

SEARCHING FOR EDOCS

1. Go to One.IU

ii.

a. Search for the "Document Search" task.

UNDIANA UNIVERSITY		
One.IU	document search	X Q
search, click, done.	Browse Categories -	All IU Campuses - All Roles -

b. Click on the icon. Add this task to your Favorites for future use.

0	Document Search Kuali Rice (All IU Camp	uses)	
	★★★★★ (1)	0	•

2. Use the Basic Search features. When searching for graduate eDocs, you must always type in **sis.adm.nonugrdapp** into the "Document Type" field. Allow a few seconds for the remaining identifiers to load.

Basic Search	۹)	dvance
Document Id		
Document Type	sis.adm.nonugrdapp	Q
Initiator		٩
Created Date	mm/dd/yyyy to mm/dd/yyyy	
Institution	Campus	۳
Academic Group	School	*
Career	Career	•
Application Center	Application Center	*
Program	Program	•
Plan	Plan	*
Admit Term		
App Number		
UID		
	Search	

a. You can search for eDocs by application number, document number, or by UID.i. Application Number: Find at the top of the eApp.

	•• • •					
IUPUI Graduate Non-degree Admissions Application						
	Application Number: IU + 9-digit number					
	1.	*Note: #	keep "IU"	in front of	the number in you	ir search.
Do	Document Number: Located on the top right of the eDoc					
		Doc Nbr:	8-digit number	Status:	ENROUTE	
		Initiator:	sise	Created:	11:13 PM 12/28/2016	

iii. UID: Locate in SIS or the eDoc (referred to as Employee ID)

- b. *For best results, only fill in <u>one</u> of these identifiers.
 - i. It is not necessary to fill in the Institution, Career, Program, Plan, etc. Filling these in often results in an empty search.



3. Perform your search. (We used the UID in this case.)

a.	The results should	return information	at the bottom of the	e page.
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Basic Search		(Advanced)	Recent Searches	Û	
Docume Document	Type sis.adm.nonugrdapp		Doc Type=sis.adm.nonugrdapj Doc Type=sis.adm.nonugrdapj Doc	 公☆× ○ 公☆× ○ ○<	
init Created Institu Academic G Ci Application Cr Proj	Date mm/dd/yyyy to mm/dd/y ution Campus roup School areer Career anter Application Center gram Program Plan	V//Y	Type=sis.adm.nonugrdapj Doc Type=sis.adm.nonugrdapj Doc Type=sis.adm.nonugrdapj Favorite Searches IU ID	5) 各合X 5) 合合X 6) <u>@</u> 合X	
Admit App Nur	Term UID Search Clear s match your criteria.				TOG
Document Id Type Title Graduate Admissions Admissions Application Franklin,	Status Created Approvers Inst ENROUTE SISE 12/26/2016 IUII 8:53 AM	titution Academic	Application Career Center UINA:GRAD UINA:GRAD	Program + Plan IUINA:SPEA5 IUIN/	Admit + Term App N A:CJUSPSMS 4178 IU002

b. Click on the **Document ID** link to open the eDoc.



4. **Tip:** Click on the star icon in the lower right-hand corner to save your search for next time.



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