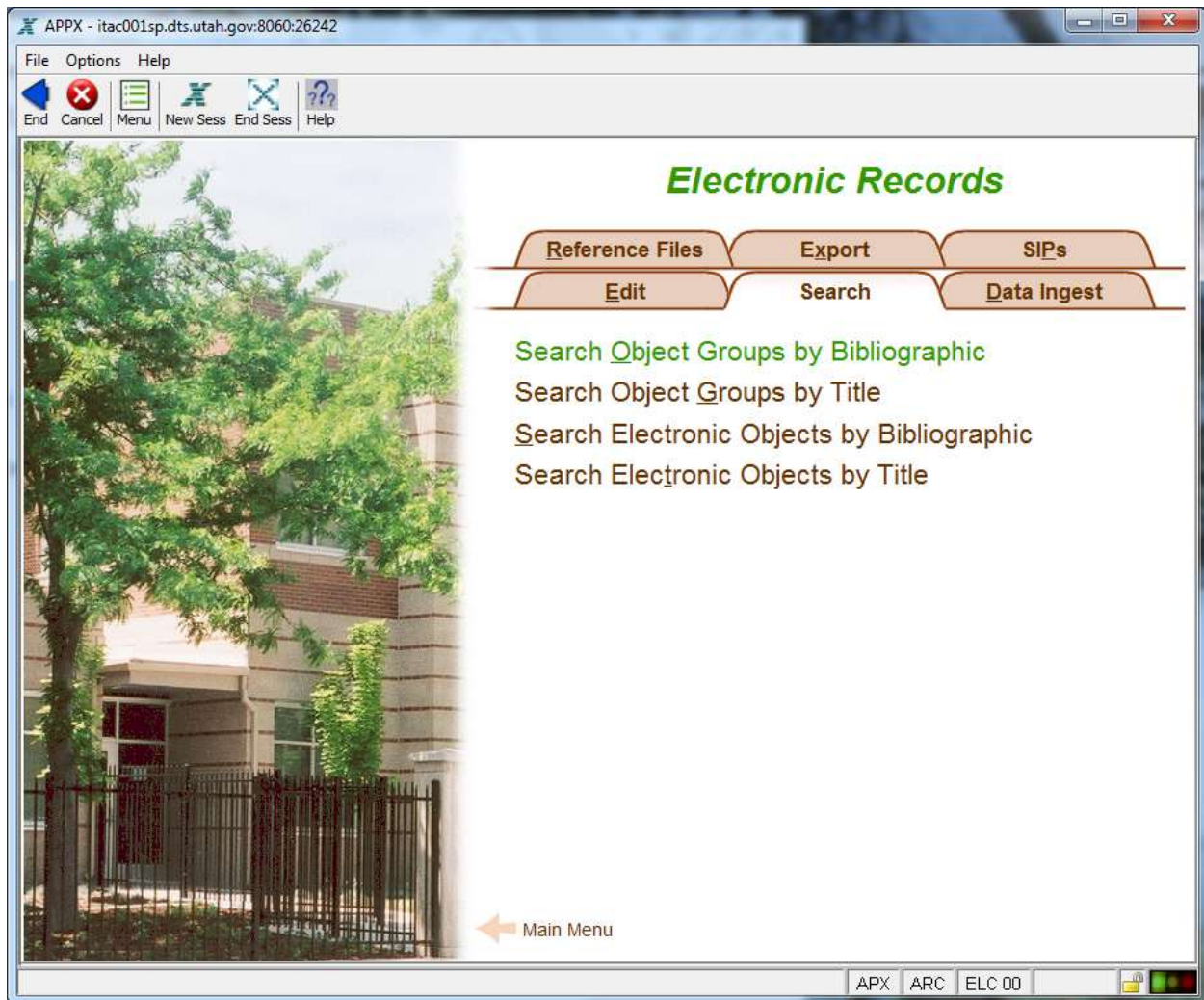