

Advanced Search Syntax 8.3

White Paper

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Advanced Search Syntax Guide

This guide is a collection of advanced search syntax strings consolidated into one location to give users a reference and make it easier for them to develop their own search strings. Below you will find explanations and examples of different types of advanced searches you might want to perform while working in Laserfiche.

Note: The Laserfiche Client search and Laserfiche Web Access search use the same advanced search syntax.

Search Symbols

=	equal to	<>	not equal to
<=	less than or equal to	>=	greater than or equal to
<	less than	>	greater than
&	and		or
-	not	^N	within N number of words

You can include all symbols (non-alphanumeric characters) except #, \$, %, & in your search phrase if you enclose them in double quotation marks. Placing double quotation marks around search phrases with symbols in them lets you search for these phrases without the symbols being interpreted as search syntax. Full-text searches ignore punctuation but do not ignore search symbols. All other searches never ignore punctuation or search symbols.

Example: To look for the phrase, “The mayor - John Brown,” in a full-text search, you must enclose the phrase in double quotation marks. Searching “The mayor - John Brown,” will return the following results:

The mayor - John Brown
The mayor! John Brown
The mayor, John Brown
The mayor John Brown

Laserfiche will look for results with the phrase in quotation marks and will return any symbol or no symbol in place of the – (dash).

If you do not include the phrase in quotation marks, the dash will be interpreted as the “not” operator and will exclude results with the word “John” in them.

Note: To include these characters [,], ?, \, * in your search, instead of using them as [wildcards](#), you must precede them with

a backslash (\) and include the phrase in double quotation marks. For example, to search for a document named *, use this syntax: {LF:NAME="*"}.

To include a " in your search, you must precede the character with a double quotation mark (") and surround the entire phrase with double quotation marks. For example, to search for a document named a"report, use this syntax: {LF:NAME="a"report"}.

Operator Precedence

Advanced search syntax is evaluated from left to right. But, when the search syntax has more than one operator, certain operators are always evaluated before other operators. The order of precedence is parentheses (), within ^, not -, and &, or |. Because parentheses have the highest precedence, enclosing a portion of the search syntax in parentheses ensures that section of the syntax will always be evaluated first.

Wildcards

Wild cards can be used in both full-text and field or entry property searches.

- **Asterisk (*)**. The asterisk wildcard represents any number of missing characters or no missing characters. For instance, a search on the term **report*** would find “report,” “reports,” “reporting,” “reported,” “reporter,” etc.
- **Question mark (?)**. The question mark wildcard represents exactly one character. For instance, if you were unsure whether a name was spelled “Anderson” or “Andersen,” you could search on the term **Anders?n**. This would return both results.
- **Brackets ([])**. Like a question mark, a set of brackets represents a single missing character. However, brackets can be used to specify a smaller range of options. For instance, searching for **d[io]ve** would find the words “dive” and “dove,” but not “Dave.”

Note: Oracle does not support brackets. If your repository uses Oracle for its database management system, you can use brackets for full text searches but not for any other search type.

- **Dash (-)**. The dash character is used in conjunction with brackets to specify that only characters within a particular range should be found. For instance, you might want to locate all documents that contain an account number that begins with “100347” and ends with a number rather than a letter. You could search on **100347[0-9]**. This would return account number “1003475” but not “100347C.”

Wildcards can be used in combination. For instance, if you wanted to return all documents with reference to writing or written materials, you could search on the term **wr[io]t***. This could locate any of the following terms: “write,” “written,” “writing,” or “wrote.”

Note: To search for an asterisk or question mark without using the symbol as a wildcard, the character must be escaped by putting a \ (back-slash) before the special character (e.g., "Is it me\?").

Searching by Properties

All search types except full-text searches must be enclosed in curly brackets {}. If you want to find entries that have a series of specified system properties, you can combine search criteria using this syntax: {Criteria1, Criteria2, Criteria3, ...}.

Example: To look up entries that are in the Default volume with the word “statement” in their name, use one of the following syntaxes: {LF:VolName=“Default”, LF:Name=“*statement*”} or {Lf:Name=“*statement*”} & {LF:Volname=“DEFAULT”}.

The asterisks mean that results will be returned on any entry with the word “statement” in its title that is preceded or succeeded by any string. Combining terms within curly brackets implies the use of an ampersand (&).

You can also use a comma to separate values when searching for fields in a template or to specify a property’s options, such as specifying a type of entry (document, folder, shortcut, or batch) when searching for an entry by name or specifying an owner when searching for a stamp. However, you cannot search for a series of system properties and define property options (such as type or owner) at the same time. See the Template/Field Search, Entry Name Search, and Annotation Property Search sections below for more information about their specific syntaxes.

The YMD Date Format

The YMD (year, month, day) date format is always recognized no matter what the defined date format is. For example, {LF:Created=“2006/07/09”} will always work regardless of the Client’s the regional settings.

Note: The year must be a four digit number.

Type

The name for each system property search must start with the LF prefix. Including a type in your search will help create a more efficient search. System property search semantics consist of the following: all folders (F),

folder excluding record series and record folders (O), record series (E), record folder (R), batches (B), documents (D), and shortcut (S).

Example: {LF:name="*", Type="S"} will only return shortcuts.

Text Searches

Stop Words

Stop words are common-place words, such as and, a, and the, that do not add meaning to the full-text search. These words are ignored unless they are included in double quotation marks.

Word Search

Searching for a single word is done without the use of double quotation marks. Performing a word search for a [stop word](#) will return no results.

Note: An error will be thrown if delimiter symbols, other than wildcards, are used. These characters include: periods (.), apostrophes (‘), at symbols (@), and exclamation points (!).

Note: If the word contains an ampersand (&), the word must be contained in quotation marks, otherwise the search feature will read the symbol as a Boolean operator.

Example: Searching for the word: Johnson&Johnson, requires the use of quotation marks (i.e., “Johnson&Johnson”).

Full-Text Phrase Searches

If you are searching for an exact phrase, enclose the phrase in double quotation marks. This will return results that match the phrase exactly and will include stop words. If you do not enclose the phrase in double quotation marks, the search will automatically insert an “&” between each word and will ignore stop words.

Example: A search for “**quarter surplus**” will return entries with the word “quarter” followed by the word “surplus” with only white space or punctuation between them. A search for **quarter surplus** (without double quotation marks) will search for documents that have the words “quarter” and “surplus” in them, but not necessarily adjacent to each other. Phrase searches will not ignore stop words.

Full-Text Search Headers for Fuzzy Search and Date Format

Search headers define a fuzzy search or a date format for a search.

Note: If you specify both fuzzy search and date format headers, the fuzzy search header must be listed first.

The format for specifying a fuzzy search is #??111. Replace the ?? with a number between 01 and 99 to specify the percentage a word can differ from the search term and still be returned in the search.

Example: #25111 will return results with up to 25% of their characters differing from the search term.

Note: Fuzzy search options can be configured depending on how close you want search result to match your search term.

Replace the ?? with a # and a number between 1 and 9 to specify the number of characters that can differ from the characters in the search term and still return a result.

Example: ##4111 will return results that have up to four characters differing from the characters in the search term.

By default, Laserfiche will assume dates are in the format: month, day, year. To specify a different order for dates, use this syntax: %??? in which ??? can be month (M), day (D), and year (Y), in any order.

Example: To specify that dates are in the format day, month, year, use this syntax: %DMY.

Limitations

An advanced search string cannot be longer than 65536 Unicode characters including spaces. Also, you cannot have more than 500 Boolean operators in your advanced search string.



