# Quick Search Facility

# SIMS Quick Search

The SIMS Home Page enables you to search for and select a person recorded in SIMS to display their full record. This could be a pupil, member of staff, contact, applicant or agent. The functionality available depends on the permissions assigned to you in System Manager.

*NOTE: The Quick Search functionality can be accessed from anywhere in SIMS by pressing **Ctrl + Q**, which immediately accesses the Home Page, enabling a quick search to be carried out.*

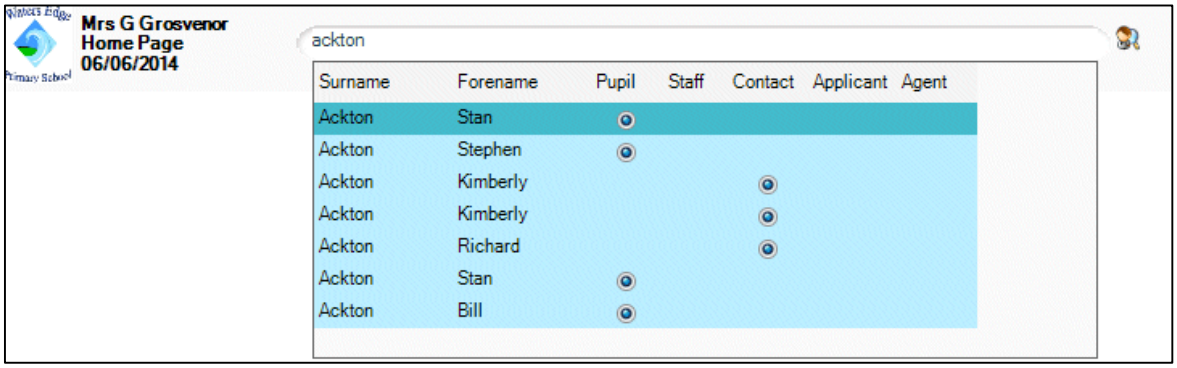
It is possible to search for a person by using any of the following critera:

- person's name
- admission number
- candidate number
- telephone number
- address
- email address
- UPN (Unique Pupil Number)
- UCN ( Unique Candidate Number)
- Vehicle registration number.

## Step by Step – Quick Search by Name

1. Type **ackton** in the **Quick Search** field at the top of the SIMS Home Page, and then press the **Enter** key or click the **Quick Search** icon.

*Quick search icon*

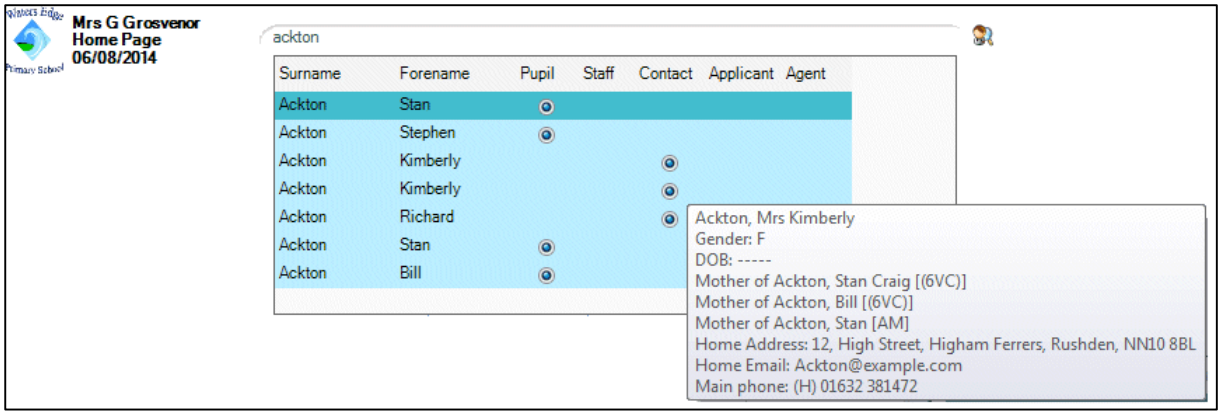



*NOTE: Initially surnames, legal surnames, preferred forenames and legal forenames are interrogated. If no results are found, SIMS searches through middle names. If there are still no results, SIMS attempts to match on words that sound like the search criteria entered.*

A list of people recorded in SIMS who match the search criteria of Ackton are displayed.