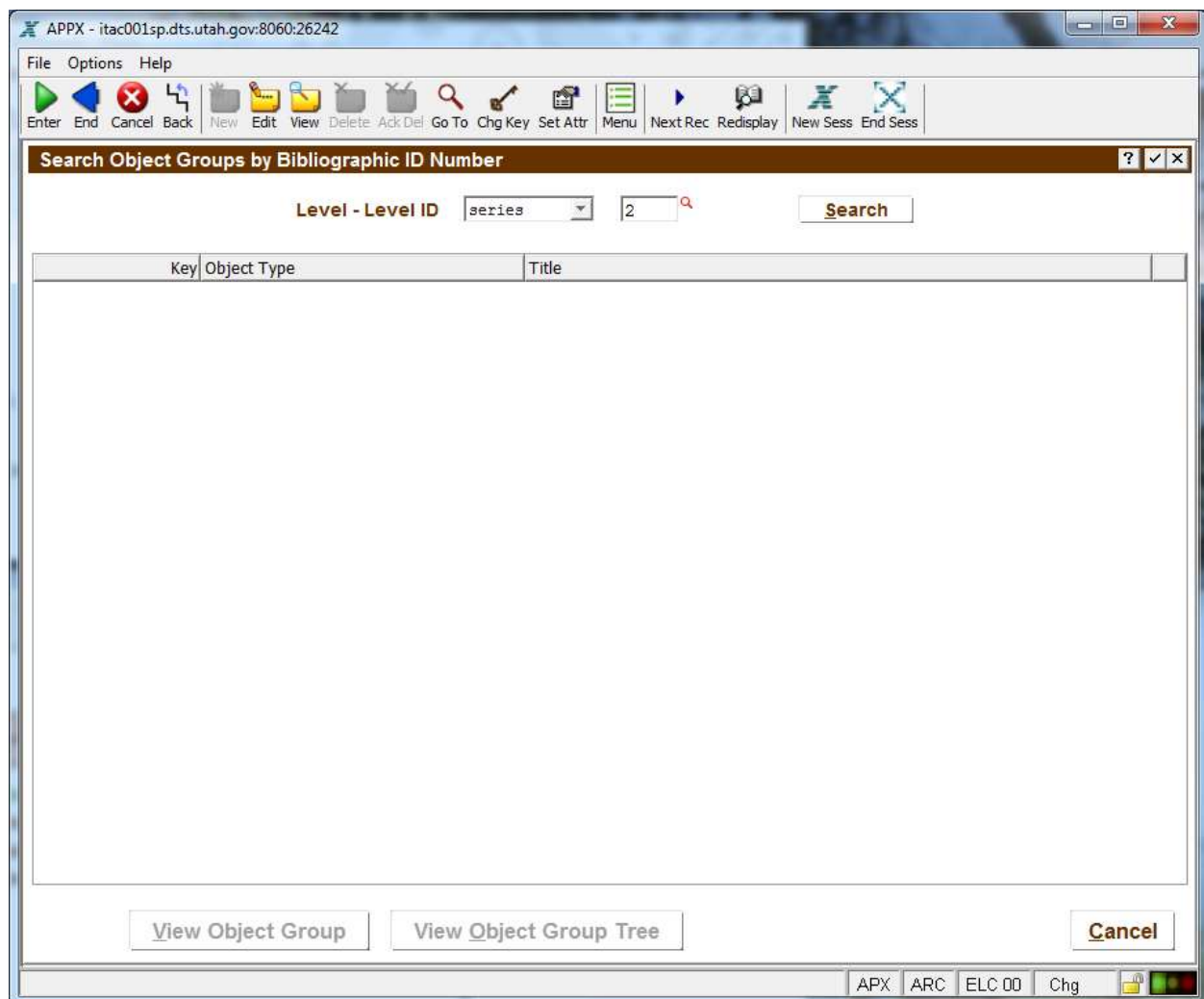# Electronic Records Search Menu

