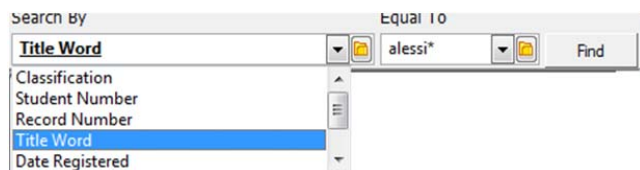


# Search for Higher Degree by Research (HDR) Student Records

## Using QuickFind

QuickFind is located just beneath your TRIM toolbar, enables you to perform quick searches using single search criteria. TRIM provides a large number of searches for you to select from.

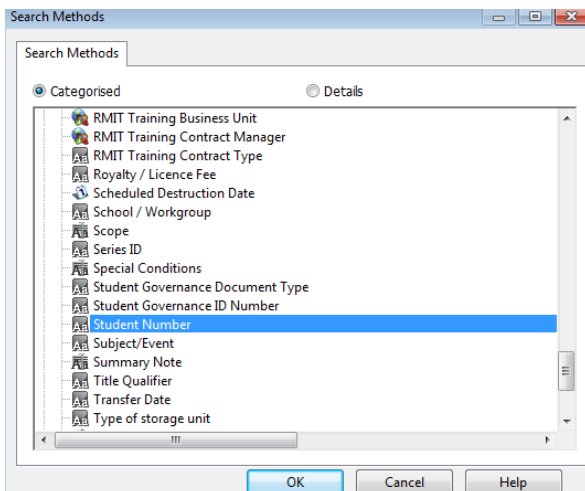


The Drop-down list on the **Search By** field enables you to select from your most recently used search criteria.

## Searching by Student Number

Search by **Student Number** to display STUDENT FOLDER - HDR  
If you do not have **Student Number** in the **Search By** field:

1. Select the **KwikSelect** icon
- The **Search Methods** window will appear
2. Single click the next to **Additional Fields**, then select **Student Number** from the list

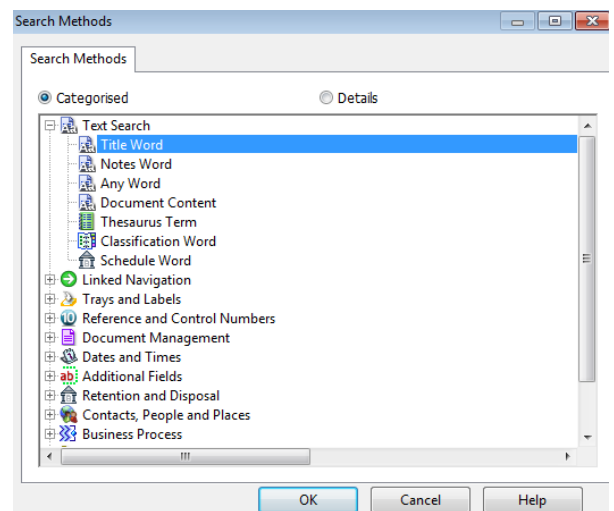


3. Click **OK**. **Student Number** should appear in the **Search By** field
4. Enter student number in your search criteria (e.g. 3296300) under **Equal To**
5. Press Enter or click **Find**

## Searching by Title Word

If you do not have **Title Word** in the **Search By** field:

1. Select the **KwikSelect** icon
- The **Search Methods** window will appear
2. Single click the next to **Text Search**, then select **Title Word** from the list



3. Click **OK**. **Title Word** should appear in the **Search By** field
4. Enter search criteria (e.g. enter student surname) under **Equal To**
5. Press Enter or click **Find**

### Tip:




- To conduct a Boolean 'and' search (where the search will display all records containing all the words provided), use multiple words separated by spaces.
- To search for all likely tenses or forms of a word or group of words, conduct a wildcard search by using an asterix (\*) for example accou\* would display all records containing the words Account, Accounts, Accounting, Accountancy, Accountant, etc.