Text Search Examples

To Search For...	Syntax	Example
<p>two terms in the same document</p> <ul style="list-style-type: none"> • This search can be performed using the Client search interface. • Not case-sensitive. • Wildcards permitted. 	<p><i>term1 & term2</i></p> <p><i>term</i> is a word you want to search for.</p>	<p><i>document & imaging</i></p> <p>This search will return the following result because it includes both search terms.</p> <p>“<u>Document</u> <u>imaging</u> helps organizations run smarter.”</p> <p>This search will not return the following result because it is missing one of the search terms.</p> <p>“Importing a <u>document</u> into Laserfiche is easy.”</p>
<p>either term in the same document</p> <ul style="list-style-type: none"> • This search can be performed using the Client search interface. • Not case-sensitive. • Wildcards permitted. 	<p><i>term1 term2</i></p> <p><i>term</i> is a word you want to search for.</p>	<p><i>document images</i></p> <p>This search will return the following results because they include at least one of the search terms.</p> <p>“<u>Document</u> <u>management</u> should be at the heart of every business.”</p> <p>“<u>Images</u> are stored as TIFF files.”</p> <p>“<u>Document</u> <u>images</u> help businesses become paperless.”</p> <p>This search will not return the following result because it does not include at least one of the search terms.</p> <p>“How accessible are your records?”</p>

Within Search

Documents that contain both specific words and/or phrases can be searched for using a within search. The two search items, words and phrases, must be located within a specified word distance.

To Search For...	Syntax	Example
<p>A words and/or phrases located within a specific number of words apart</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	<p><i>(term1 ^N term2)</i></p> <p><i>term</i> is a word or phrase you want to search for.</p> <p><i>N</i> is the number of words the two search terms will be in proximity to each other.</p>	<p><i>(document ^2 imag*)</i></p> <p>This search will return the following results because each contains the specified search terms within 2 words of each other.</p> <ul style="list-style-type: none"> “<u>Document imaging</u> helps organizations run smarter.” “<u>Importing a document or image</u> into Laserfiche is easy.”

Entry Name Searches

To Search For...	Syntax	Example
<p>an entry by name (i.e., folder, document)</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	<p>{LF:Name=<i>“name”</i>, Type=<i>“type”</i>}</p> <p><i>name</i> is the name of the entry you want to search for.</p> <p><i>type</i> is the type of entry being searched for.</p>	<p>To search for a folder (F) named General Documents:</p> <p>{LF:Name=“General Documents”, Type=“F”}</p> <p>Note: If you do not specify an entry type, the search will only search for documents with the specified entry name (General Documents)</p>
<p>an entry by the name of its child entry (i.e., a document or folder within a particular folder)</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. Not case-sensitive. Wildcards permitted. 	<p>{LF:ChildName=<i>“name”</i>}</p> <p><i>name</i> is the child entry name.</p>	<p>To locate a file, with only the knowledge of its child document (District 5):</p> <p>{LF:ChildName= “District 5”, Type=“D”}</p> <p>Note: A child entry name search will only return an entry’s immediate parent.</p> <p>Note: If you do not specify an entry type, the search will only search for child entry documents.</p>

<p>an entry by the name of its parent entry (i.e., a folder that contains a particular document or folder)</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. • Wildcards permitted. 	<p>{LF:ParentName="name"}</p> <p><i>name</i> is the parent entry name.</p>	<p>I want to see all entries contained in the folder named Patient Billing, but I cannot remember the file path to the folder. To search for the entries using this parent entry name:</p> <p>{LF:ParentName= "Patient Billing"}</p> <p>Note: The parent entry name search will only return an entry's immediate children in the results.</p>
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Template/Field Searches

Template and field names must be enclosed with brackets if the name contains a space or a parenthesis. Field values that contain text, dates, or date/times must be enclosed in quotation marks.

To Search For...	Syntax	Example
<p>an entry not assigned to a template</p> <ul style="list-style-type: none"> • This search can be performed using the Client search interface. • Not case-sensitive. • Wildcards permitted. 	<p>{LF:TemplateID=0}</p>	<p>To search for entries not assigned a template:</p> <p>{LF:TemplateID=0}</p> <p>Setting the search to equal 0 will return all entries without a template.</p>
<p>entries assigned a specific template</p> <ul style="list-style-type: none"> • This search can be performed using the Client search interface. • Not case-sensitive. • Wildcards permitted. 	<p>LF:TemplateName= {[name]}</p> <p><i>name</i> is the name of the template.</p>	<p>To search for entries assigned to the General template:</p> <p>{[LF:TemplateName= "[General]"]}</p>
<p>entries that have been assigned any template</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. • Wildcards permitted. 	<p>{[*]} or {LF:TemplateID<>0}</p> <p>* (<i>asterisk</i>) is a wildcard and searches for all templates.</p>	<p>To search for entries that have been assigned any template:</p> <p>{[*]} or</p> <p>{LF:TemplateID<>0}</p>

To Search For...	Syntax	Example
<p>entries by template field values</p> <ul style="list-style-type: none"> • This search can be performed using the Client search interface. • Not case-sensitive. • Wildcards permitted. 	<p>{{<i>name</i>:[<i>fieldname</i>]=<i>value</i>}}</p> <p><i>name</i> is the name of the template.</p> <p><i>fieldname</i> is the name of the field.</p> <p><i>value</i> is the value of the field.</p>	<p>To search for entries assigned to the Library Documents template with Shakespeare as the author:</p> <p>{{Library Documents:[Author]=<i>Shakespeare</i>}}</p> <p>To search for multiple field values, use commas.</p> <p>{{Library Documents:[Author]=<i>Shakespeare</i>, [Title]=<i>Romeo and Juliet</i>}}</p> <p>This will return all documents assigned the following:</p> <ul style="list-style-type: none"> • Template: Library Documents • Author: Shakespeare • Title: Romeo and Juliet.
<p>entries by field value only</p> <ul style="list-style-type: none"> • This search can be performed using the Client search interface. • Not case-sensitive. • Wildcards permitted. 	<p>{{:[<i>fieldname</i>]=<i>value</i>}}</p> <p><i>fieldname</i> is the name of the field.</p> <p><i>value</i> is the value of the field.</p>	<p>To search for entries with the author, Shakespeare:</p> <p>{{:[author]=<i>Shakespeare</i>}}</p>
<p>entries with a field that is empty</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. 	<p>{{:[<i>fieldname</i>]=""}}</p> <p><i>fieldname</i> is the name of the field.</p> <p>There is nothing inside the quotation marks.</p>	<p>To search for entries with an empty Author field:</p> <p>{{:[author]=""}}</p> <p>Note: This search will return all entries assigned the Author field, but with no value in that field.</p>

To Search For...	Syntax	Example
<p>entries with a field that is not empty</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. 	<p>{[:<i>fieldname</i>]=“*”}</p> <p><i>fieldname</i> is the name of the field.</p>	<p>To search for entries with any value in the Author field</p> <p>{[:<i>fieldname</i>]=“*”}</p> <p>This search will return all entries assigned the Author field and that have a value in that field.</p>
<p>entries with a field value within a specified range</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. <p>Note: You can also search for a date range using this syntax.</p>	<p>{[:<i>fieldname</i>]>=<i>integer1</i>, <=<i>integer2</i>}</p> <p><i>fieldname</i> is the name of the field.</p> <p><i>integer1</i> is the beginning of the range.</p> <p><i>integer2</i> is the end of the range.</p>	<p>To search for the field Seminar Size with values between 20 and 30:</p> <p>{[:<i>Seminar Size</i>]>=20, <=30}</p> <p>This search will return all entries with a Seminar Size field value equal to 20 or 30 or between 20 and 30.</p>
<p>entries with a time field within a range that includes midnight</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. <p>Note: You can use the search interfaces to search for a time range that does not include midnight.</p>	<p>{[:<i>fieldname</i>] between “<i>time1</i>” and “<i>time2</i>”}</p> <p><i>fieldname</i> is the name of the field.</p> <p><i>time1</i> is the beginning of the time range.</p> <p><i>time2</i> is the end of the time range.</p>	<p>To search for a time field with a value between 5 PM and 2 AM:</p> <p>{[:<i>Time</i>] between “5:00:00 PM” and “2:00:00 AM”}</p> <p>possible time formats:</p> <p>02:30:35</p> <p>2:30:45</p> <p>02.30.45</p> <p>To specify AM, type in any string of characters beginning with a, such as a, a.m., or am.</p> <p>To specify PM, type in any string of characters beginning with p, such as p, p.m., or pm.</p> <p>If AM or PM is not specified, Laserfiche will assume the time is on the 24-hour system.</p>

