

# QUT Digital Workplace search

## Quick Reference Guide

### Search results screen

You can use the QUT Digital Workplace search to find information, people (staff and students), units, classes and applications from over 200 QUT websites.

To search, enter your query in the search box found on every QUT Digital Workplace page. Here's how it works.

The screenshot shows the search results for 'census date' on the QUT Digital Workplace. The interface includes a search bar at the top, a navigation menu, and a main content area with search results. Callout boxes provide instructions on how to use various features:

- Enter your search term here:** Points to the search input field.
- Select a tab to see different types of results:** Points to the tabs for Web, Students, Staff, Units, Classes, and Applications.
- Advanced search:** Points to the 'Advanced search' link.
- Open the refine menu to filter your search:** Points to the 'Refine search' button.
- Narrow your results using these filtering options:** Points to the 'By website' and 'By Digital Workplace section' filters.
- Search SharePoint and Wiki sites:** Points to the 'Sharepoint' and 'Wiki' filter categories.
- Reset your search filters:** Points to the 'Reset filters' button.
- Close the refine menu:** Points to the 'Close' button.
- Your last five search queries:** Points to the 'Your most recent searches' list.
- Send us your feedback about search:** Points to the 'Feedback' button.
- QUT glossary definition:** Points to the 'Census date' definition.
- Set your own search preferences:** Points to the settings icon.
- Related key dates:** Points to the 'Related key dates' section.
- Results for QUT applications:** Points to the 'Related applications' section.
- FAQ results:** Points to the 'FAQs' section.
- Add a link to your LaunchPad or share it by email:** Points to the share icons.
- View more results:** Points to the 'Next' navigation button.

## How to use QUT Digital Workplace search

### To perform a search

Add your search term in the QUT Digital Workplace search box and hit Enter or select the search button .

### Search terms can include

General content search terms, staff and student names, staff phone numbers (with no spaces), phone extensions (with \* in front), student IDs (with or without n or 0 in front), staff ID (with the full eight digits), email addresses, usernames, unit codes, unit titles and more.

### Predicted results

If you are entering a popular term, a list of suggested phrases will show beneath the search box as you type. If you see the term you need, you can select it from the list and go straight to the results.

### Results tabs

Search results are displayed under tabs for content, staff, students, units, classes and applications. The tabs displayed will depend on your search term and access level. You can select which tab appears first in your search preferences.

### To view a search result

Select one of the results (click either the name or page hyperlink).

### To refine your results

Select 'Refine search' underneath the results tabs to narrow down your results. Different options are available depending on your current tab. For web results, you can refine by website, Digital Workplace section, or include results from SharePoint or Wiki spaces.

### To search SharePoint and Wiki sites

Select the 'Refine search' filter and select either SharePoint or Wiki.


### Advanced search

Select 'Advanced search' to perform specific searches for QUT staff, phonebook administrators, units, class timetables, class timetable rooms and more.

### To provide suggestions to improve QUT Digital Workplace search

Use the 'Feedback' button at the bottom of the page to suggest improvements if you have trouble finding what you need.

## Search preferences

You can customise how your search results are displayed using the search preferences button  at the top right of your results. This can be useful if you perform a specific type of search regularly as part of your role (e.g. staff who search for student details regularly). On the search preferences screen you can:

- change the results tab that appears first in your search results
- choose how many results are shown on each page
- show or hide old units from your results
- show or hide inactive students (for those with access to view students details)
- set more preferences specific to your role.

**[For more information visit the online QUT Digital Workplace search guide](#)**