June 1, 2016

The Search tab of the Electronic Records (AIP) and Submission Packages (SIP) menus offers a way to find electronic records by certain fields.
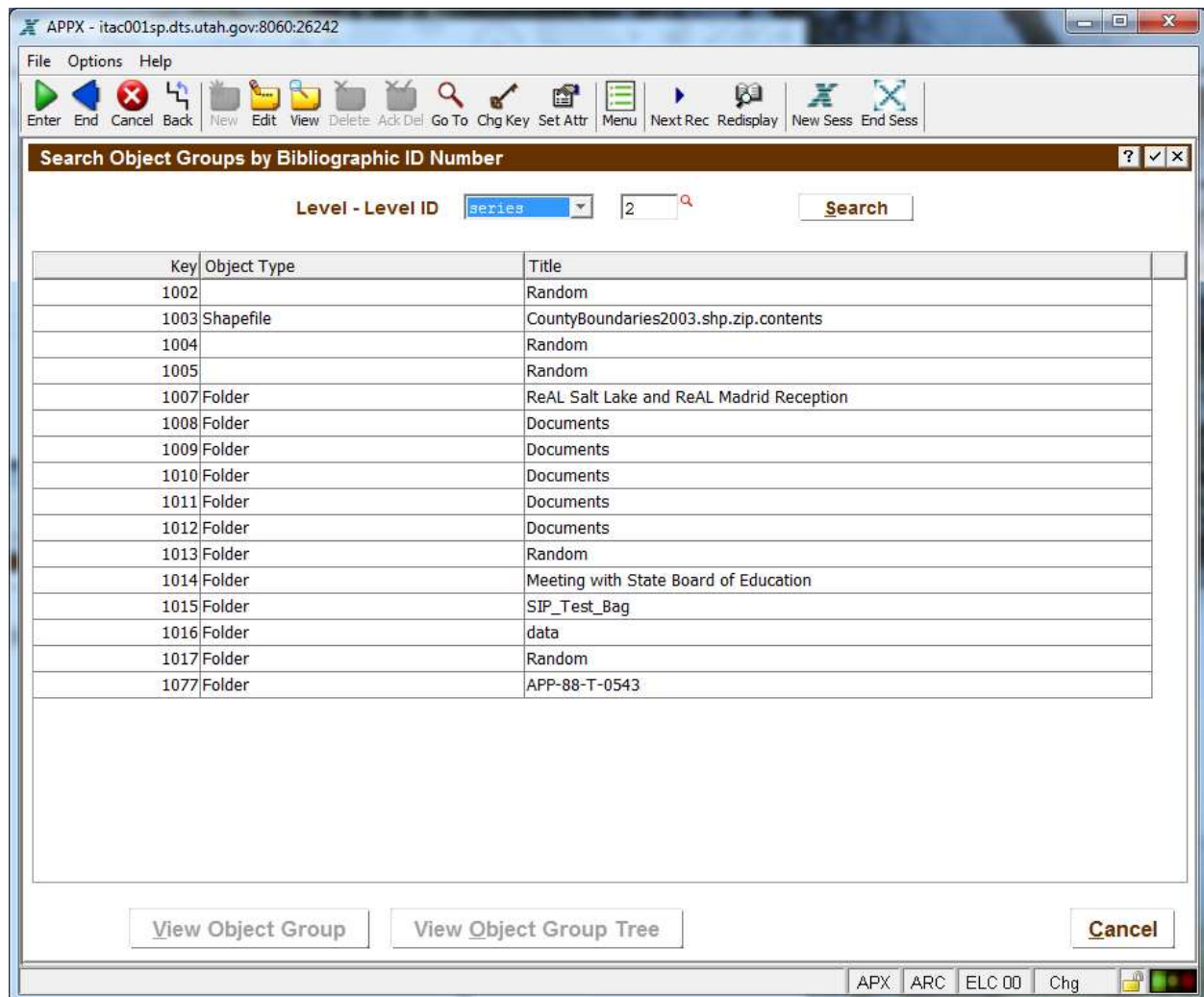