Searching quick reference guide

Use this search quick reference to improve your understanding of searching within Relativity.

Fields types and filter types

Field type	Boolean	Text box	Single-choice list	Multi-choice list	Pop up	Custom/Advanced
Fixed-length text		√	√			√
Long text		√*				
Date		√				√
Number Whole, decimal, currency		√				√
Yes/No	√					
Single choice			√		√	
Multiple choice				√	√	
Single object		√	√		√	
Multiple object		√		√	√	

Note: Long text search in text box only works if the field is not enabled for data grid.

dtSearch strings and operators

dtSearch string	Results
salt pepper	The exact phrase **salt pepper**.
salt and pepper	The word salt and the word **pepper**.
"salt and pepper shaker"	The exact phrase **salt and pepper shaker**. **Note:** dtSearch assumes the word *and* was removed from the noise words list.
salt or pepper	Either **salt** or **pepper**.
salt w/5 pepper	**Salt** appears within five words of **pepper**.
salt NOT w/5 pepper	**Salt** does not appear within five words of **pepper**.
salt pre/5 pepper	**Salt** appears within five words before **pepper**.
salt and not pepper	**Salt** appears but **pepper** does not.
salt*	Any word that begins with **salt**. For example, *salted* or *saltiness*.

dtSearch fuzzy searching and stemming

Character	Definition	Example
%	Fuzzy searching	"app%%" matches apply and apple, but not applied

Character	Definition	Example
~	Stemming	"apply~" matches apply, applied, applies, and so on

Search operators and field types for saved searches

Operator	Fixed-length text, long text, extracted text	Whole number, decimal, currency	User	Date	Yes/No	Single choice, multiple choice
All of these, Not all of these						√
Any of these			√			√
Between				√		
Contains	√*					
Does not contain	√*					
Is	√*	√		√	√	
Is after, Is after or on				√		
Is before, Is before or on				√		
Is greater than	√*	√				
Is in				√		
Is less than	√*	√				
Is like	√*					
Is logged in user			√			
Is not	√*	√		√	√	
Is not like	√*					
Is not set	√	√	√	√	√	√
Is set	√	√	√	√	√	√
None of these			√			√

Note: The fields marked with an asterisk in the *Fixed-length text, long text, extracted text* column only work if the field is not enabled for data grid.

Filter	Description
Boolean	Available for Yes/No field types. Conditions display a drop-down list similar to list filters.
CustomOnly	Uses filtering criteria from advanced and Boolean operators.
List	Usually associated with fields used for coding documents. Conditions vary by the type and purpose of the field associated with it.
Multi list	Uses multiple conditions from a drop-down menu. You can connect the conditions with the OR or AND operator.
Pop-up pick-	Contains values for multiple or single choice fields, as well as multiple or single choice objects.

Filter	Description
ers	
Textbox	Used to search on specific terms, numbers, and dates. You can enter multiple terms connected by any of the following operators: • AND • OR • BETWEEN • = (equal) • >= (greater than or equal to) • <= (less than or equal to) • % (to filter for NOT null)

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