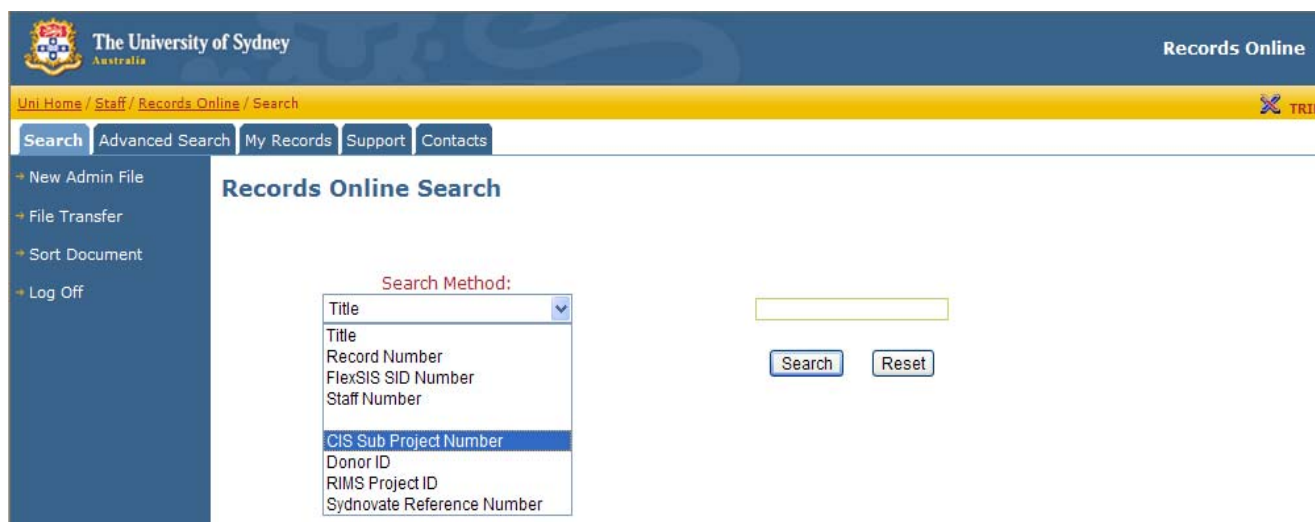


Searching for a Research Office file

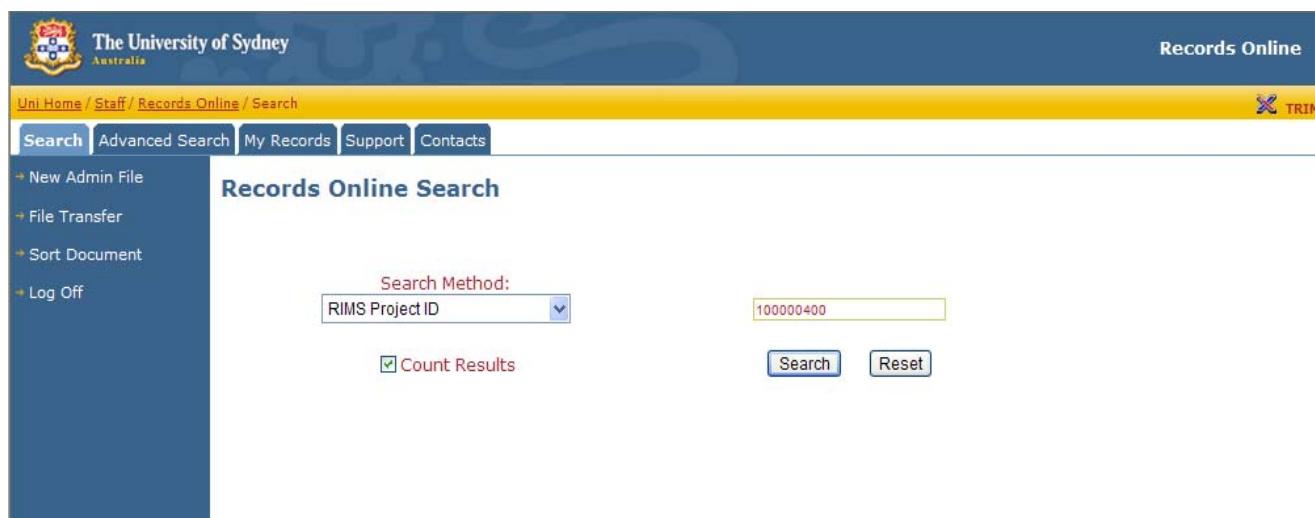
This is the most efficient method for finding the files necessary for use in the Research Office.

