

Locating a document in a large Research Office file

This function is ideal for searching for critical documents (such as applications, contracts, etc) within files which may have a large list of documents.

1. Search for the file in Records Online (for information on how to do this, please consult the ROL user manual for Research Office filed – *Searching for a Research Office file*)
2. Copy the Records Online file number (at the top of the screen, eg. 2009/505)
3. Click on the *Advanced Search* tab at the top of the screen

The screenshot displays the 'Records Online' interface for The University of Sydney. The page title is 'Administrative File Details - 2009/505'. The interface includes a navigation menu on the left with options like 'New Admin File', 'File Transfer', 'Sort Document', and 'Log Off'. The main content area shows the following details:

- 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
- Business Unit:** Research Office
- Location:**
- Assignee:** [\[Electronic\]](#)
- Requests:** [Click here to request a hard copy file cover to be sent to you.](#)

- Select *Contained Within* from the Search Method drop-down menu and paste (or type) the file number you wish to search within into the field on the right of that drop-down menu
Alternatively, if you know the RIMS number of the file, select RIMS Project ID from the Search Method drop-down menu and type the number into the search field on the right of that drop-down menu
- Select *Title* from the Additional Search Method drop-down menu and type a relevant title word for the document into the field

The University of Sydney
Australia

Records Online

Uni Home / Staff / Records Online / Advanced Search

Search Advanced Search My Records Support Contacts

New Admin File
File Transfer
Sort Document
Log Off

Advanced Search

Search Method:
Contained Within

Additional Search Methods:
Title

All must match (AND) Any matches (OR)

Records:
Location:

Specify Date/s:
From: To:

Sort By:
 Descending

Records per page:
25 Records
 Count Results

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A list of documents which match the search criteria will appear.

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Australia

Records Online

Uni Home / Staff / Records Online / Search Results

Search Advanced Search My Records Support Contacts Search Results

New Admin File
File Transfer
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Records - Contained Within is '2009/505' and 'APPLICATION' in Title - 1 Record Found

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[Bland-Hawthorn DP0988751 Application](#) (6/08/2009 at 9:39 AM)

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