



ADVANCED SEARCH EXAMPLES

Note: Searches are not case sensitive

AND

State transportation

the space between the words is an implied AND

State AND transportation

records having State AND transportation

OR

State;transportation

the semicolon indicates OR

State OR transportation

having State or transportation

1992;92;Ninety-two;Ninetytwo

search for any 1992 records

AND NOT, BUT NOT, WITHOUT

State but not transportation

having State but not having transportation

State and not transportation

having State but not having transportation

State without transportation

having State but not having transportation

GROUPING

(State near 2 transportation) AND (improvement near 2 plan)

having state within two words of transportation AND having improvement within 2 words of plan

(State AND transportation) AND (improvement) OR (State AND plan)

having State and transportation and improvement OR having state and plan

FUZZY SEARCHES

Like Laura

includes words having Laura, Lauri, Loera, Lori, Lara, Larry, etc.

like 2 Laura

includes the first 2 words closest in similarity to the searchword: Laura and Lauri

PROXIMITY SEARCHES

State near Transportation

where State is near Transportation in the same record

State near 1 Transportation

where State is within 1 word of Transportation

State within 1 word of Transportation

where state is within 1 word of Transportation

Expense within 2 words of time

where expense is within 2 words of time

PHRASE SEARCHES

'State Transportation Improvement Plan'

phrase enclosed in single quotes

[State Transportation Improvement Plan]

phrase enclosed in brackets

State then transportation then improvement then plan

Employment...time...1*

finds "Employer Services Time - 1st quarter"

FIELD SPECIFIC SEARCHES

Fdescr* has *State

where the folder description field contains the word State

Fdescr* OR *Udf1* has *Martin

where either the folder description field or the first file system field has Martin

Udf** has *State

where one of the file system fields contains State

Udf1* has *State

where the first file system field contains State

WILDCARD SEARCHES

? *AIN*

where the first letter is anything and the last three AIN: Pain, Gain, etc.

***Martin* ***

where the record contains anything with Martin: Martin, Martinez, etc.

COMBINATION SEARCHES

You can combine any of the above to create very sophisticated searches.

(*Month AND *Reports*) within 5 words of (*FY* AND *92*)**

having the words monthly and reports within 5 words of the words/phrases FY and 92
