

Using Quick Search

School ICT Helpsheet Ref:0003

Introduction

The Quick Search on the Homepage has a list of available searches that can be used for checking and identifying data held in the SIMS database.

Searching for People using the Home Page

IMPORTANT NOTE: The functionality available to view personal details depends on the permissions assigned to you in SIMS System Manager.

TIP: The Quick Search functionality can be accessed by pressing **CTRL + Q** anywhere in SIMS. This returns you to the SIMS Home Page, from where you can carry out a search.

This functionality enables you to search for a person using any of the following criteria:

Person's name

NOTE: Initially, surnames, legal surnames, forenames and chosen names are interrogated. If no results are found, SIMS searches through middle names. If results are still not found, SIMS attempts to match on words that sound like the search criteria entered.

Admission number

Candidate number

Telephone number

Address

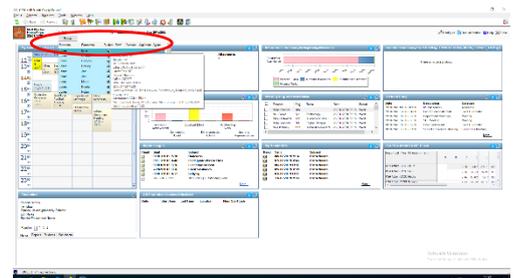
Email address

UPN

UCI

Vehicle

From the SIMS Home Page, enter the required search criteria (at least two characters) in the Quick Search field at the top of the page. The search bar is not case sensitive, so entering Jones would reveal the same results as jones or JONES.



Current pupil/students are displayed at the top of the search results, followed by current staff and then anyone else (current contacts, current applicants, pupil/student leavers, etc.).

The search results are further arranged alphabetically by surname then forename within each of these groups of people.

The adjacent radio button indicates the type of person as they are recorded in SIMS, e.g., Student, Staff, Contact, etc. Click the Export button to export the search results to Microsoft® Excel, if required.

Locating a person at a specific time

To learn the whereabouts of a person (at a time in the past or present), enter their name, date (optional) and time. For example, entering Ben Abbot 10:30 and pressing Enter displays all people recorded in SIMS named Ben Abbot. If the person is a pupil/student or member of staff, hovering over their name in the search results displays their timetable location as of 10:30 today. If the search returns more than 120 possible matches, the content of the hover help is reduced to enhance the performance of the search functionality.

Once you have identified the required person double click their name to display their full record.

Applying Filters for Quick Search

Type **Help** in the Quick search bar to see a list of all the available searches in SIMS – examples of useful searched for checking for missing data are as follows:

~A	~A Current pupil/student (not Guests) with no recorded admission number.
~B	~B Current pupil/students or employees with no recorded date of birth.
~C	~C Current pupil/students with no recorded current curriculum year.
~D	~D Current pupil/students over the age of 14 with no recorded candidate number.
~E	~E Current pupil/students with no recorded ethnic code or category.
~F	~F Current pupil/students with no recorded first language.
~G1	~G1 Current staff, pupil/students, or contacts with no recorded gender.
~G2	~G2 People with a title that conflicts with their recorded gender, e.g., males with the title of Mrs or females with the title of Mr, etc.
~G3	~G3 Contacts with a relationship type that conflicts with their gender, e.g., female stepfathers or male mothers, etc.
~H	~H Current pupil/students or employees with no recorded current home address.
~I	~I Current pupil/students aged over 14 with no recorded UCI.
~M	~M Current pupil/students with no recorded current meal type.
~O	~O Current pupil/students with no recorded contacts.
~R	~R Current pupil/students with no recorded current registration group.
~T	Current pupil/students or applicants with titles, or employees without titles.

~U	Current pupil/students with no recorded UPN
~V	Current pupil/students with no recorded current travel mode.
~Y	Current pupil/students with no recorded current year group.

Additional Filters for Quick Search

#B	Searches for birthdays of pupil/students today, tomorrow or the next day, with an indicator of their age on that birthday (if they will be under 21 years of age).
#M	Searches for males only. Entering #M jones (or jones #M) displays all males with a name containing jones. Entering #M jones k (or jones k #M) displays all males with a name containing jones k.
#F	Searches for females only. Entering #F jones (or jones #F) displays all females with a name containing jones. Entering #F jones k (or jones k #F) displays all females with a name containing jones k.
#H:<sn>	Searches for pupil/student members of a house with the given short name. Entering #H:Darwin #M smith displays all males with a name containing smith in Darwin house. Entering #H:Darwin #M smith 19/05/2013 displays all males with names containing smith who were in Darwin house on the given date.
#R:<sn>	Searches for pupil/student members of the given registration group. Entering #R:5D susan displays anyone called Susan (or with a name containing susan) in the registration group 5D. Entering #R:5D #M displays all the males in 5D. Entering #R:5D displays everyone in 5D.
#Y:<sn>	Searches for pupil/student members of the given year group. Entering higgins #Y:7 displays anyone in Year 7 called higgins. Entering #Y:8 #H:newton displays all current year 8 students in Newton house. Entering #Y:6 #H:newton #F J displays girls in year 6 and Newton house called J (i.e having a name containing J).

#C:<sn>	<p>Searches for pupil/student members of the timetable class with short name.</p> <p>Entering #C:7a/Mu1 #M displays all males currently in class 7a/Mu1.</p> <p>Entering #H:flemming #C:7a/Mu1 displays anyone in Flemming house who is also in class 7a/Mu1.</p> <p>Entering #C:Mu displays anyone currently belonging to a music class.</p>
#E	<p>Searches for current employees.</p> <p>Entering #E d%y displays current employees with a name containing d followed by y.</p> <p>To indicate a precise number of intermediate letters, you should use a question mark for each one.</p> <p>Entering #E a??n #F displays all female current employees with a name containing the letters a and n with two more letters between them.</p>
#S	<p>Current pupil/students.</p> <p>Entering #S wilkinson displays all current pupil/students called wilkinson.</p> <p>Entering #S displays all current pupil/students.</p>

Applying Filters for Telephone Numbers

The Quick Search functionality enables you to obtain a list of people based on all or part of a recorded telephone number. This filter ignores any spaces or hyphens that have been recorded as part of the telephone number.

#T	<p>Entering #T 6864 displays people whose telephone number contains the digits 6864 consecutively, e.g., 01234 686400, 01268 640000, 01268640000, 01268-640000, etc.</p> <p>Although the search is carried out on all recorded telephone numbers, the hover help displays only information on the main telephone number</p>
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