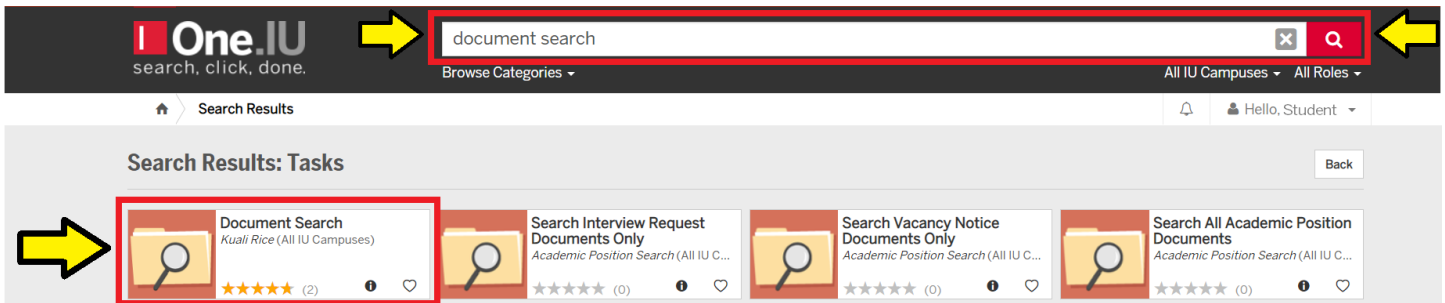




# IUPUI GRADUATE OFFICE THE UNIVERSITY GRADUATE SCHOOL

## Searching for eDocs

- Go to [One.iu.edu](http://One.iu.edu) and use the search bar to search for “Document Search”. Select “Document Search: Kualu Rice (All IU Campuses)”.



- Use the Basic Search option to find your eDoc by using one of the following 3 ways:
  - Using the Document Id (if you know it)
  - Using Document Type (using Doctype names found in Helpful Tips) AND by using the Network ID (first part of IU email address) of the initiator (which is likely you)
  - Using the Network ID of the initiator (option showed below)

### Basic Search

(Advanced)

Document Id	<input type="text"/>
Document Type	<input type="text"/> <input type="button" value="Q"/>
Initiator	<input type="text" value="jandoe"/> <input type="button" value="Q"/>
Created Date	<input type="text" value="mm/dd/yyyy"/> to <input type="text" value="mm/dd/yyyy"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

- The search results will populate below the Search Box. Selected the desired eDoc by clicking on the Document Id number.

Document Id	Document Type	Title	Status	Initiator	Date Created	Route Log
123456789	UGS.Committee.Doctype	Routing Document Type 'UGS.CommitteeV2.Doctype'	FINAL	Doe, Jane	9/27/2019 9:23 PM	

## Helpful Tips

### Narrowing your Search:

You can narrow your search to a specific document type by using the following Doctype Names or by using the Advanced search option for more filters/criteria.

UGS-MAAdvancedDegree.ParentDoctype  
UGS.Candidacy.Doctype  
UGS.CommitteeV2.Doctype  
UGS.CommitteeChangeV2.Doctype  
UGS-PhDDefense.ParentDoctype

### Using Prebuilt Searches (for Enroute Documents):

You can also search by Doctype via the prebuilt search link bellows (be mindful that you may need to adjust the enroute default status as it may be different than the document status you are searching for, you can select specific statuses or categories of status). Also note that you may still type in your Network ID in the Initiator bar to see full results.

1. [Masters](#)
2. [Candidacy](#)
3. [Committee](#)
4. [Committee Change](#)
5. [Defense Announcement](#)

### Saving Searches:

You can save searches for future references and easy access by clicking on the star in the Recent Searches box that will appear to the right of the Basic Search box.

