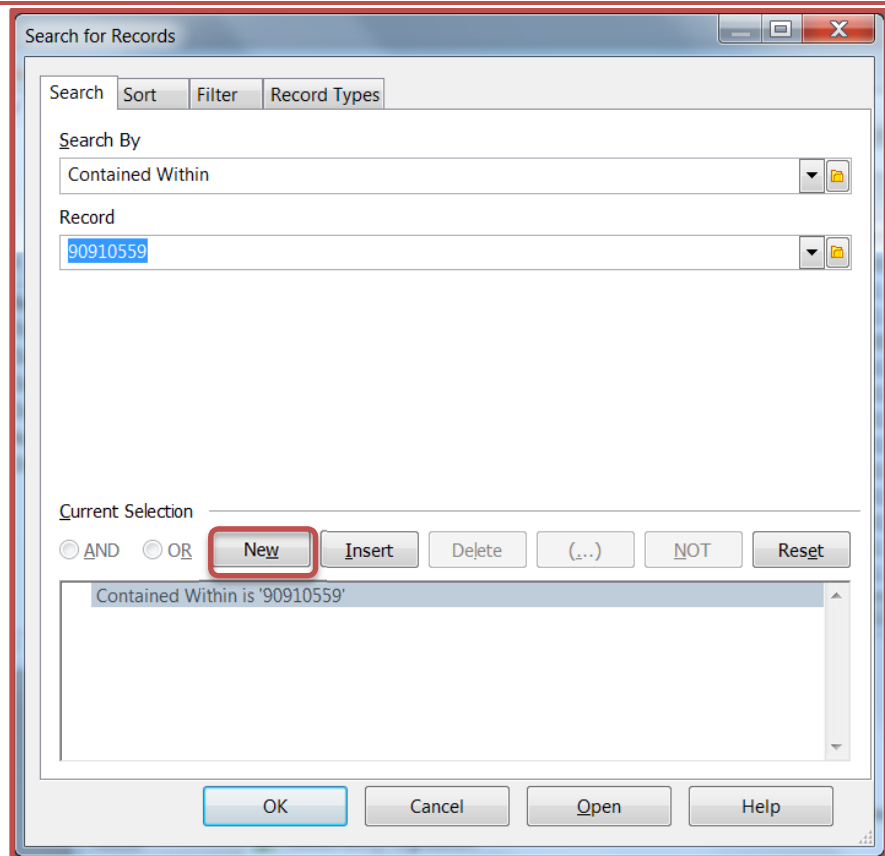|	
Click on the column heading to sort by **Record Type** **Record Number** **Title** **Dates**	
You can use the **Preview** tab to view an image of the record **OR** Double Click on record no. to open *Note*: *Emails can be forwarded, replied, replied to all*	

