

Search Type	Insight Syntax	Comments and Limitations
Text Searches	At Search Assist , select AnyText as the field value, or type directly into the Search box to search against all public fields and the document text (BodyText).	
Word	"word"	Searches for the word in the fields and text of the documents.
Phrase	"phrase example"	Searches for the phrase when the phrase is correctly wrapped in quotation marks. Text without quotes is treated as an AND search.
NOT Word	NOT ("word")	Searches for records that do not contain the word. Do not mix case. Use either upper or lower case for the NOT operator. A space between the NOT operator and the word is required for correct results.
NOT Phrase	NOT ("phrase example")	Searches for records not containing the phrase. See above for complete information.
Bodytext Searches	These will limit the search to the document BodyText only (no fields are searched).	
Word	BodyText: "word"	Searches for records containing the word in the text. The colon (:) functions as contains.
Phrase	BodyText: "phrase example"	Searches for records containing the phrase in the text of the records.
NOT Word	NOT (BodyText: "word")	Searches for records that do not contain the word in the document text (BodyText).
NOT Phrase	NOT (BodyText: "phrase example")	Searches for records not containing the phrase in the document text (BodyText). An example is BodyText: "do not delete". This finds that exact phrase within the record.
Field Searches	Searches against specific metadata fields.	
Contains	Field:"value"	Searches for the value in the selected field. This search does not require an exact match, but the value must be in the field. For example, running this search: Author: "john smith" will return documents where john or smith exist in the field.
NOT Contains	NOT(Field: "value")	See NOT searching above.
Equals	Field = "value"	The Equals sign (=) looks for an exact match.
NOT Equals	NOT(Field = "value")	
Empty	(Field= "")	
NOT Empty	NOT(Field="")	NOT (Author="") returns all records where the Author field is populated.
Number & Date Searches	Applies to date and number fields. Dates must be entered in International format (yyyy-mm-dd).	
Equals	DocDate = "2009-05-12"	Returns records with a DocDate exactly equal to May 12, 2009.

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Greater Than or Equal	DocDate >= "2009-05-12"	Returns records with a DocDate equal to or greater than May 12, 2009.
Less Than	DocDate < "2009-05-12"	Returns records with a DocDate less than (before) May 12, 2009.
Less Than or Equal	DocDate <= "2009-05-12"	Returns records with a DocDate less than or equal to May 12, 2009.
Not Equals	NOT(DocDate = "2009-05-12")	Returns records with a DocDate that is not May 12, 2009 and includes records with an empty DocDate field.
Between	(DocDate >= "2011-12-05" AND DocDate <= "2011-12-22")	Returns records with a DocDate greater than or equal to December 5, 2011 and less than or equal to December 22, 2011.
Begcontrol	Begcontrol <, >, <=, >=, =, between	Case sensitive. Any letters in the Begcontrol number must be lower or upper case as appropriate, even if the Case Sensitive checkbox is not selected at Advanced Settings .
Wildcards	For unknown characters, use a wildcard.	
* (Asterisk)	"*string"	Finds matches for zero or more characters in place of the*
Proximity Searches	Searches for values within a defined proximity. Our search engine uses near/#.	
Near	"word1" near/# "word2"	# is the number of words from "word1" to "word 2".
Phrase	"phrase1" near/# "Phrase2"	Enclose phrases in quotes.
Multiple Values	("word1" or "word2" or "word3") near/# ("word4" or "word5" or "word6")	Searches for several specified values in a defined proximity.
Multiple Nears: One Proximity Requirement	("word1" near/# "word2" near/# "word3")	String proximity statements in a single phrase. The number (#) must be the same across this statement, e.g. ("john" near/3 "smith" near/3 "david" near/3 "jones").
Multiple Nears: Separate Proximity requirements	("word"1 or "word2" or "word3" near/# "word4" or "word5" or "word6" near/# "word7" or "word8" or "word9")	Use parentheses to group statements when changing proximity ranges: (<i>john or dave or ralph near/5 george or jan or debra</i>) near/10 (<i>bank or house or car</i>).
Nested Nears:	((("word1") near/# ("word2" or "word3") OR ("word4" near/# "word5")) near/# ((("word6" near/# "word7) OR ("word8" near/# "word9" near/# "word10"))	Nest nears and include other connectors by using parentheses appropriately: ((("pinion") near/20 ("sector" or "member") OR ("meshing" near/3 "teeth")) near/25 ((("rack" near/10 "switch") OR ("portion" near/8 "shaft" near/5 "bearing"))).
Bodytext and Fielded Near Searching	(BodyText: "word"/"phrase" near/# BodyText: "word"/"phrase")	Put fielded proximity statements in parentheses, and include the field name with the contains operator (:).
AND/OR Connectors	Connect search strings with AND or OR. Use only in fielded searches, not Anytext searches.	
AND/OR	Custodian:"word1" OR Custodian: "word2"	Build complex searches with the connectors AND/OR.
OR	Author: ["word1" "word2"]	Shortcut for <i>Author: "word1" OR Author: "word2"</i> . Must use square brackets [] in shortcut.
AND	Author: ALL["word1" "word2"]	Shortcut for <i>Author: "word1" AND Author: "word2"</i> . Must use square brackets [] when using the shortcut.