To Search For...	Syntax	Example
<p>entries with multiple field values</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. • Wildcards permitted. 	<pre>{}:[fieldname]="value" {}:[fieldname]="value"</pre> <p><i>fieldname</i> is the name of the field.</p> <p><i>value</i> is the value of the field.</p>	<p>To search for entries with a multi-value Author field containing at least Shakespeare or Hamlet:</p> <pre>{}:[author]="Shakespeare" {}:[author]="Hamlet"</pre> <p>This search will return all entries assigned the multi-value Author field containing at least Shakespeare or Hamlet. If this multi-value field also contains Caesar, the entry will still be returned.</p>
<p>entries with specific multiple field values</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. • Wildcards permitted. 	<pre>{}:[fieldname]="value1", "value2", "value3"</pre> <p><i>fieldname</i> is the name of the field.</p> <p><i>value (1,2,3)</i> is the value of the field.</p>	<p>To search for entries with a multiple value Author field containing exactly Shakespeare and Hamlet:</p> <pre>{}:[author]="Shakespeare", "Hamlet"</pre> <p>This search will return all entries assigned the multi-value Author field containing exactly Shakespeare and Hamlet. If this multi-value Author field also contains Caesar, the entry will not be returned.</p> <p>If it contains only Hamlet and not Shakespeare, it will not be returned.</p> <p>Note: If a document has a multi-value field containing multiple instances of a search value, such as "Shakespeare, Shakespeare, Hamlet, Hamlet, Hamlet," that document will be returned. It must have at least one of the specified criteria, but no other values.</p>

To Search For...	Syntax	Example
<p>entries that do not contain specific multiple field values</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. • Wildcards permitted. 	<p>{[:<i>fieldname</i>]<>("value1", "value2", "value3")}</p> <p><i>fieldname</i> is the name of the field.</p> <p><i>value (1,2,3)</i> is the value of the field.</p>	<p>To search for entries with a multi-value Author field that does not contain only Shakespeare and Hamlet:</p> <p>{[:<i>author</i>]<>("Shakespeare", "Hamlet")}</p> <p>If a document contains Shakespeare and Hamlet as the only two authors, it will not be returned.</p> <p>If it contains Shakespeare, Hamlet, and Caesar, it will be returned.</p> <p>If the document has a value in the multi-value Author field that is not equal to Shakespeare or Hamlet, it will be returned.</p> <p>If it contains only Shakespeare or only Hamlet, it will be returned.</p>
<p>entries with a specific field value in a particular position in a multi-value field on a particular template</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. • Wildcards permitted. 	<p>{[<i>name</i>]:<i>fieldname</i> (<i>position</i>)="value"}</p> <p><i>name</i> is the name of the template.</p> <p><i>fieldname</i> is the name of the field.</p> <p><i>position</i> is the position in the multi-value field (1 is top-most value).</p> <p><i>value</i> is the value of the field.</p>	<p>To search for entries assigned the Human Resources template with a multi-value Telephone Number field that contains 123-456-7890 in the 2nd position:</p> <p>{[Human Resources]: [Telephone Number](2)="123-456-7890"}</p> <p>Note: You can also use the words all or any in place of <i>position</i>. All indicates that the value must appear in all positions of the multi-value field. Any indicates that the value can appear anywhere in the multi-value field.</p>

To Search For...	Syntax	Example
<p>entries with a specific field value in a particular position in a multi-value field, regardless of template</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. • Wildcards permitted. 	<p>{{[:<i>fieldname</i>](<i>position</i>)=<i>value</i>}}</p> <p><i>fieldname</i> is the name of the field.</p> <p><i>position</i> is the position in the multi-value field (1 is the top-most value).</p> <p><i>value</i> is the value of the field.</p>	<p>To search for entries with a value of 100 in the 1st position of the multi-value Test Score field:</p> <p>{{[:Test Score](1)=100}</p> <p>To search for entries where any of the values in the multi-value Test Score field are 100:</p> <p>{{[:Test Score](any)=100}</p> <p>To search for entries where all of the values in the multi-value Test Score field are greater than 80:</p> <p>{{[:Test Score](all)>80}</p>
<p>entries with at least one multiple field value that matches a value on list defined in the search</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. • Wildcards permitted. 	<p>{{[:<i>fieldname</i>](any) in ("<i>value1</i>", "<i>value2</i>", "<i>value3</i>")}</p> <p><i>fieldname</i> is the name of the field.</p> <p><i>value (1,2,3)</i> is the value of the field.</p>	<p>To search for entries with a multi-value Author field that contains at least one of the following values: Romeo, Juliet, Shakespeare:</p> <p>{{[:author](any) in ("Romeo", "Juliet", "Shakespeare")}</p> <p>If a document only contains Romeo or Romeo and Juliet, it will be returned. If it contains Romeo and Hamlet, it will be returned because at least one value, Romeo, is found in the list defined in the search.</p>
<p>entries with multiple field values that match the values on the list defined in the search</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. • Wildcards permitted. 	<p>{{[:<i>fieldname</i>](all) in ("<i>value1</i>", "<i>value2</i>", "<i>value3</i>")}</p> <p><i>fieldname</i> is the name of the field.</p> <p><i>value (1,2,3)</i> is the value of the field.</p>	<p>To search for entries with a multi-value Author field that contains all or some of the values Romeo, Juliet, and Shakespeare, but no others:</p> <p>{{[:author](all) in ("Romeo", "Juliet", "Shakespeare")}</p> <p>If a document only contains Romeo, or Romeo and Juliet, it will be returned.</p> <p>Note: All the entry's values must match one of the search criteria in order for the entry to be returned.</p>

To Search For...	Syntax	Example
<p>entries with multiple field values that match the values on the list defined in the search</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. • Wildcards permitted. 	<p>{[:<i>fieldname</i>](all) in (“<i>value1</i>”, “<i>value2</i>”, “<i>value3</i>”)}</p> <p><i>fieldname</i> is the name of the field.</p> <p><i>value (1,2,3)</i> is the value of the field.</p>	<p>To search for entries with a multi-value Author field that contains all or some of the values Romeo, Juliet, and Shakespeare, but no others:</p> <p>{[:author](all) in (“Romeo”, “Juliet”, “Shakespeare”)}</p> <p>If a document only contains Romeo, or Romeo and Juliet, it will be returned.</p> <p>Note: All the entry’s values must match one of the search criteria in order for the entry to be returned.</p>
<p>entries that have multiple field values where none of the values are found in the list defined in the search</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. • Wildcards permitted. 	<p>{[:<i>fieldname</i>](all) not in (“<i>value1</i>”, “<i>value2</i>”, “<i>value3</i>”)}</p> <p><i>fieldname</i> is the name of the field.</p> <p><i>value (1,2,3)</i> is the value of the field.</p>	<p>To search for entries with a multi-value Author field that does not contain– Romeo, Juliet, or Shakespeare– but may contain any others:</p> <p>{[:author](all) not in (“Romeo”, “Juliet”, “Shakespeare”)}</p>
<p>entries with no field values in a specific fields</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. 	<p>{[:<i>fieldname</i>]=“”}</p> <p><i>fieldname</i> is the name of the field.</p> <p>There is nothing inside the quotation marks.</p>	<p>To search for entries with a blank Author field value:</p> <p>{[:author]=“”}</p>
<p>entries with any value in a specific field</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. <p>Wildcards permitted.</p>	<p>{[:<i>fieldname</i>]=“*”}</p> <p><i>fieldname</i> is the name of the field.</p> <p>* (<i>asterisk</i>) is a wildcard and searches for all field values.</p>	<p>To search for entries with any value in the Author field:</p> <p>{[:author]=“*”}</p>