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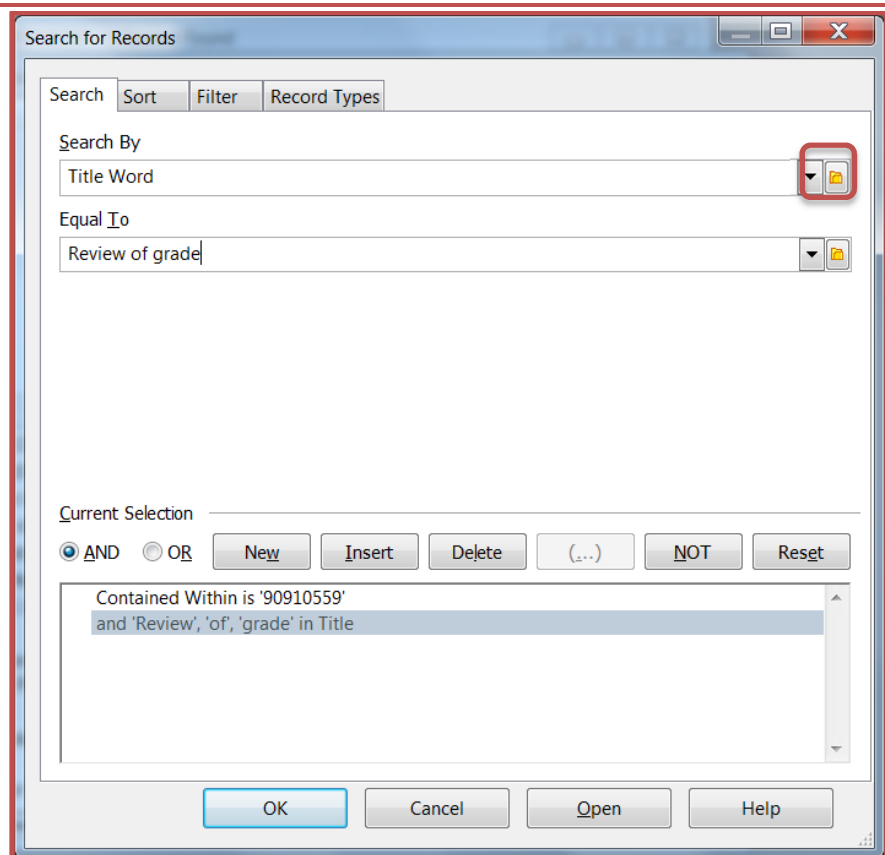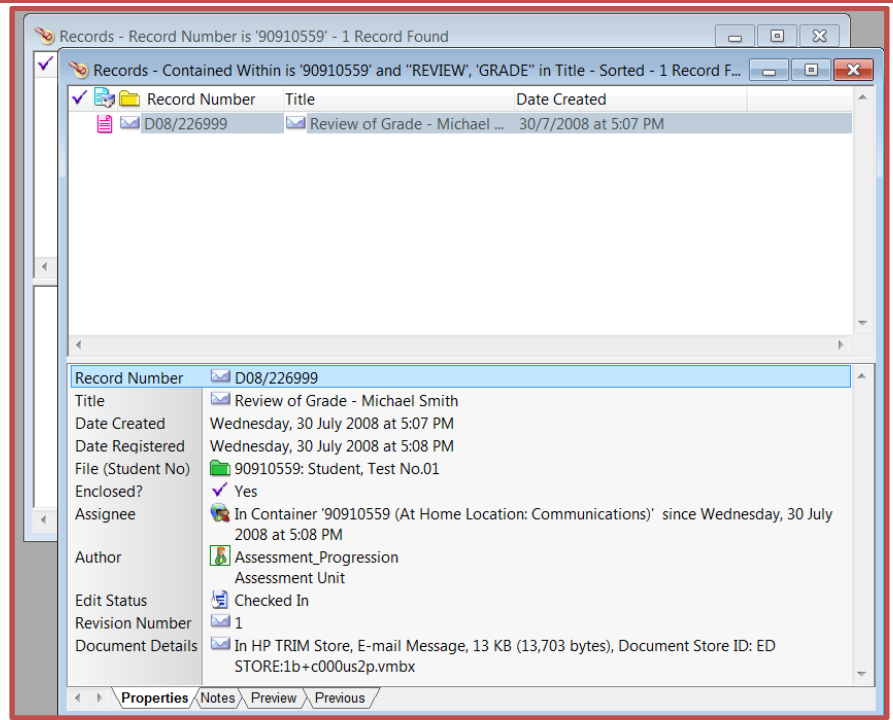|	
To search within the student file click the **Refine Search** button *Note: shortcut F7* Click the **New** button	**Search for Records** Search | Sort | Filter | Record Types Search By Contained Within Record 90910559 Current Selection ○ AND ○ OR [New] [Insert] [Delete] [(...)] [NOT] [Reset] Contained Within is '90910559' [OK] [Cancel] [Open] [Help]
Choose a Search Method under **Search By** **Title Word** Enter a word or phrase in the **Equal To** field *Note: You can continue to refine your search by adding new search terms in this manner* Click **OK**	**Search for Records** Search | Sort | Filter | Record Types Search By Title Word Equal To Review of grade Current Selection ⦿ AND ○ OR [New] [Insert] [Delete] [(...)] [NOT] [Reset] Contained Within is '90910559' and 'Review', 'of', 'grade' in Title [OK] [Cancel] [Open] [Help]

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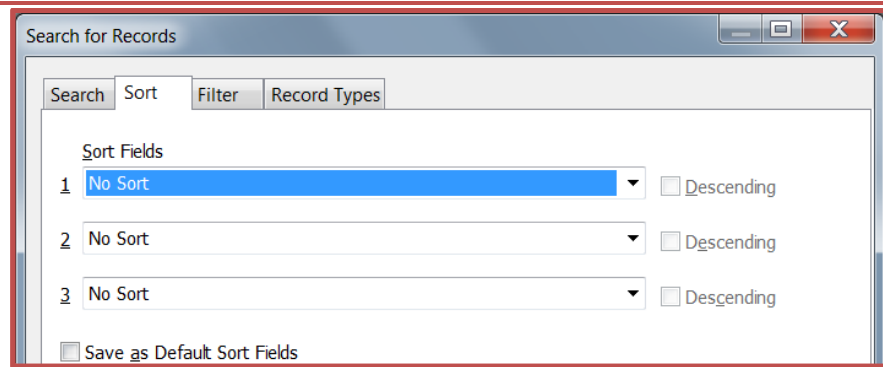[Western Sydney University (Records & Archives Management Services)]

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The refined search has resulted in finding one record within the file with the words Review of Grade in the title.

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Optional Additional Tabs **Sort Tab** You can sort your results using the options found on the Sort Tab	
Record Types Tab You can specify which record types you want to search for **AND** Save as the default for every search you do	

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