eduPass Quick Guide:

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
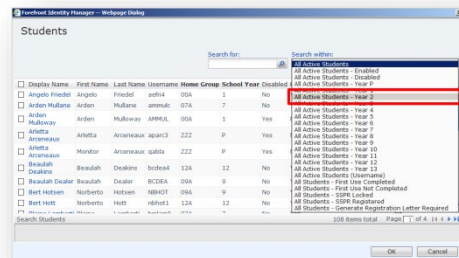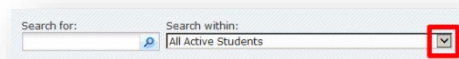- SchoolCodeAndSchoolYear
- SchoolName.

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'.
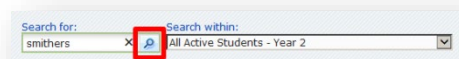
1.

Click on the **Search** button and all active students at the school(s) to which the Delegated Administrator is associated will be returned.
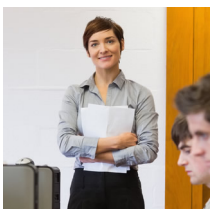
2.

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**.

3.

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

Searching by school number

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.

The vertical bar can be found on your keyboard either beside or below the Backspace key on most Australian keyboards
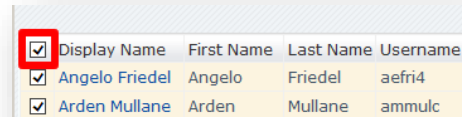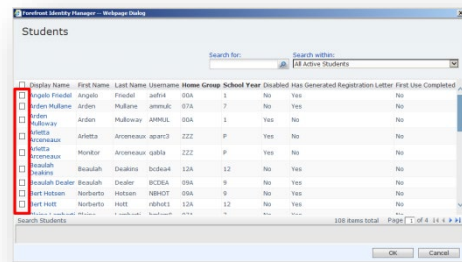

An example: To display students in home group 2A at school 9810 you would type *9810|02A* in the **Search for** field and then click on the **Search** button.
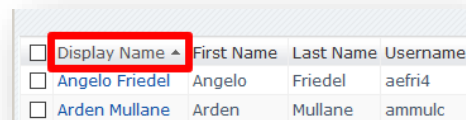
Wildcard search

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.

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.

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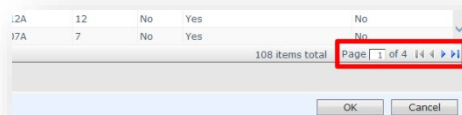
You can navigate forward and backward between pages, or go to the first or last page of the results, using the navigation buttons at the bottom-right of the screen.

Managing your search results

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