<p>entries with a specific field value anywhere in a particular template</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. <p>Wildcards permitted.</p>	<p>{[<i>name</i>]:[]="value"}</p> <p><i>name</i> is the name of the template.</p> <p><i>value</i> is the value of the field.</p>	<p>To search for entries assigned the Human Resources template with the field value Peter in any of its fields:</p> <p>{[Human Resources]:[]="Peter"}</p> <p>Note: The content of the search criteria determines what potential fields are searched. For example, if you search Peter (characters), it will search all character and list fields. If you search 99 (number), it will search all character, list, number, integer, and long integer fields.</p>
<p>entries with empty field values anywhere in a particular template</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. 	<p>{[<i>name</i>]:[]=""}</p> <p><i>name</i> is the name of the template.</p> <p>There is nothing inside the quotation marks.</p>	<p>To search for entries assigned the Human Resources template with any empty field values:</p> <p>{[Human Resources]:[]=""}</p>
<p>entries with a specific field value in any field, regardless of template</p> <ul style="list-style-type: none"> • This search can be performed using the Client search interface. • Not case-sensitive. • Wildcards permitted. 	<p>{[:[]="value"}</p> <p><i>value</i> is the value of the field.</p>	<p>To search for entries assigned with the field value Peter in any of its fields, regardless of template:</p> <p>{[:[]="Peter"}</p> <p>Note: The search criteria (values inside the brackets) determine what fields are searched. Make your search criteria as specific as possible in order to make searching more efficient.</p>
<p>entries with empty field values in any field, regardless of template</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. 	<p>{[:[]=""}</p> <p><i>value</i> is the value of the field.</p> <p>There is nothing inside the quotation marks.</p>	<p>To search for entries with empty field values for any of its fields, regardless of template:</p> <p>{[:[]=""}</p>

Search Within Folder

To Search For...	Syntax	Example
<p>entries in a specific folder</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. 	<p>{LF:LookIn="path", Subfolders=0}</p> <p><i>path</i> is where the item you are looking for is located.</p> <p>Note: The path must be a valid folder path that starts with a backslash or contains a letter. Entering a number for the path will be interpreted as a folder ID.</p> <p>0 means that no subfolders will be searched.</p> <p>Note: N, no, or false can also be used to mean that no subfolders will be searched.</p>	<p>To search the folder General Documents for an entry named Romeo and Juliet:</p> <p>{LF:LookIn="General Demo\General Documents", Subfolders=0} & {LF:Name="Romeo and Juliet", Type=type}</p> <p>This will return the following document path in the repository:</p> <p>General Demo\General Documents\Romeo and Juliet</p> <p>Entries in subfolders will not appear in the results.</p>
<p>entries in a folder and all its subfolders</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. 	<p>{LF:LookIn="path", Subfolders=y}</p> <p><i>path</i> is where the item you are looking for is located.</p> <p><i>y</i> is yes, include subfolders. You can also use yes, 1, or true to include subfolders.</p>	<p>To search the General Documents folder for an entry named Romeo and Juliet:</p> <p>{LF:LookIn="General Demo\General Documents", Subfolders=y} & {LF:Name="Romeo and Juliet", Type=type}</p> <p>This will return the following document path in the repository:</p> <p>General Demo\General Documents\William Shakespeare\ Romeo and Juliet</p> <p>Subfolders belonging to the entry Romeo and Juliet inside the General Documents folder will be returned.</p>

To Search For...	Syntax	Example
<p>entries with a specific field value in certain folders</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	<p>{{[template]:[field]="value"} & ({LF:LookIn= "path1"} {LF:LookIn= "path2"})</p> <p><i>fieldname</i> is the name of the field.</p> <p><i>position</i> is the position in the multi-value field (1 is top-most value).</p> <p><i>value</i> is the value of the field.</p> <p><i>path1 and path2</i> are the folder paths.</p>	<p>To search for entries in the Sales or Marketing folders that have the Human Resources template and a Document Type field value equaling Resume:</p> <p>{{[Human Resources]:[Document Type]="Resume"} & ({LF:LookIn="Marketing"} {LF:LookIn="Sales"})</p>
<p>entries with a specific field value not in a certain folder</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	<p>{{[template]:[field]="value"} - ({LF:LookIn= "path1"}</p> <p><i>fieldname</i> is the name of the field.</p> <p><i>position</i> is the position in the multi-value field (1 is top-most value).</p> <p><i>value</i> is the value of the field.</p> <p><i>path</i> is the folder path.</p>	<p>To search for entries that are not located in the Public Relations folder, but that have the template Human Resources and the Document Type field has the value Resume:</p> <p>{{[Human Resources]:[Document Type]="Resume"} - ({LF:LookIn="Public Relations"})</p> <p>This search will return entries in all folders except the Public Relations folder..</p>

Search Within Volume

To Search For...	Syntax	Example
<p>entries in a volume by volume name</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	<p>{LF:VolName="name"}</p> <p><i>name</i> is the name of the volume.</p>	<p>To search for entries assigned to a volume named Paris:</p> <p>{LF:VolName="Paris"}</p> <p>Note: If the volume is a logical volume, the search will return the documents in the corresponding physical volumes.</p>

Volume ID Search

To Search For...	Syntax	Example
<p>entries in a volume by volume ID number</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. Not case-sensitive. 	<p>{LF:VolID=<i>integer</i>}</p> <p><i>integer</i> is the entry ID number. This number must be greater than zero.</p>	<p>To search for entries assigned to a volume with volume ID number 1:</p> <p>{LF:VolID=1}</p> <p>Note: If the volume is a logical volume, the search will only support the = and <> operators.</p>

Annotation Text Searches

To Search For...	Syntax	Example
<p>entries containing sticky notes This search can be performed using the Web Access search interface.</p> <ul style="list-style-type: none"> Not case-sensitive. Wildcards permitted. 	<p>{LF:Sticky="*"}</p> <p>* (<i>asterisk</i>) is a wildcard and will search for all text, resulting in search for all non-empty sticky notes.</p> <p>{LF:Sticky="text"}</p> <p><i>text</i> is the text on the sticky note that is being searched for.</p> <p>{LF:Sticky=""}</p> <p>There is nothing inside the quotation marks. This search will return all empty sticky notes.</p>	<p>To search for all entries with any sticky note text:</p> <p>{LF:Sticky="*"}</p>
<p>entries containing text boxes</p> <ul style="list-style-type: none"> This search can be performed using the Web Access search interface. Not case-sensitive. Wildcards permitted. 	<p>{LF:Textbox="*"}</p> <p>* (<i>asterisk</i>) is a wildcard and will search for all text.</p> <p>{LF:Textbox="text"}</p> <p><i>text</i> is the text in the text box that will be searched for.</p> <p>{LF:Textbox=""}</p> <p>There is nothing inside the quotation marks. This will return all empty text boxes.</p>	<p>To search for an entry with text box text stating "Read pages 1-30":</p> <p>{LF:Textbox="Read pages 1-30"}</p>

To Search For...	Syntax	Example
entries containing callout text boxes with any text <ul style="list-style-type: none"> This search can be performed using the Web Access search interface. Not case-sensitive. Wildcards permitted. 	{LF:Callout="*"} * (asterisk) is a wildcard and will search for all text, resulting in all non-empty callouts. {LF: Callout="text"} <i>text</i> is the text in the callout that will be searched for. {LF:Callout=""} There is nothing inside the quotation marks. This will return all empty callouts.	To search for all entries with any text in the callout: {LF:Callout="*"} To search for an entry with text in the callout stating "Start here": {LF:Callout="Start here"}

Annotation Properties Searches

To Search For...	Syntax	Example
annotations by color <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. Not case-sensitive. Wildcards permitted. 	{LF:AnnColor="color"} <i>color</i> is the decimal value of the color based on the RGB color model. (e.g., yellow = 65535; red = 255; blue = 16744448) Note: This search only searches fill color.	To search for entries with yellow annotations: {LF:AnnColor="65535"}