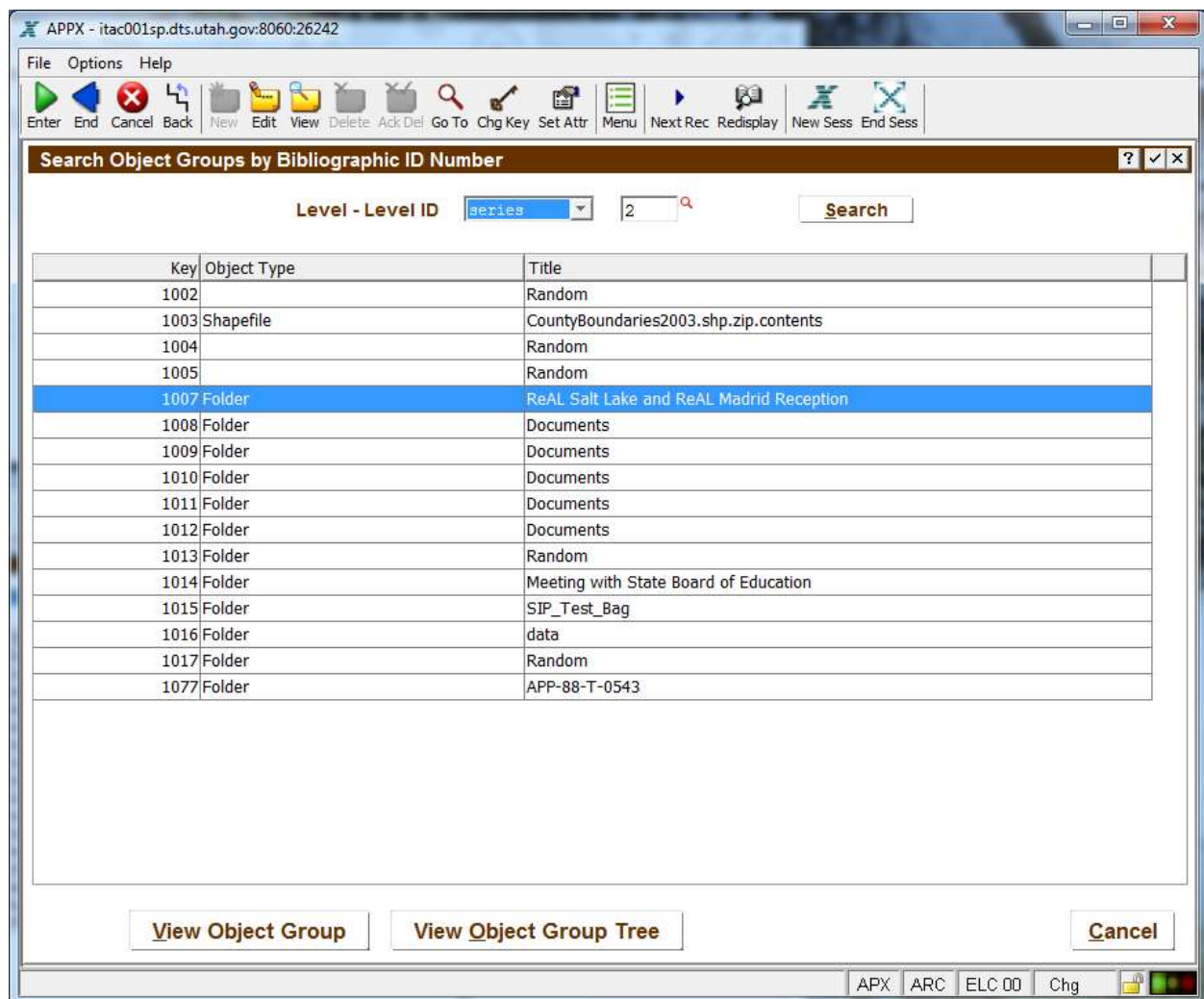
Select Object Groups by Bibliographic:
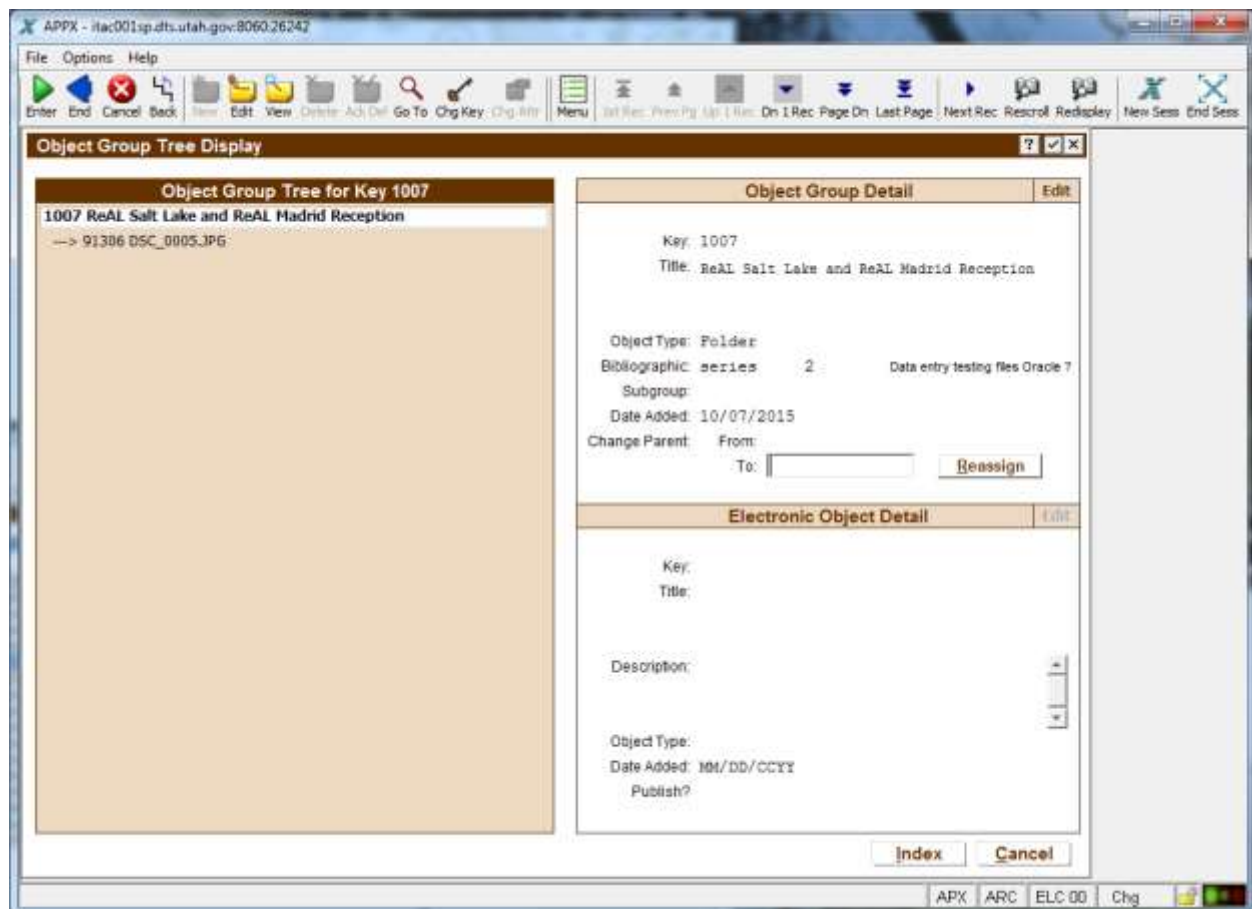

