**Quick Search**

**IMPORTANT:** When using the quick search feature in sims, you must access this via the homepage **(CTRL + Q)**

Type **Regan** in the **Quick Search** field at the top of the SIMS Home Page and then

press **Enter** or click the **Quick Search** icon.

Hovering over a pupil’s name gives a brief synopsis of the selected pupil’s details including

their date of birth, reg group, date of admission and address.

Having identified the required person, double-click their name to display their full record.

Additional filters, starting with the **#** symbol, can also be applied, which enables further

filtering of the results.

Type **help** in the search criteria and click **Search** to list the filter options available, some

of which are shown in the graphic below.

To display a list of all the pupils with birthdays today, tomorrow or the next day, type **#B**.

Further filters can be added to the birthday filter to restrict the results displayed.

Type **#B 12/11/2020** to display a list of pupils with birthdays between 12th and 14th November.

Type **Ackton** in the **Quick Search** bar and run the search.

Click the **Export** tab.

This will then open a report for that pupil or multiple pupils.