To Search For...	Syntax	Example
<p>annotations by creation date and time</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. Not case-sensitive. 	<p>{LF:AnnCreateDate= "<i>date time</i>"}</p> <p><i>date</i> is the date the annotation was created.</p> <p><i>time</i> is the time the annotation was created.</p> <p>Note: You can specify date and time or only date.</p> <p>Possible date formats:</p> <p>04/20/2012</p> <p>04/20/12</p> <p>04-20-2012</p> <p>04-20-12</p> <p>Possible time formats:</p> <p>02:30:35</p> <p>2:30:45</p> <p>02.30.45</p> <p>To specify AM, type in any characters beginning with a, such as a, a.m., or am.</p> <p>To specify PM, type in any string of characters beginning with p, such as p, p.m., or pm.</p> <p>If AM or PM is not specified, Laserfiche will assume the time is on the 24-hour system.</p>	<p>To search for an annotation created on April 14, 2012:</p> <p>Possible date formats:</p> <p>{LF:AnnCreateDate="04/14/2012"}</p> <p>{LF:AnnCreateDate="04/14/12"}</p> <p>{LF:AnnCreateDate ="04-14-2012"}</p> <p>{LF:AnnCreateDate ="04-14-12"}</p> <p>To search for an annotation created between dates April 10 and April 15, 2012:</p> <p>{LF:AnnCreateDate >="4/10/2012", AnnCreateDate<="04/15/2012"}</p> <p>Note: If the year is a two-digit number less than 60, Laserfiche will assume that the year is in the 21st century. For example, year 59 will be treated as 2059. If the two-digit year is greater than or equal to 60, the server will assume that the year is in the 20th century. For example, year 60 will be treated as 1960.</p>
<p>annotations by creator</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. Not case-sensitive. Wildcards permitted. 	<p>{LF:AnnCreator= "<i>creator</i>"}</p> <p><i>creator</i> is the user who created the annotation.</p> <p>Note: The only valid format for searching for entries created by a Windows-authenticated user is: "<domain>\<user>" You can search for Windows-authenticated users across all domains with \<user>.</p>	<p>To search for annotations created by Jeff:</p> <p>{LF:AnnCreator="Jeff"}</p>

To Search For...	Syntax	Example
annotations by comments <ul style="list-style-type: none"> • This search can be performed using the Web Access search interface. • Not case-sensitive. • Wildcards permitted. 	{LF:AnnComment=“comment”} <i>comment</i> is added to annotation in the metadata tab of the annotation properties dialog box.	To search for annotations with “Please do not delete” as a comment: {LF:AnnComment= “Please do not delete”}
annotations by type <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. 	{LF:AnnType=“type”} <i>type</i> is the type of annotation. Possible types: <ul style="list-style-type: none"> • highlight or H • note or N (for sticky note) • redaction or R • stamp or S 	To search for all documents with highlights: {LF:AnnType=“H”}
annotations besides, or in addition to, the specified annotation <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. 	{LF:AnnType <> “kind”} <i>kind</i> is the type of annotation. Possible kinds: <ul style="list-style-type: none"> • highlight or H • note or N (for sticky note) • redaction or R • stamp or S 	To search for all documents with any annotation besides, or in addition to, a sticky note: {LF:AnnType=“note”} Note: This search will return documents with sticky notes only if they also have another kind of annotation.

To Search For...	Syntax	Example
<p>annotations by page</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. • Wildcards permitted. 	<p>{LF:AnnPage=<i>page</i>}</p> <p><i>page</i> is the page number the annotation is on.</p> <p>Note: There are no limitations on the kind of annotation that can be returned.</p>	<p>To search for an annotation on page 100 of a document:</p> <p>{LF:AnnPage="100"}</p> <p>Note: Page numbers start at page 1.</p>
<p>public/personal stamps by name</p> <ul style="list-style-type: none"> • This search can be performed using the search interface in Web Access. • Not case-sensitive. • Wildcards permitted. 	<p>{LF:AnnStampName=<i>name</i>}</p> <p><i>name</i> is the name of the stamp.</p>	<p>To search for a document with a stamp (public or personal) named faxed:</p> <p>{LF:AnnStampName= "faxed"}</p> <p>You can restrict the search to a specific user's personal stamp. To search for the faxed stamp owned by Sue:</p> <p>{LF: AnnStampName = "faxed", owner="Sue"}</p> <p>Note: The only valid format for searching for entries created by a Windows-authenticated user is: "<i><domain>\<user></i>". You can search for Windows-authenticated users across all domains with <i>\<user></i>.</p>
<p>public stamps only by name</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. • Wildcards permitted. 	<p>{LF:AnnPubStampName=<i>name</i>}</p> <p><i>name</i> is the name of the public stamp.</p>	<p>To search for a public stamp named denied:</p> <p>{LF:AnnPubStampName="denied"}</p>

Electronic Document Searches

To Search For...	Syntax	Example
<p>entries that are a specific type of electronic document (i.e., Word, Excel, PDF, PowerPoint, etc.)</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	<p>{LF:Ext="ext"}</p> <p><i>ext</i> is the extension of the electronic document.</p> <p>Note: You do not need to add a period (.) before the extension. Use doc instead of .doc.</p>	<p>To search for all entries that are Microsoft Word documents:</p> <p>{LF:Ext="doc"}</p>
<p>entries that are electronic documents</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive Wildcards permitted 	<p>{LF:Ext="*"}</p> <p>* (asterisk) is a wildcard and will search for all extensions.</p>	<p>To search for all entries that are electronic documents:</p> <p>{LF:Ext="*"}</p>
<p>entries that are a specific size of electronic document</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Wildcards permitted. 	<p>{LF:EDocSize=<i>integer</i>}</p> <p><i>integer</i> is the entry size in bytes.</p>	<p>To search for an electronic document that is 100 KB:</p> <p>{LF:EDocSize=102,400}</p> <p>Note: You must specify the entry size in bytes. 1 KB = 1024 bytes.</p>
<p>entries that contain a specific size image file</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. 	<p>{LF:ImageSize=<i>integer</i>}</p> <p><i>integer</i> is the entry size in bytes.</p>	<p>To search for an image less than 35 KB:</p> <p>{LF:ImageSize<35840}</p> <p>Note: If you are not using the Client search interface, then you must specify the entry size in bytes. 1 KB = 1024 bytes.</p>
<p>entries that contain a specific size text file</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. 	<p>{LF:TextSize=<i>integer</i>}</p> <p><i>integer</i> is the entry size in bytes.</p>	<p>To search for a text size greater than 35 KB:</p> <p>{LF:ImageSize>35840}</p> <p>Note: If you are not using the Client search interface, then you must specify the entry size in bytes. 1 KB = 1024 bytes.</p>

<p>entries that contain a specific size thumbnail</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. 	<p>{LF:ThumbSize=<i>integer</i>} <i>integer</i> is the entry size in bytes.</p>	<p>To search for a thumbnail size greater than 35 KB: {LF:ImageSize>35840} Note: If you are not using the Client search interface, then you must specify the entry size in bytes. 1 KB = 1024 bytes.</p>
<p>entries that contain a specific size location data</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. 	<p>{LF:LocDataSize=<i>integer</i>} <i>integer</i> is the entry size in bytes.</p>	<p>To search for a location data size that is less than 35 KB: {LF:ImageSize<35840} Note: If you are not using the Client search interface, then you must specify the entry size in bytes. 1 KB = 1024 bytes.</p>
<p>entries that contain a specific total item size</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. 	<p>{LF:TotalitemSize=<i>integer</i>} <i>item</i> is the object being searched for. Input one of the following: text, thumb, image, or locdata. <i>integer</i> is the entry size in bytes.</p>	<p>To search for a total image size that is greater than 35 KB: {LF:TotalImageSize>35840} Note: If you are not using the Client search interface, then you must specify the entry size in bytes. 1 KB = 1024 bytes.</p>

Date and Time Searches

To Search For...	Syntax	Example
<p>entries by creation date and time</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. 	<p>{LF:Created="date time"}</p> <p><i>date</i> is the date the entry was created.</p> <p><i>time</i> is the time the entry was created.</p> <p>Note: You can specify date and time or only date.</p> <p>Possible date formats:</p> <p>04/20/2012</p> <p>04/20/11</p> <p>04-20-2012</p> <p>04-20-11</p> <p>Possible time formats:</p> <p>02:30:35</p> <p>2:30:45</p> <p>02.30.45</p> <p>To specify AM, type in any characters beginning with a, such as a, a.m., or am.</p> <p>To specify PM, type in any string of characters beginning with p, such as p, p.m., or pm.</p> <p>If AM or PM is not specified, Laserfiche assumes the time is on the 24-hour system.</p>	<p>To search for a document created on April 20, 2012 at 2:30:45 PM:</p> <p>{LF:Created= "4/20/12 2:30:45 pm"}</p> <p>To search for a document created between April 20 and April 25:</p> <p>{LF:Created>="4/20/2012", Created<="04/25/2012"}</p> <p>Note: If the year is a two-digit number less than 60, the Laserfiche will assume that the year is in the 21st century. For example, year 59 will be treated as 2059. If the two-digit year is greater than or equal to 60, the Laserfiche will assume that the year is in the 20th century. For example, year 60 will be treated as 1960.</p>