Choose which series to see:

Then click on Search to bring up the list:

File   Options   Help

Enter   End   Cancel   Back   New   Edit   View   Delete   Ack Del   Go To   Chg Key   Set Attr   Menu   Next Rec   Redisplay   New Sess   End Sess

Search Object Groups by Bibliographic ID Number

Level - Level ID   series ▼   2 🔍   **Search**

Key	Object Type	Title
1002		Random
1003	Shapefile	CountyBoundaries2003.shp.zip.contents
1004		Random
1005		Random
1007	Folder	ReAL Salt Lake and ReAL Madrid Reception
1008	Folder	Documents
1009	Folder	Documents
1010	Folder	Documents
1011	Folder	Documents
1012	Folder	Documents
1013	Folder	Random
1014	Folder	Meeting with State Board of Education
1015	Folder	SIP_Test_Bag
1016	Folder	data
1017	Folder	Random
1077	Folder	APP-88-T-0543

View Object Group   **View Object Group Tree**   **Cancel**

APX   ARC   ELC 00   Chg
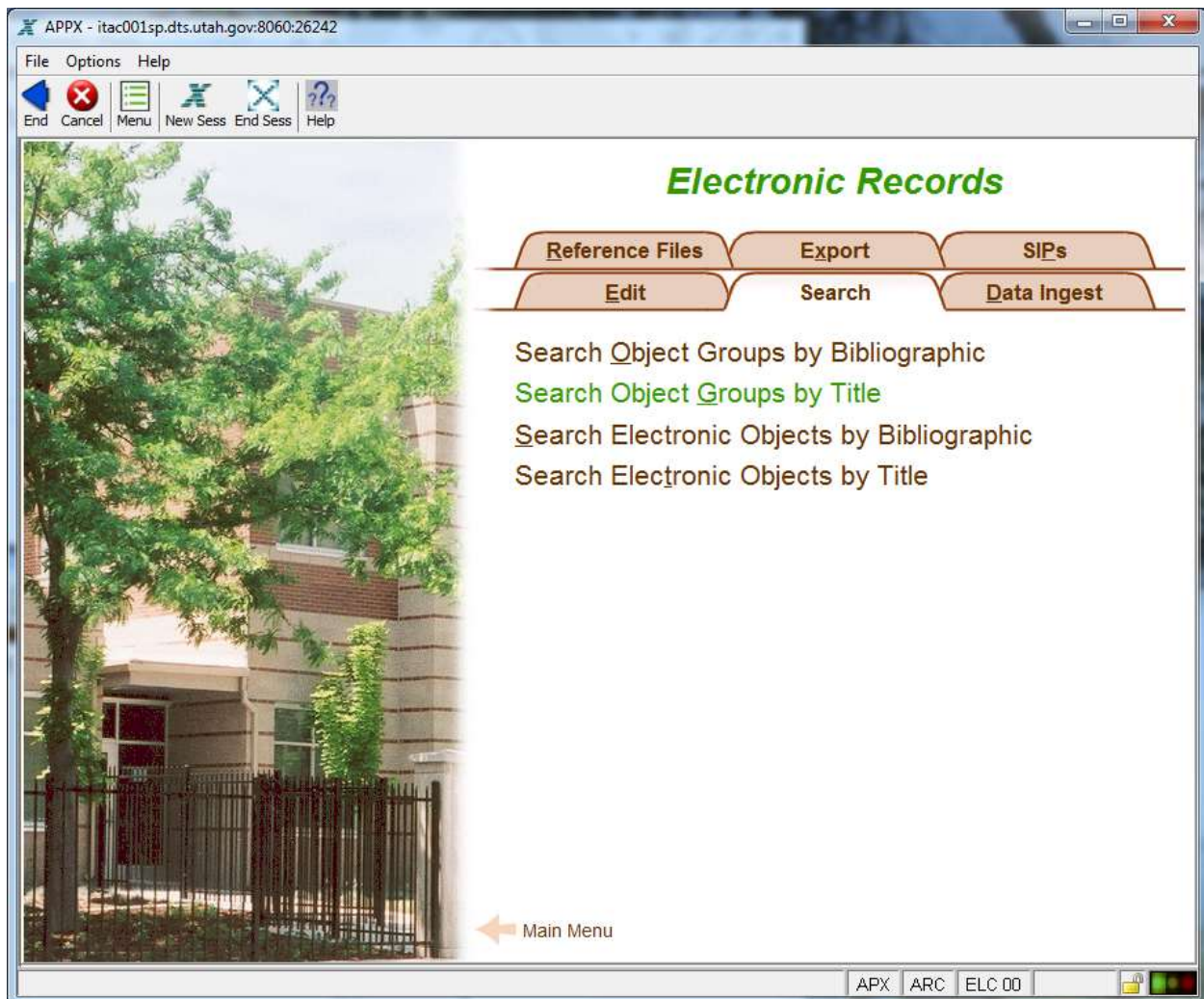
Select a row to view more information:

