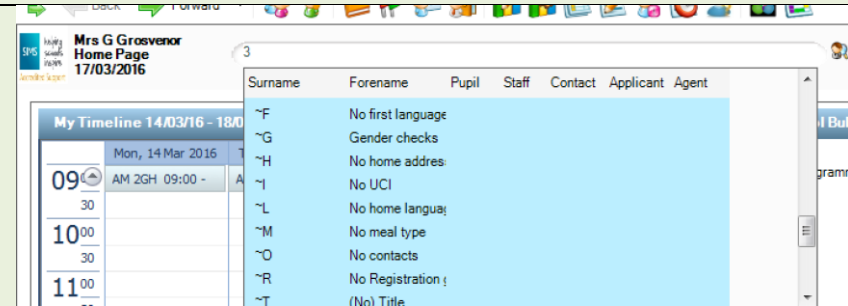


Quick Searches on the SIMS Home Page

The SIMS Home Page carries a quick search box which can be used in a variety of ways

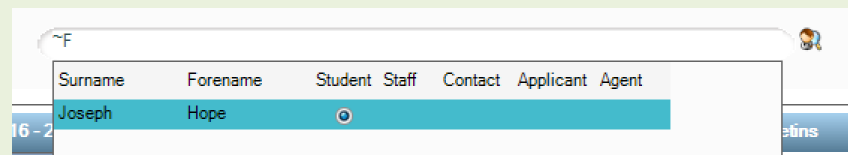
By prefixing your search with the following characters you can find the records you are looking for much more easily.




Finding Incomplete Records

Despite validation rules, sometimes incomplete records can creep in to your SIMS data. The following switches can be used to identify these:

~A	Current pupils (not Guests) with no recorded admission number.
~B	Current pupils or employees with no recorded date of birth.
~C	Current pupils with no recorded current curriculum year.
~E	Current pupils with no recorded ethnic code or category.
~F	Current pupils with no recorded first language.



~G1	Current staff, pupils or contacts with no recorded gender.	
~H	Current pupils or employees with no recorded current home address.	
~L	Current pupils with no recorded home language.	
~O	Current pupils with no recorded contacts.	
~R	Current pupils with no recorded current registration group.	
Finding Birthdays		
The Quick Search functionality enables you to obtain a list of pupil/students with a birthday today, tomorrow or the next day. The information displayed includes the day on which the birthday falls, together with how old they are.		
#B	Limits results to pupils with birthdays today, tomorrow or the next day.	
#B #S	Limits the results to pupils with birthdays today, tomorrow or the next day.	
#B 12/12/2015	Limits the results to pupils with birthdays between 12 December and 14 December 2015.	
Finding Linked People		
#LTK	<ul style="list-style-type: none"> • Employee /next of kin • Employee /other staff contacts 	

	<ul style="list-style-type: none"> • Pupil or applicant/family or agent contacts • Contacts of pupil/student or applicant with parental responsibility/another • Contact with parental responsibility for the same pupil. • For example, entering Jack Robinson finds pupil of this name - Entering #LNK Jack Robinson also locates their mother, father, aunt and doctor, etc.
<p>Finding Vehicles</p>	
<p>Entering #V E displays vehicles with a registration number containing the letter E.</p> <p>Entering #V BMW displays vehicles with a registration number containing the letters BMW or where the model is a BMW.</p> <p>Entering #V E RED displays vehicles with a registration number containing the letter E and where the colour is red.</p> <p>Entering #V E RED BMW displays vehicles with a registration number containing the letter E, where the colour is red and the model is BMW.</p>	
<p>Narrowing a Search for Pupil Records</p>	
<p>#Y:3</p>	<p>Limits the search to pupils in Y3</p>
<p>#F</p>	<p>Limits the search to girls only</p>
<p>Checking for Duplicate Data Items Entering > in the Quick Search field enables you to identify any of the following duplicate data items.</p>	

>UPN	Finds people with a UPN that is not unique
>ADNO	Finds people with an admission number that is not unique.
>HADR	Finds people with more than one current home address.

The screenshot shows a software interface with a menu bar (Focus, Reports, Routines, Tools, Window, Help) and a toolbar. The main content area displays a search results table and a timeline.

Search Results Table:

Surname	Forename	Pupil	Staff	Contact	Applicant	Agent
Aaron	Chris	<input type="radio"/>				
Aaron	Sophie	<input type="radio"/>				
Chambers	Liz	<input type="radio"/>				
Aaron	Jonas		<input type="radio"/>			
Aaron	Tia			<input type="radio"/>		
Bell	Dawn					<input type="radio"/>

Timeline:

My Timeline 14.03/16 - 18.03/16
 Mon, 14 Mar 2016
 09:00 AM 2GH 09:00 - 10:00
 10:00
 11:00