To Search For...	Syntax	Example
<p>entries by modification date and/or time</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. 	<p>{LF:Modified="date time"}</p> <p><i>date</i> is the date the entry was modified.</p> <p><i>time</i> is the time the entry was modified.</p> <p>Note: You can specify a date and a time or only a date.</p> <p>Possible date formats:</p> <p>04/20/2012</p> <p>04/20/12</p> <p>04-20-2012</p> <p>04-20-12</p> <p>Possible time formats:</p> <p>02:30:35</p> <p>2:30:45</p> <p>02.30.45</p> <p>To specify AM, type in any characters beginning with a, such as a, a.m., or am.</p> <p>To specify PM, type in any string of characters beginning with p, such as p, p.m., or pm.</p> <p>If AM or PM is not specified, Laserfiche will assume the time is on the 24-hour system.</p>	<p>To search for a document modified on a certain date (April 22, 2012):</p> <p>{LF:Modified = "04/22/2012"}</p> <p>{LF:Modified = "04/22/12"}</p> <p>{LF:Modified="04/22/2012"}</p> <p>{LF:Modified = "04-22-12"}</p> <p>{LF:Modified = "04-22-2012"}</p> <p>Note: More than one date format is possible (see above).</p> <p>Note: If the year is a two-digit number less than 60, the Laserfiche will assume that the year is in the 21st century. For example, year 59 will be treated as 2059. If the two-digit year is greater than or equal to 60, the Laserfiche will assume that the year is in the 20th century. For example, year 60 will be treated as 1960.</p>

Page Searches

A "page" is defined as an entry with associated text (generated by OCR) and/or images.

To Search For...	Syntax	Example
<p>entries with/without pages</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. 	<p>{LF:AssociatedPages= "Y"}</p> <p>{LF:AssociatedPages= "N"}</p> <p><i>Y</i> is yes. <i>Yes</i>, <i>1</i>, or <i>true</i> also mean yes.</p> <p><i>N</i> is no. <i>No</i>, <i>0</i>, or <i>false</i> also mean no.</p>	<p>To search for documents that do not have pages (associated text or images):</p> <p>{LF:AssociatedPages= "N"}</p> <p>To search for documents that have pages (associated text or images):</p> <p>{LF:AssociatedPages= "Y"}</p>

<p>entries with a certain number of pages</p> <ul style="list-style-type: none"> • This search can be performed using the Client search interface. • Not case-sensitive. 	<p>{LF:PageCount=<i>integer</i>}</p> <p><i>integer</i> is the number of pages in the document.</p> <p>Note: Use Search Symbols to specify pages numbers.</p>	<p>To search for entries that have more than 10 pages:</p> <p>{LF:PageCount>10}</p>
<p>entries that have been OCRred</p> <ul style="list-style-type: none"> • This search can be performed using the Client search interface. • Not case-sensitive. 	<p>{LF:AssociatedPages= “Y”} & {LF:OCR=<i>all</i>}</p> <p><i>all</i> means all the pages that have been OCRred.</p>	<p>To search for entries that have text associated with them (have been OCRred):</p> <p>{(LF:OCR=<i>all</i>)}</p>
<p>entries that have not been OCRred</p> <ul style="list-style-type: none"> • This search can be performed using the Client search interface. • Not case-sensitive. 	<p>{LF:AssociatedPages = “Y”} & {LF:OCR=<i>none</i>}</p> <p><i>none</i> means no pages have text associated with them.</p>	<p>To search for entries that do not have text associated with them (have not been OCRred):</p> <p>{(LF:OCR=<i>none</i>)}</p>
<p>entries where some pages have been OCRred and some have not</p> <ul style="list-style-type: none"> • This search can be performed using the Client search interface. • Not case-sensitive. 	<p>{(LF:AssociatedPages = “Y”) & {LF:OCR=“<i>some</i>”}}</p> <p><i>some</i> means at least one associated page has text, but not all associated pages have text.</p>	<p>To search for entries that have at least one page of text associated with it (OCRred) and at least one page of text not associated with it (not OCRred):</p> <p>{LF:OCR=SOME}</p>
<p>entries that do or do not contain image pages</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. 	<p>{LF:Img=<i>Y</i>}</p> <p><i>Y</i> means yes. <i>Yes</i>, <i>1</i>, or <i>true</i>, also mean yes.</p> <p>{LF:Img=<i>N</i>}</p> <p><i>N</i> means no. <i>No</i>, <i>0</i>, or <i>false</i> also mean no.</p>	<p>To search for an entry with image pages:</p> <p>{LF:Img=<i>Y</i>}</p> <p>To search for an entry without image pages:</p> <p>{LF:Img=<i>N</i>}</p>

Indexed and Indexable Searches

To Search For...	Syntax	Example
<p>entries that have been indexed</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. Not case-sensitive. 	<p>{LF:Indexed=Y}</p> <p><i>Y</i> means yes. <i>Yes, 1, or true</i>, also mean yes.</p>	<p>To search for pages that have been indexed (made full-text searchable):</p> <p>{LF:Indexed=Y}</p>
To Search For...	Syntax	Example
<p>entries that have not been indexed</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. Not case-sensitive. 	<p>{LF:Indexed=N}</p> <p><i>N</i> means no. <i>No, 0, or false</i> also mean no.</p>	<p>To search for pages that have not been indexed (not made full-text searchable):</p> <p>{LF:Indexed=N}</p>
<p>entries that are not indexable</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. Not case-sensitive. 	<p>{LF:NotIndexable=Y}</p> <p><i>Y</i> means yes. <i>Yes, 1, or true</i>, also mean yes.</p>	<p>To search for all entries that are not indexable (any file that cannot contain text, such as an mp3 audio file):</p> <p>{LF:NotIndexable=Y}</p>
<p>entries that are indexable</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. Not case-sensitive. 	<p>{LF:NotIndexable=N}</p> <p><i>N</i> means no. <i>No, 0, or false</i> also mean no.</p>	<p>To search for all entries that are indexable (any file that contains text):</p> <p>{LF:NotIndexable=N}</p>

Tag Searches

To Search For...	Syntax	Example
<p>entries with specific tag names</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	<p>{LF:Tags="tagname"}</p> <p><i>tagname</i> is the name of the tag assigned to the entry.</p> <p>{LF:TagComment=""}</p> <p>There is nothing inside the quotation marks. This will return all empty tag comments.</p> <p>{LF:TagComment="*"}</p> <p>* (asterisk) is a wildcard and will search for all tag comments.</p>	<p>To search all entries assigned the Classified tag:</p> <p>{LF:Tags="Classified"}</p> <p>To search all entries that do not have tag comments associated with them</p> <p>{LF:TagComment=""}</p>
<p>entries that have any tag besides, or in addition, to a specified tag</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	<p>{LF:Tags <> "tagname"}</p> <p><i>tagname</i> is the name of the tag assigned to the entries you do not want returned.</p>	<p>To search for all entries that have any tag besides, or in addition to, the Pending tag:</p> <p>{LF:Tags <> "Pending"}</p> <p>Note: This search will return a document with the tag Classified or a document with both the tags Classified and Pending.</p> <p>It will not return a document that only has the Pending tag.</p> <p>To return entries that have any tag besides Pending and do not have the Pending tag use the following syntax:</p> <p>{LF:Tags <> "Pending" – {LF:Tags="Pending"}</p>
<p>entries with a combination of a tag and a tag comment</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	<p>{{LF:Tags="tagname"}} & {LF:TagComment="text"}</p> <p><i>tagname</i> is the name of the tag.</p> <p><i>text</i> is the text in the tag comment.</p>	<p>To search for an entry assigned the Poetry tag and that has the comment read by Thursday:</p> <p>{{LF:Tags="Poetry"}} & {LF:TagComment="read by Thursday"}</p>

Entry Creator Search

To Search For...	Syntax	Example
entries created by a specific user <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	{LF:Creator="user"} <i>user</i> is the name of the user who created the entry. Note: The only valid format for searching for entries created by a Windows-authenticated user is: " <domain>\<user> ". You can search for Windows-authenticated users across all domains with \<user> .	To search for all entries created by Misty: {LF:Creator="Misty"}

Entry Owner Search

To Search For	Syntax	Example
entries owned by a specific user <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	{LF:Owner="user"} <i>user</i> is the name of the user who owns the entry. Note: The only valid format for searching for entries owned by a Windows-authenticated user is: " <domain>\<user> ". You can search for Windows-authenticated users across all domains with \<user> .	To search for all entries owned by Roger: {LF:Owner="Roger"}
entries with no owner	{LF:ID>0} - {LF:owner=""}	This search will return all entries that do not have an owner. The syntax subtracts all documents with an owner (owner="*") from all documents in your repository (ID>0).