The adjacent radio button indicates the type of person as they are recorded in SIMS, for example, pupil, staff, contact.

2. To assist in the identification of the required person, particularly where more than one occurrence of a name exists in SIMS, hovering over a radio button supplies additional information. For example, hovering over the **Contact** radio button displays a list of all the pupils associated with the contact, the home address, home email address and the main telephone number.




Hovering over a pupil's name gives a brief synopsis of the selected pupil's details including, for example, their date of birth, reg group, date of admission, address.

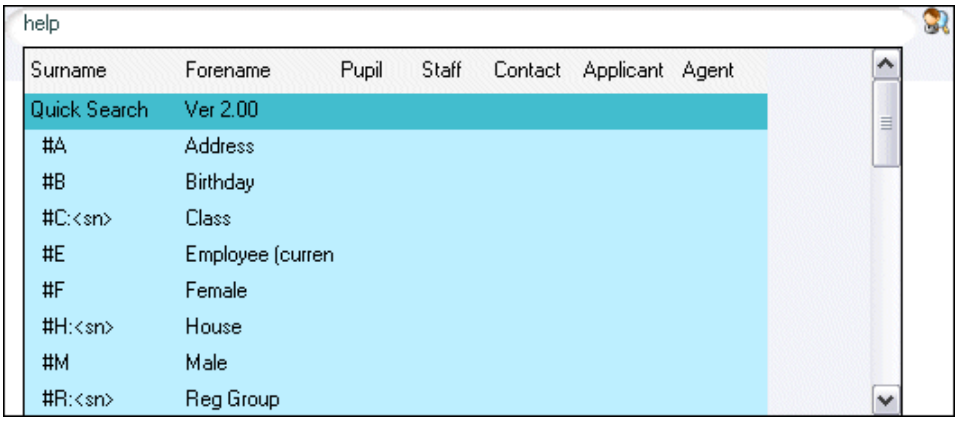
3. Having identified the required person, double-click their name to display their full record in the appropriate area in SIMS, from where the information can be edited.

4. As no information is to be edited at this point, click the **Close** button to close the record just opened.

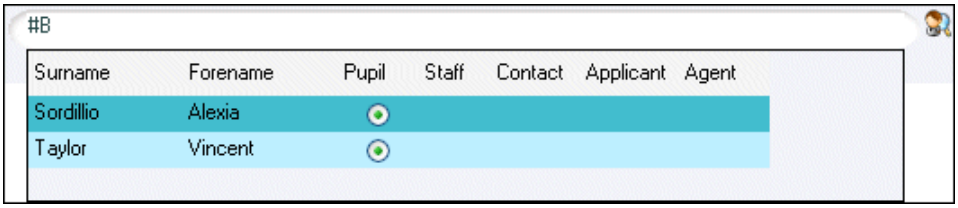
## Step by Step – Applying a Quick Search Filter

Additional filters, starting with the # symbol, can also be applied which enables further filtering of the results to be displayed. For example, it is possible to filter the results so that only the pupils with birthdays today, tomorrow or the next day are displayed.

Typing **help** in the search criteria and clicking the **Search** button lists the filter options available, some of which are shown in the graphic displayed below.




1. To display a list of all the pupils with birthdays today, tomorrow or the next day, type **#B**.




2. Further filters can be added to the birthday filter to further restrict the results displayed. For example, type **#B 12/10/2014** to display a list of pupils with birthdays between 12th and 14th October.