

# Searching eDocs by Student ID

## Overview

There are several ways to locate eDocs with limited information. Often the student EMPLID (University ID) is the only piece of information you may have. You can do a detailed search to find any eDocs pertaining to that EMPLID.

## Steps

### Searching eDocs by a Student's University ID

1. Log into OneStart.
2. Click **action list** in the top right corner.
3. Click **Document Search** in the left menu.

The screenshot shows the OneStart web application interface. The top navigation bar includes the Indiana University logo and the text "INDIANA UNIVERSITY". To the right of the logo, there is a red circle around the text "action list | search | logout". Below the navigation bar is the "OneStart" header with tabs for "Campus", "Services", "Notifications (0)", "My Groups", and "My Zone". The left sidebar contains "Notifications Home", "Action List", and "Document Search" (circled in red). The main content area shows "Notifications > Action List" with a "set default home" button. It features "OneStart Helpers" with sections for "Tutorial" and "Where's my Stuff?". The "Tutorial" section includes a "View the Tutorial" link with a green arrow. The "Where's my Stuff?" section includes a "Launch Content Finder" link with a green arrow. At the bottom, there is an "Action List" section with a "workflow" logo and links for "Preferences", "Refresh Action List", and "Filter".

4. On the *Document Search* page, click the Detailed Search link.

# Searching eDocs by Student ID

Document Search options

**workflow** Detailed Search Superuser Search Clear Saved Searches

Searches

**Search for a Document:**

Document Type:	<input type="text"/>
Initiator Network Id:	<input type="text"/>
Document Id:	<input type="text"/>
Date Created:	from: <input type="text"/> to: <input type="text"/>
Name this search (optional):	<input type="text"/>

5. On the *Detailed Search* page, there are several ways to narrow your search results. You must first select the Document Type.

Document Search options

**workflow** Basic Search Superuser Search Clear Saved Searches Searches

**Search for a Document:**

Initiator Network Id:	<input type="text"/>	Viewer NetworkId Id:	<input type="text"/>
Approver Network Id:	<input type="text"/>	Workgroup Viewer:	<input type="text"/>
Document Id:	<input type="text"/>	Document Route Status:	All
Application Document Id:	<input type="text"/>	Document Route Node:	Select a document type.:
Date Last Modified:	from: <input type="text"/> to: <input type="text"/>	Date Created:	from: <input type="text"/> to: <input type="text"/>
Date Finalized:	from: <input type="text"/> to: <input type="text"/>	Date Approved:	from: <input type="text"/> to: <input type="text"/>
<b>Document Type:</b>	<input type="text"/>	Document Title:	<input type="text"/>
Name this search (optional):	<input type="text"/>		

- Next to **Document Type**, click the lookup icon .

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Parent Document Type:	<input type="text"/>
Climb Hierarchy:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Document Type Name:	<input type="text"/>
Document Type Label:	<input type="text"/>
Document Type Id:	<input type="text"/>
Active Indicator:	<input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Show All
<input type="button" value="search"/> <input type="button" value="clear"/>	

- In the **Document Type Name** field, enter "SIS" and click . Several document types related to SIS workflow (i.e., SIS.SR.DropCourse, SIS.SR.AddCourse, SIS.SR.GradeChange) will appear. Choose the appropriate one for your search by clicking return value in the far right column.

After selecting a document type, the **Student Emplid** field will now be displayed.

Application Document Id:	<input type="text"/>	<input type="button" value="?"/>	
Date Last Modified:	from: <input type="text"/>	<input type="button" value="?"/>	
	to: <input type="text"/>	<input type="button" value="?"/>	
Date Finalized:	from: <input type="text"/>	<input type="button" value="?"/>	
	to: <input type="text"/>	<input type="button" value="?"/>	
Document Type:	SIS SR Drop Course Document <input type="button" value="?"/>		
Student Emplid:	<input type="text"/>		
Name this search (optional):	<input type="text"/>	<input type="button" value="?"/>	
<input type="button" value="search"/> <input type="button" value="clear"/>			

- Enter the student's EMPLID in the **Student Emplid** field.
6. Click . Only the documents in the document type selected that contain the **Student Emplid** entered will be returned.

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Document Search
options

Basic Search Superuser Search Clear Saved

Searches
Searches

**Search for a Document:**

Initiator Network Id:	<input type="text"/>	Viewer NetworkId Id:	<input type="text"/>
Approver Network Id:	<input type="text"/>	Workgroup Viewer:	<input type="text"/>
Document Id:	<input type="text"/>	Document Route Status:	All
Application Document Id:	<input type="text"/>	Document Route Node:	<input type="text"/> Exactly
Date Last Modified:	from: <input type="text"/> to: <input type="text"/>	Date Created:	from: <input type="text"/> to: <input type="text"/>
Date Finalized:	from: <input type="text"/> to: <input type="text"/>	Date Approved:	from: <input type="text"/> to: <input type="text"/>
Document Type:	SIS SR Drop Course Document	Document Title:	<input type="text"/>
Student Emplid:	<input type="text"/>		
Name this search (optional):	<input type="text"/>		

2 items found, displaying all items. 1

Document Id	Type	Title	Route Status	Initiator	Date Created	Route Log
5069458	SIS SR Drop Course Document	Drop Class#20058, NEWM-N 299, IUINA, UGRD, Informatics Undergraduate, Media Arts & Science BS	ENROUTE	Student, lma	08:21 AM 09/17/2009	
5069457	SIS SR Drop Course Document	Drop Class#18470, NEWM-N 199, IUINA, UGRD, Informatics Undergraduate, Media Arts & Science BS	ENROUTE	Student, lma	08:21 AM 09/17/2009	

2 items found, displaying all items. 1

## Other Resources:

Workflow online demonstration/tutorial for Admin Users:

[http://ses.indiana.edu/campusServices/sisTraining/SIS9.0\\_onlineHelp/job\\_aids/sr/eDocs/](http://ses.indiana.edu/campusServices/sisTraining/SIS9.0_onlineHelp/job_aids/sr/eDocs/)