Then choose whether to go directly into the object group, or see it in tree view:
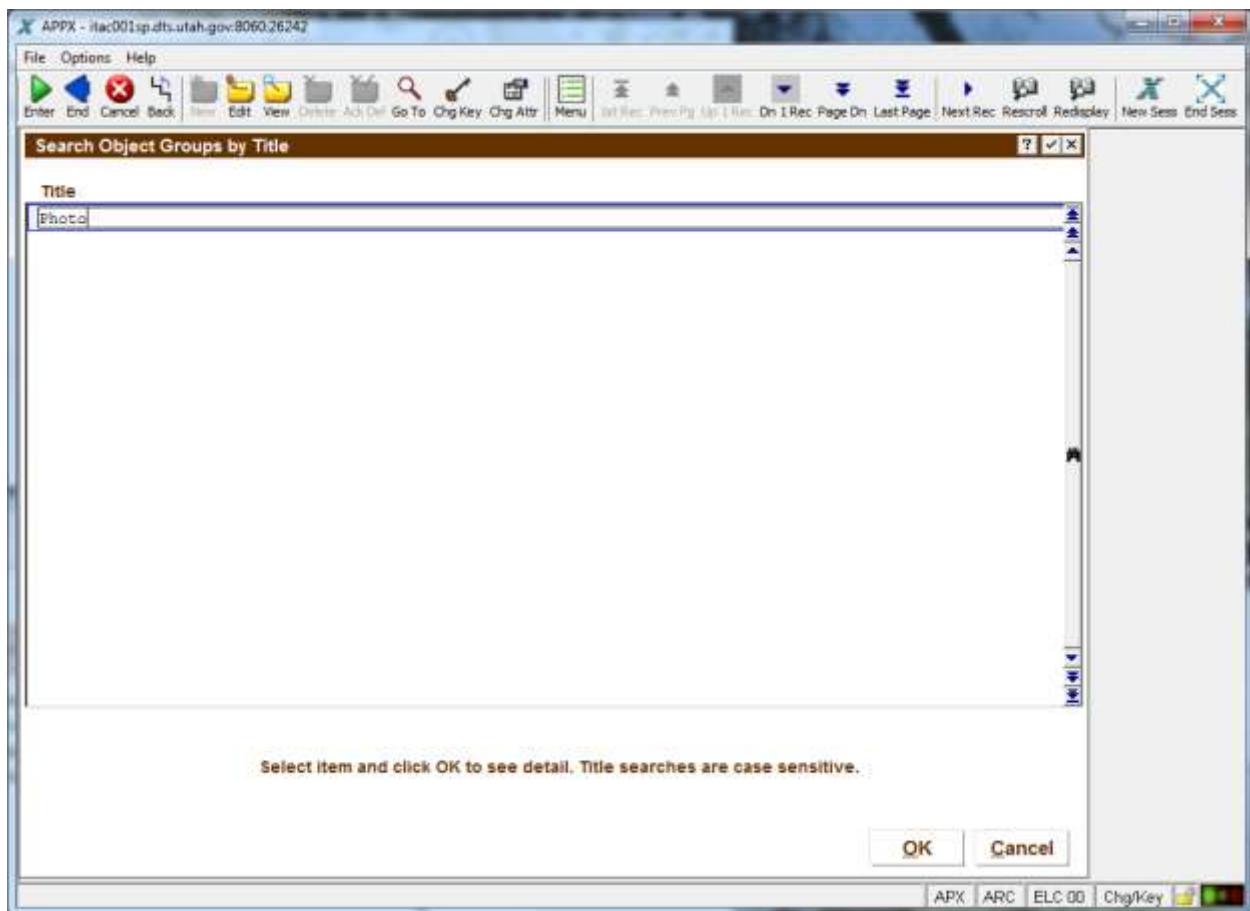
Click Cancel until you are back at the Search Menu.