Last Modified By Search

To Search For	Syntax	Example
<p>entries that have been modified by a specified user</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. Not case-sensitive. Wildcards permitted. 	<p>{LF:LastModifiedBy= "user"}</p> <p><i>user</i> is the name of the user who modified the entry.</p> <p>Note: The only valid format for searching for entries owned by a Windows-authenticated user is: "<domain>\<user>" You can search for Windows-authenticated users across all domains with \<user>.</p>	<p>To find all the documents last modified by Eric:</p> <p>{LF:LastModifiedBy="Eric"}</p>

Entry ID Searches

To Search For...	Syntax	Example
<p>entry with a specific entry ID number</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. Wildcards permitted. 	<p>{LF:ID=<i>integer</i>}</p> <p><i>integer</i> is the entry ID number.</p>	<p>To find and document with the entry ID number 187:</p> <p>{LF:ID=187}</p>
<p>entries created after a specific entry</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. Wildcards permitted. 	<p>{LF:ID><i>integer</i>}</p> <p><i>integer</i> is the entry ID number.</p>	<p>To find all entries created after the document with the entry ID number 187:</p> <p>{LF:ID>187}</p> <p>Note: Use \geq to include the entry with the specified ID number in the search results.</p>
<p>entries created before a specific entry</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. Wildcards permitted. 	<p>{LF:ID<<i>integer</i>}</p> <p><i>integer</i> is the entry ID number.</p>	<p>To find all entries created before the document with the entry ID number 187:</p> <p>{LF:ID<187}</p> <p>Note: Use \leq to include the entry with the specified ID number in the search results.</p>

Document Links Searches

To Search For...	Syntax	Example
<p>entries linked by a specific document relationship</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. Not case-sensitive. Wildcards permitted. 	<p>{LF:Relation= "relationshipname"}</p> <p><i>relationshipname</i> is the name of the document relationship.</p> <p>Note: If you type in a number for <i>relationshipname</i>, Laserfiche will search by the link's ID number.</p>	<p>To search for all entries linked by the "Message" relationship:</p> <p>{LF:Relation="message"}</p> <p>Note: Inverse document relationships (e.g., "Attachment" and "Message") will return the same results.</p>
<p>entries that are the source documents for a specific document relationship (e.g., the "supersedes" document in the "supersedes/superseded by" relationship)</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	<p>{LF:RelationSRC= "relationshipname"}</p> <p><i>relationshipname</i> is the name of the document relationship.</p> <p>Note: If you type in a number for <i>relationshipname</i>, Laserfiche will search by the link's ID number.</p>	<p>To find all entries that are source documents in the "supersedes/superseded by" relationship:</p> <p>{LF:RelationSRC= "supersedes"}</p>
<p>entries that are the destination documents for a specific document relationship (e.g., the "superseded by" document in the "supersedes/superseded by" relationship)</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	<p>{LF:RelationDST= "relationshipname"}</p> <p><i>relationshipname</i> is the name of the document relationship.</p> <p>Note: If you type in a number for <i>relationshipname</i>, Laserfiche will search by the link's ID number.</p>	<p>To find all entries that are destination documents in the "supersedes/superseded by" relationship:</p> <p>{LF:RelationDST= "superseded by"}</p>

<p>entries that have link group comment</p> <ul style="list-style-type: none"> • This search is an alias of {LF:vercomment} • This search can be performed using the Client search interface. 	<p>{LF:LinkGroupComment=""}</p> <p>Insert your search term inside the quotation marks.</p>	<p>{LF:LinkGroupComment="June Invoice"}</p> <p>This search will return any link group comments that state: June Invoice.</p>
---	---	---

Version Comments Searches

To Search For	Syntax	Example
<p>entries that have a version comment containing specific text</p> <ul style="list-style-type: none"> • This search can be performed using the Client search interface. • Not case-sensitive. • Wildcards permitted. 	<p>{LFVER:Comment="text"}</p> <p><i>text</i> is the text of the comment.</p> <p>{LFVER:Comment=""}</p> <p>* (asterisk) is a wildcard and will search for all tag comments.</p> <p>{LFVER:Comment=""}</p> <p>There is nothing inside the quotation marks. This will return all empty tag comments.</p>	<p>Multiple documents in a repository contain new versions of their originals, and the comment "read on Thursday" was added to one of the new versions. To search for the version with this comment:</p> <p>{LFVER:Comment="read on Thursday"}</p>
<p>entries by version number</p> <ul style="list-style-type: none"> • Not case-sensitive. • Wildcards permitted. 	<p>{LFVER:Version="integer"}</p> <p><i>integer</i> is the version number.</p> <p>{LFVER:Version=""}</p> <p>* (asterisk) is a wildcard and will search for all tag comments.</p> <p>{LFVER:Version=""}</p> <p>There is nothing inside the quotation marks. This will return all empty tag comments.</p>	<p>To search for version number 4:</p> <p>{LFVER:Version=4}</p>

<p>entries by version label</p> <ul style="list-style-type: none"> • This search can be performed using the Client search interface. • Not case-sensitive. • Wildcards permitted. 	<p>{LFVER:Label="text"}</p> <p><i>text</i> is the text of the comment.</p> <p>{LFVER:Label = "*"}</p> <p>* (asterisk) is a wildcard and will search for all tag comments.</p> <p>{LFVER:Label = ""}</p> <p>There is nothing inside the quotation marks. This will return all empty tag comments.</p>	<p>To search for a document version with the label, Updated:</p> <p>{LFVER:Label = "Updated"}</p>
<p>entries whose version was created or modified by a specific user</p> <ul style="list-style-type: none"> • This search can be performed using the Client search interface. • Not case-sensitive. • Wildcards permitted. 	<p>{LFVER:ModifiedBy="user"}</p> <p><i>user</i> is the name of the user who modified or created the version.</p> <p>{LFVER:ModifiedBy="*"}</p> <p>* (asterisk) is a wildcard and will search for all tag comments.</p> <p>{LFVER:ModifiedBy=""}</p> <p>There is nothing inside the quotation marks. This will return all empty tag comments.</p>	<p>To search for a document version that was last modified by Tabitha:</p> <p>{LFVER:ModifiedBy = " Tabitha"}</p>
<p>entries whose version was created or modified on a specific date</p> <ul style="list-style-type: none"> • This search can be performed using the Client search interface. • Not case-sensitive. • Wildcards permitted. 	<p>{LFVER:Modified="date"}</p> <p><i>date</i> is the date when the version was modified or created.</p> <p>{LFVER:Modified="*"}</p> <p>* (asterisk) is a wildcard and will search for all tag comments.</p> <p>{LFVER:Modified=""}</p> <p>There is nothing inside the quotation marks. This will return all empty tag comments.</p>	<p>To search for a document version that was modified or created before May 1, 2012:</p> <p>{LFVER:Modified = "5/1/2012 12:00:00 AM"}</p>

Shortcut Searches

To Search For...	Syntax	Example
<p>all shortcuts that link to a specific entry using its entry ID number</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. Wildcards permitted. 	<p>{LF:ShortcutID=<i>integer</i>}</p> <p><i>integer</i> is the entry ID number.</p>	<p>To find shortcuts to a document with entry ID number 2021:</p> <p>{LF:ShortcutID=2021}</p>
<p>all shortcuts that link to a specific entry using its entry name</p> <ul style="list-style-type: none"> This search can only be performed using advanced search syntax. Not case-sensitive Wildcards permitted. 	<p>{LF:ShortcutName="entryname"}</p> <p><i>entryname</i> is the entry name.</p>	<p>To find all shortcuts that link to a folder named Performance Reviews:</p> <p>{LF:ShortcutName="Performance Reviews"}</p> <p>Note: If you have changed a shortcut's name, it will still show up when using this search.</p>

