

# edupass Search Tips

## Introduction

The eduPass search facility is flexible with the option to search quickly and effectively for both single and multiple users.

### **Basic searching**



There are two search fields: **Search within** and **Search for**. **Search within** is a drop-down list of predefined searches. **Search for** can be used to search across all of the following fields for students:

- Username
- DisplayName
- FirstName
- LastName
- HomeGroup
- PreferredGivenName
- SchoolCampus
- SchoolCode
- SchoolCodeAndSchoolHomeGroup
- SchoolCodeAndSchoolYear
- SchoolName.

You use the **Search for** field combined with a **Search within** predefined search. The default search in the **Search within** field is 'All Active Students'.



Click on the **Search** button and all active students at the school(s) to which the Delegated Administrator is associated will be returned.



**An example:** To search for students with the same surname in Year 2, you would first click on the **Search within** drop-down arrow and select **All Active Students - Year 2**.

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Then you would click in the **Search for** field, type the **surname** and then click on the **Search** button.

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A Delegated Administrator across more than one school can search by school number, by typing the school number in the **Search for** field.

Two additional predefined searches by school number are available; using the '|' character (known as the vertical bar or pipe):

- School Number|Home Group
- School Number|Year Level.



An example: To display students in home group 2A at school 9810 you would type **9810**|**02A** in the **Search for** field and then click on the **Search** button.

#### Wildcard search

eduPass also has a wildcard search function. The wildcard symbol is '%'.

**An example:** By entering %j, the search would return all students with a 'j' in any of the 11 fields.

					5	earch for:	A	Search within: All Active Students	5	2
	Display Name	First Name	Last Name	Usemane	Home Gro	up School Year	Disabled	Has Generated Registration	Letter First Use Completer	
	Angelo Friedel		Friedel	aefri4	GOA	1	No	Yes	No	-
	Arden Mullane	Arden	Mullane	ammulc	07A	7.	No	Yes	No	
	Arden Hulloway	Arden	Mulloway	AMMUL	ODA	1	Yes	No	No	
	Arletta	Arietta	Arceneaux	aparc3	222	P	Yes	No	No	- 11
-	Arletta	Monitor	Arceneaux	abla	222		Yes	No	No	
	Arceneaux Reaulah	Beaulah	Deakins	bcdea4	128	12	No	Yes	No	
_	Deakins Beaulah Dealer		Dealer	BCDEA	094	9	No	Yes	No	
	Bert Hotsen	Norberto	Hotsen	NEHOT	094	9	No	Yes	No	
	lert Hott	Norberto	Hott	nbhot1	12A	12	No	Yes	No	~
_	thing I washed	Malana	t ninh niti	Seal and	A74		814	108 items tota	Page 1 of 4 14 4 .	
								5	OK Cancel	
								1	OK Cancel	
	Di	splay	/ Nar	ne	Firs	st Narr	ne	Last Name		2
	🖌 Ar	ngelo	Frie	del	Ang			Last Name Friedel		2

You can select individual users by clicking the check box next to their name, or select all users on the page using the check box adjacent to the Display Name column header.

Display Name 🔺	First Name	Last Name	Username
Angelo Friedel	Angelo	Friedel	aefri4
Arden Mullane	Arden	Mullane	ammulc

You can sort the results by clicking on the column header. You can reverse the order of the data in all the displayed columns except Home Group and School Year.



You can navigate forward and backward between pages, or go to the first or last page of the results, using the navigation buttons at the bottom-right of the screen.

#### Managing your search results