

SEARCH QUICK REFERENCE

(space) or	" " phrase
& and	! stemming / truncation / trailing wildcard
% not	~ fuzzy / typo search
/n proximity	field(terms) . . search field for terms

Example query

Matches documents that contain . . .

contract payment	either <i>contract</i> or <i>payment</i>
contract & payment	both <i>contract</i> and <i>payment</i>
contract % payment	<i>contract</i> , but not <i>payment</i>
"contract payment"	the phrase <i>contract payment</i>
contract!	any term starting with <i>contract</i> , for example, <i>contract</i> , <i>contracts</i> , <i>contracted</i> , <i>contractually</i> , etc.
guaranty~	terms similar to <i>guaranty</i> , for example, <i>guaranty</i> , <i>guarantee</i> , <i>garantee</i> , <i>garanty</i> , etc.
contract /10 signed	<i>contract</i> and <i>signed</i> within 10 words of each other in any order
custodian(Holcombe)	<i>Holcombe</i> in the <i>custodian</i> field

Standard document fields

text()	filename()	domain()
id()	path()	pagecount()
batesnumbers()	folder()	parentcount()
tag()	to()	childcount()
custodian()	from()	documentnotes()
author()	cc()	

Search queries that do not specify a field (e.g., *contract & payment*) search a combined index of document text, ID, Bates numbers, document notes, custodians, subject, to, from, and cc.

Use to to search a range, for example, *batesnumbers(Enron000001 to Enron000101)*.

Date fields

date() primary date (sent date for email, otherwise last modified date)	senddate() date email was sent
createdate() for native file	receiveddate() date email was received
lastmodifieddate() . . . for native file	familydate() for all members of a family, the primary date of the parent
loaddate() date loaded into Disco	alldates() combines all dates

Example date searches: *date(after 06/20/2012)*, *date(before 2012)*, *date(after 06/20/2012 & before 07/20/2012)*, *date(on 06/20/2012)*, *date(06/20/2012)*, *date(2012)*

True / false fields

hasprivilege(true) or hasprivilege(false)	true if document has at least one privilege tag
hasredactions(true) or hasredactions(false)	true if document is marked for redaction in Disco
hasdocumentnote(true) or hasdocumentnote(false) . . .	true if document has a note