Checked Out Documents Searches

To Search For...	Syntax	Example
<p>entries that are currently checked out by a specific Laserfiche user</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	<p>{LF:CheckOutUser= "<i>user</i>"}</p> <p><i>user</i> is the name assigned to a user.</p> <p>Note: The only valid format for searching for entries modified by a Windows-authenticated user is: "<domain>\<user>" You can search for Windows-authenticated users across all domains with \<user>.</p>	<p>To conduct a search that will return all documents a user, named Misty, has checked out:</p> <p>{LF:CheckOutUser= "Misty"}</p>

<p>entries that are currently checked out by a Windows user</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Not case-sensitive. • Wildcards permitted. 	<p>{LF:CheckOutUser= “<Domain>\<User>”}</p> <p><i>domain</i> is the name of the domain the Windows user belongs to.</p> <p><i>user</i> is the Windows user you want to search for.</p> <p>Note: The only valid format for searching for entries modified by a Windows-authenticated user is: “<domain>\<user>” You can search for Windows-authenticated users across all domains with \<user>.</p>	<p>To conduct a search that will return all documents a Windows user on the Laserfiche domain, named Mattie, has checked out:</p> <p>{LF:CheckOutUser= “<Laserfiche>\<Mattie>”}</p>
<p>entries that are currently checked out by a specific Laserfiche user using his or her user ID</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Wildcards permitted. 	<p>{LF:CheckOutUserID= <i>integer</i>}</p> <p><i>integer</i> is the user ID number.</p>	<p>To conduct a search that will return all documents a Laserfiche user with user ID number 107 has checked out:</p> <p>{LF:CheckOutUserID= 107}</p> <p>Note: Because there are no user IDs for Windows-authenticated users, you cannot use the Check Out User ID search find documents checked out by a Windows-authenticated user. You must use the Check Out User Name search.</p>

UUID Search

To Search For...	Syntax	Example
<p>documents with the specified UUID (Universally Unique Identifier)</p> <ul style="list-style-type: none"> • This search can only be performed using advanced search syntax. • Wildcards permitted. 	<p>{LF:UUID=“<i>uuid</i>”}</p> <p><i>uuid</i> is the Universally Unique Identifier.</p>	<p>To search for an entry with UUID number 550e8400-e29b-41d4-a716-446655440000:</p> <p>{LF:UUID=“550e8400-e29b-41d4-a716-446655440000”}</p>

Digital Signature Searches

To Search For...	Syntax	Example
<p>entries signed by</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	<p>{LFSIG:CertSubject= "user"}</p> <p><i>user</i> is the name of the user whose signature is being searched for.</p> <p>Note: See the Digital Signature Certificates Store in the Laserfiche Administration Console.</p>	<p>To conduct a search that will return all documents signed by Misty:</p> <p>{LF:certsubject = "Misty"}</p>
<p>entries that are signed by a Windows user</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	<p>{LFSIG:signedby= "user"}</p> <p><i>user</i> is the user whose signature is being searched for .</p> <p>Note: "<domain>\<user>" is the only valid format for searching annotations created by a Windows-authenticated user</p>	<p>To conduct a search that will return all documents signed by Walt:</p> <p>{LF:signedby = "Walt"}</p>
<p>entries that are signed by</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	<p>{LF:signeddate= <i>integer</i>}</p> <p><i>interger</i> is the date the entry was signed.</p>	<p>To conduct a search that will return all documents signed within the two weeks of June 15, 2012:</p> <p>{LF:signeddate >= "6/1/2012"}</p>
<p>entries with a specific digital signature comment</p> <ul style="list-style-type: none"> This search can be performed using the Client search interface. Not case-sensitive. Wildcards permitted. 	<p>{LF:comment= "<i>comment</i>"}</p> <p><i>comment</i> is the word or phrase being searched for.</p>	<p>To conduct a search that will return all documents with a signature comment of "Tentatively Approved:</p> <p>{LF:comment >= "Tentatively Approved"}</p>

Using Advanced Search Syntax with Custom Quick Searches

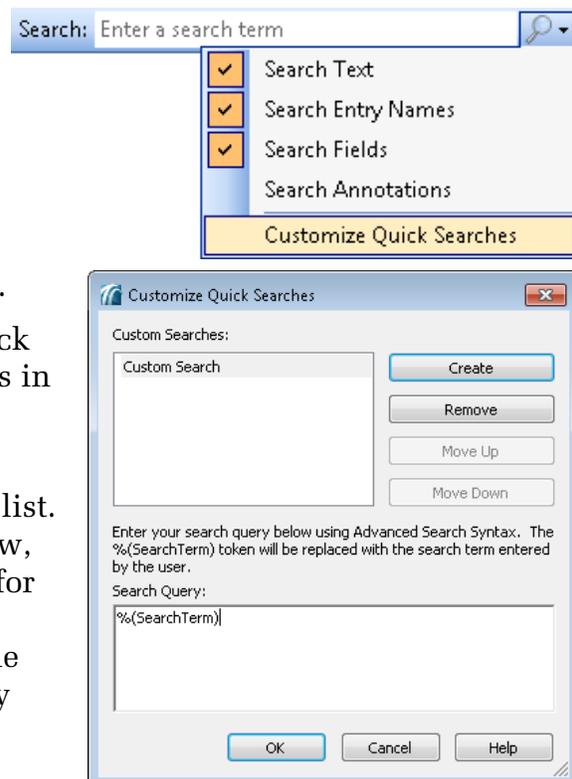
The Quick Search tool, which is located to the far right of the Folder Browser toolbar, allows you to perform a general search without having to open the Search Pane and configure search types. By default, you can search text, entry names, fields, annotation text, or any combination of these by selecting the searches you want to use from the Quick Search drop-down menu. You can also create custom quick searches using any of the advanced search syntax strings detailed above.

Custom quick searches are especially useful for making frequently used searches easily accessible when searching.

Example: Wendy works in her company's Human Resources department and every week she searches for all entries that have blank field values for the Employee Name, Social Security Number, and Home Address fields and fills in the missing information. Rather than opening the Search Pane and typing the advanced search syntax for these searches, she uses the syntax to create a custom quick search that she can easily access every week.

To create a custom Quick Search:

1. Click the down arrow to the right of the Search bar, and select **Customize Quick Searches**.
2. In the **Customize Quick Searches** dialog box, click **Create**.
3. Type a name for your custom quick search in the text box that appears in the **Custom Searches** list.
4. Make sure your new search is selected on the **Custom Searches** list. In the **Search Query** textbox below, type the advanced search syntax for your search, using the token `%(Search Term)` to stand in for the search terms users will eventually provide in the Quick Search bar.

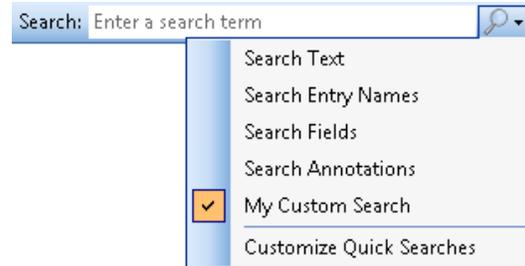


Example: Wendy needs to search for blank field values in different fields. The advanced search syntax for searching for empty values in a particular field is `{[:fieldname]=""}`. Because she will provide the field name as her search term when she searches, she replaces *fieldname* with “%(Search Term)” in the syntax. With this substitution, the syntax reads `{[:["%(Search Term)"]]=""}`.

5. Click **OK**. Your custom search will now appear in the Quick Search drop-down menu.

In the **Customize Quick Searches** dialog, configure the following:

- Reorder the appearance of custom searches in the Quick Search drop-down menu by using the **Move Up** and **Move Down** buttons to the left of the **Custom Searches** list.
- Remove a custom search from the menu by clicking **Remove**.
- Rename a custom search by selecting the search, clicking on it again, and typing in the new name.





Advanced Search Syntax 8.3

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This paper discusses advanced search methods and outlines advanced search syntax in order to give users a reference and make it easier for them to develop their own search strings. Updated for Laserfiche 8.3.

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