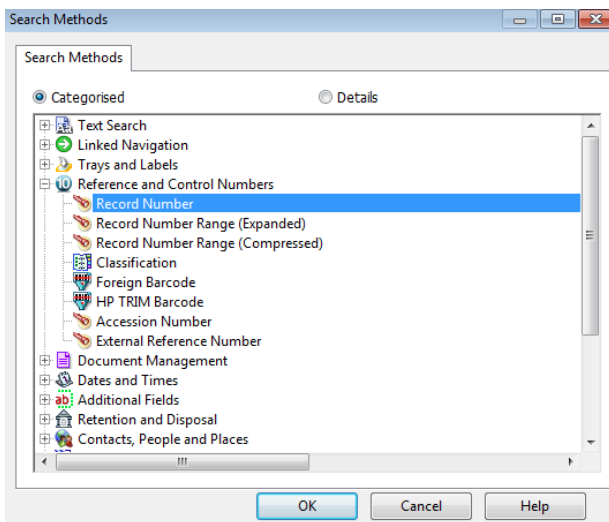
## Searching by Record Number

If you do not have **Record Number** in the **Search By** field:

1. Select the **KwikSelect** icon 

The **Search Methods** window will appear

2. Single click the  next to **Reference and Control Numbers**, then select **Record Number** from the list



3. Click **OK**. **Record Number** should appear in the **Search By** field
4. Enter record number (e.g. STU/2016/20) under **Equal To**
5. Press Enter or click **Find**

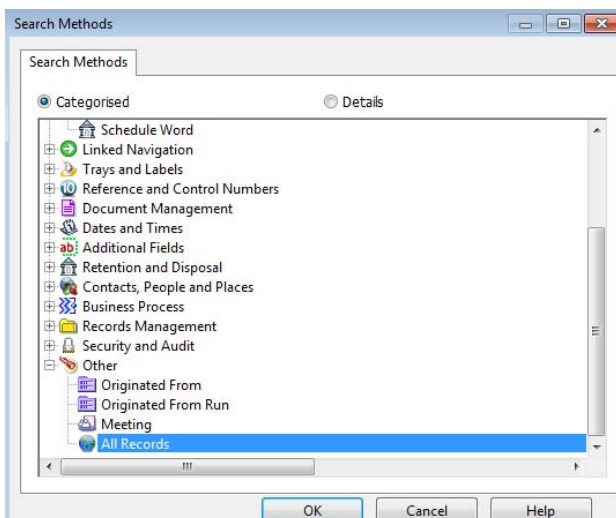
## Searching for all STUDENT FOLDER - HDR

If you do not have **All Records** in the **Search By** field:

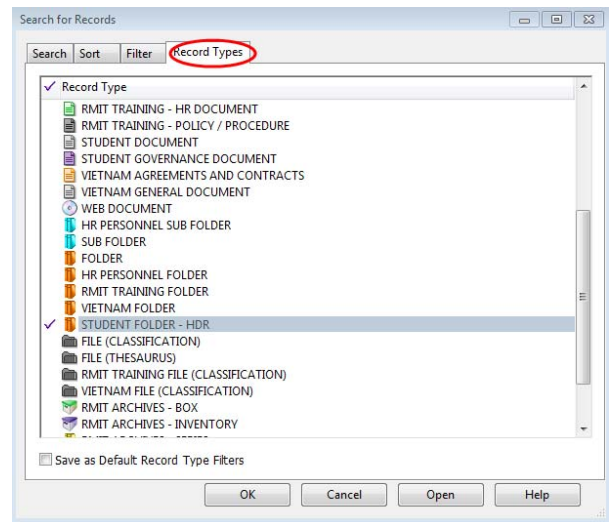
1. Select the **KwikSelect** icon 

The **Search Methods** window will appear

2. Single click the  next to **Other**, then select **All Records** from the list





3. Click **OK**. **All Records** window will appear
4. Press **F7** to display the **Search for Records** window
5. Click **Record Types** tab
6. Right Click on records listed under **Record Type > Untag All**
7. Tick **STUDENT FOLDER – HDR**



8. Click **OK**

## Filtering your search results

To filter your search results to either display student documents or student folder – HDR:

1. Press **F7** once you initiated your search criteria  
The **Search for Records** window will appear.
2. Click on **Record Types** tab
3. Right Click on records listed under **Record Types > Untag All**
4. Tick either  **STUDENT DOCUMENT** or  **STUDENT FOLDER - HDR**
5. Click **OK**

## Contact

Send an email to [imhelp@mit.edu.au](mailto:imhelp@mit.edu.au)