1. Select a search criterion from the drop-down menu. This can be *Title Word* if you want to search for words in the title of the research project, account code or principal investigator. It can be *Records Number* if you know the ROL records number. It can be *RIMS Project ID* if you know the RIMS number.



The screenshot shows the 'Records Online Search' interface. At the top, there is a navigation bar with 'The University of Sydney Australia' logo and 'Records Online' text. Below this is a breadcrumb trail: 'Uni Home / Staff / Records Online / Search'. A menu bar contains 'Search', 'Advanced Search', 'My Records', 'Support', and 'Contacts'. On the left, a sidebar lists: '+ New Admin File', '+ File Transfer', '+ Sort Document', and '+ Log Off'. The main content area is titled 'Records Online Search'. It features a 'Search Method:' dropdown menu with the following options: Title, Record Number, FlexSIS SID Number, Staff Number, CIS Sub Project Number (highlighted), Donor ID, RIMS Project ID, and Sydnovate Reference Number. To the right of the dropdown is an empty search input field. Below the input field are 'Search' and 'Reset' buttons.

2. Type in the search criteria into the search field to the right of the drop-down menu
3. Click <Search>



This screenshot shows the same 'Records Online Search' interface as the previous one, but with search criteria entered. The 'Search Method:' dropdown menu is now set to 'RIMS Project ID'. The search input field contains the text '100000400'. Below the dropdown menu, there is a checkbox labeled 'Count Results' which is checked. The 'Search' and 'Reset' buttons remain visible.

4. Click on the correct file

The screenshot shows the 'Records Online' interface. At the top, there is a navigation bar with 'The University of Sydney Australia' logo and 'Records Online' text. Below this is a breadcrumb trail: 'Uni Home / Staff / Records Online / Search Results'. A secondary navigation bar contains 'Search', 'Advanced Search', 'My Records', 'Support', 'Contacts', and 'Search Results'. A left sidebar lists options: 'New Admin File', 'File Transfer', 'Sort Document', and 'Log Off'. The main content area displays the search results: 'Records - RIMS Project ID is '10000400' - 1 Record Found'. Below this, a red banner indicates 'Page 1 of 1'. A single record is listed with the ID '2009/505' and a title: 'TEACHING & RESEARCH - Research management - Grants - Project management - Galactic Archaeology: a Challenge for the Cold Dark Matter Paradigm - DP0988751 - L2663 A7448 - Bland-Hawthorn, Jonathan (16/01/2009)'. A second red banner also shows 'Page 1 of 1'. A 'Back to Top' link is visible at the bottom right.

The file will appear in the screen. Scroll down the file to find electronic records. If the file also has paper documents, the location of the file will be next to the word assignee – click on the name and their contact details will appear.

The screenshot shows the 'Administrative File Details' page for record '2009/505'. The top navigation bar is identical to the previous screenshot. The breadcrumb trail is 'Uni Home / Staff / Records Online / Search'. The secondary navigation bar includes 'Record Details'. The left sidebar remains the same. The main content area is titled 'Administrative File Details - 2009/505' and features two buttons: 'Print Label' and 'Add Document'. The details are organized into sections: 'Record Number' (2009/505), 'Title (Structured Part)' (TEACHING & RESEARCH - Research management - Grants - Project management), 'Title (Free Text Part)' (Galactic Archaeology: a Challenge for the Cold Dark Matter Paradigm - DP0988751 - L2663 A7448 - Bland-Hawthorn, Jonathan), 'Who may see this file' (View Metadata: {Research Finance} & Research Office), 'Date Created' (16/01/2009), and 'Business Unit' (Research Office). Below these is a 'Location' section with an 'Assignee' field containing a blue link '[Electronic]'. A 'Requests' section at the bottom contains a blue link: 'Click here to request a hard copy file cover to be sent to you.'