

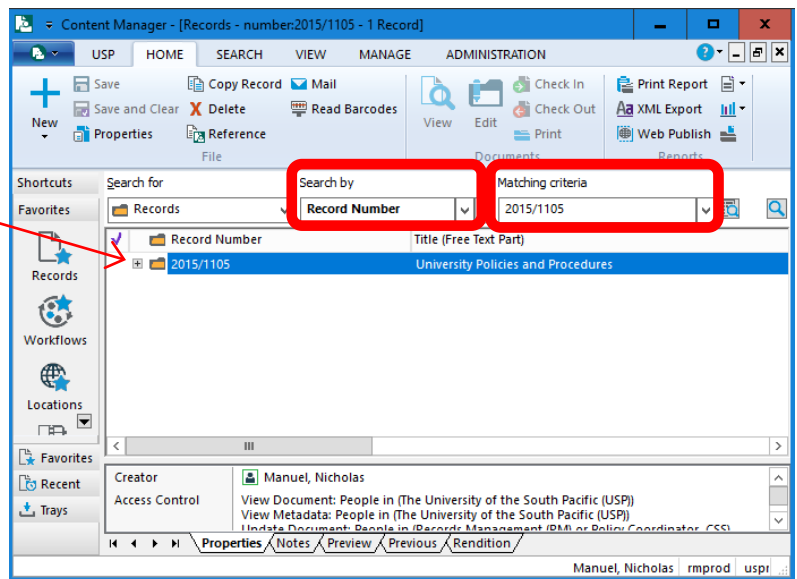


SEARCHING FOR A RECORD

This document provides you instructions on how to search for a record in Content Manager. There are many ways you can search for a record. This information sheet explains how you can search by record number and title word.

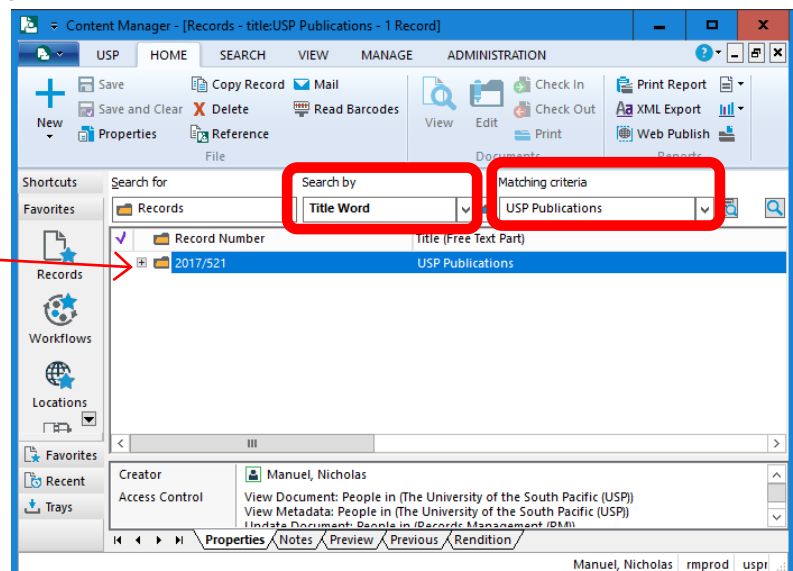
To Search for a record by record number:

- 1) Under the **Search by** drop down arrow, select **Record Number**. In the **Matching criteria** box, type the record number (in this example: **2015/1105**) and press **Enter**. Your search result will be generated.



To Search for a record by title word:

- 2) Under the **Search By** drop down arrow select **Title Word**. In the **Matching criteria** box, type any word that may appear in the title of your document (in this example: **USP Publications**) and press **Enter**. Your search result will be generated.



For further information or for advice please do not hesitate to contact the Records Management office.