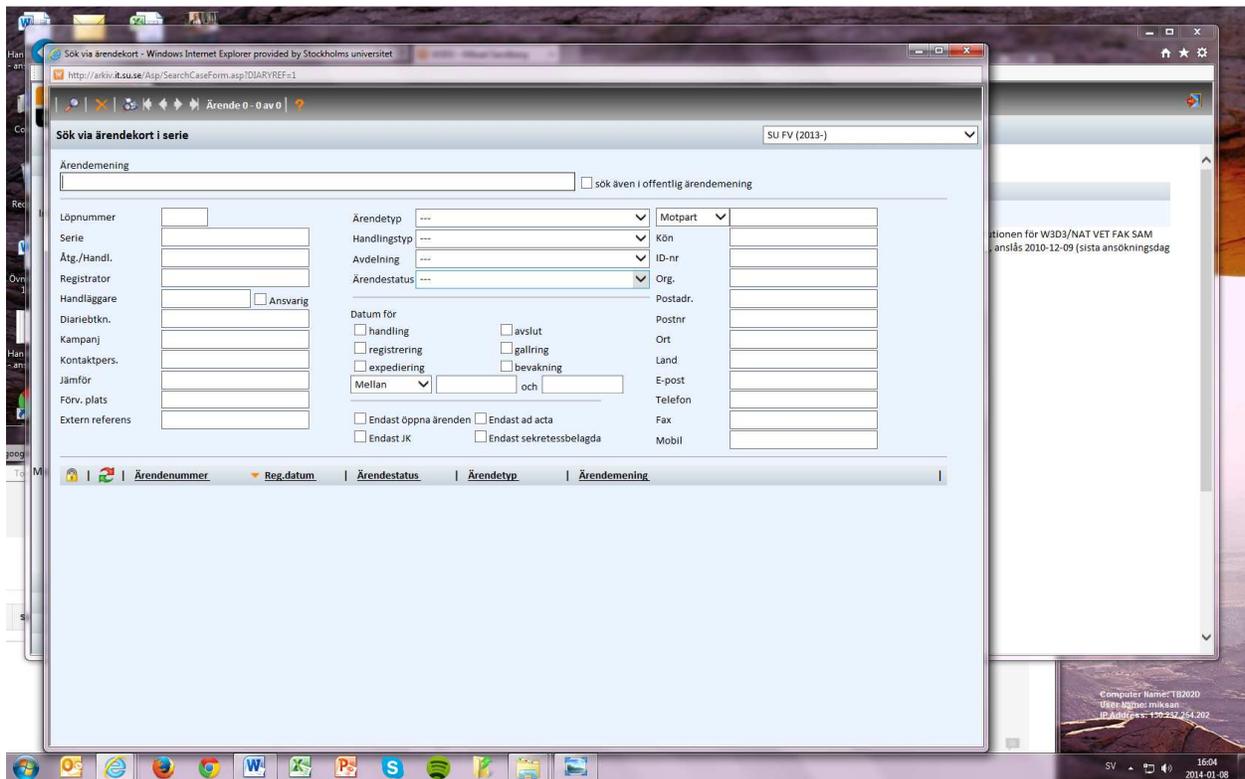


## Quick Guide for search in W3D3 for users with read access

Login page: <http://arkiv.it.su.se>

After logging in click: Ctrl 1

With some browsers you can't use "Ctrl 1". If so, click on the magnifying glass-icon in the left column or in the menu on the top of the page.



Start by choosing the series you want to search. The series are listed in the top right corner. Search can be done in a single field or in combination of fields. Start the search by clicking the "Enter" button.

## Instructions for some fields.

**Ärendemening** (Subject heading) Search by words in titles, as for example; utlysning (Announcement), avtal (Agreement), anställning (Employment), stipendium (Scholarship), entledigande (Resign from employment).

**Löpnummer** (Serial): The four-digit unique registration number, as for example: SU FV-4.2.9-**0112**-14. Note that the same serial number can be found in different years.

**Punktnotationsnummer**: The number preceding the serial number, as for example: SU FV-**4.2.9**-0112-14. You can search the "Punktnotationsnummer" in the field "Ärendetyp" for series from 2013-01-01. In older series, instead search the Dossier- designation in the field "Diariebeteckning".

**Extern reference**: It can sometimes be two registration numbers for a single case, our own reference number but also the counterparty, which is searchable in this field.

**Motpart/avs. Mott.** (double function): Can be the name of the person, company, agency or organization that has been entered in the diary as the counterparty when the case was created. **Avs./mott**: Name of the person, company, agency or organization that has sent the document or to whom the document is sent. (Hint: if the% sign is placed between the first and last name, it derive hits even on names with intermediate initial. For example, you get hit on Anna G Andersson in search of Anna% Andersson).

For any further questions please contact the university administration's Registrars, email: [registrator@su.se](mailto:registrator@su.se)