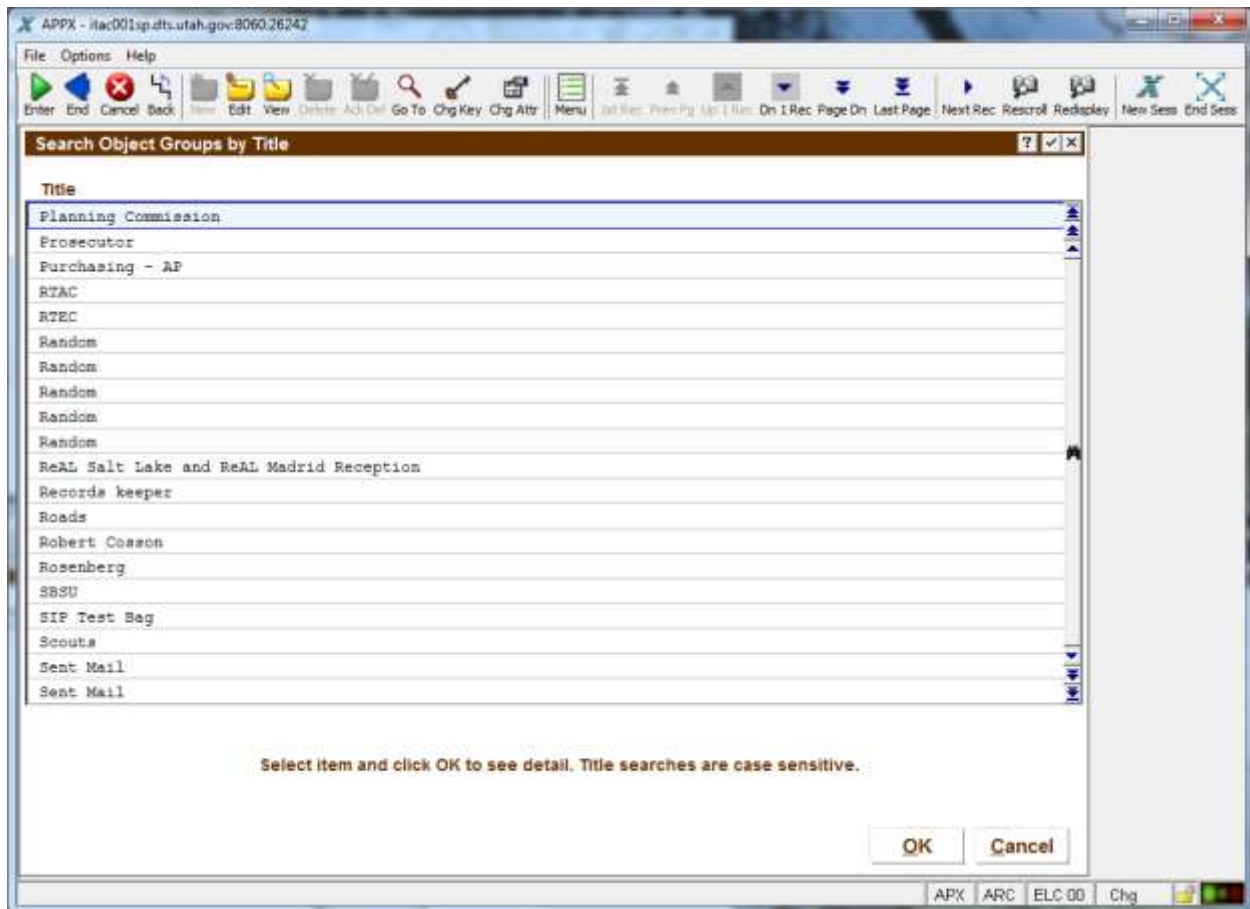Select Search Object Groups by Title:

Enter a title (beginning value, case sensitive):

Then hit OK to bring up a list:

Click OK to view the Object Group, then Cancel to exit back to the menu.

Searching electronic records operates upon the same principles as the object group options.