

Searching Quick Reference

Field types and filter types

Field Type	Boolean	Text box	Single Choice List	Multi-Choice List	Pop-up	Custom/Advanced
Fixed Length Text		✓	✓			✓
Long Text		✓ ²				
Date		✓				✓
Number (Whole, Decimal, Currency)		✓				✓
Yes/No	✓					
Single Choice			✓		✓	
Multiple Choice				✓	✓	
Single Object		✓	✓		✓	
Multiple Object		✓		✓	✓	

2. 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" ³	The exact phrase salt and pepper shaker
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 <i>before</i> pepper
salt and not pepper	Salt appears but pepper does not
salt*	Any word that begins with salt (e.g., salted, saltiness)

3. Assumes the word "and" was removed from the noise words list.

dtSearch fuzzy searching and stemming

Character	Definition	Example
%	Fuzzy searching	"app%" matches apply and apple, but not applied
~	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	✓ ³					
Does not contain	✓ ³					
Is	✓ ³	✓		✓	✓	
Is after, Is after or on				✓		
Is before, Is before or on				✓		
Is greater than	✓ ³	✓				
Is in				✓		
Is less than	✓ ³	✓				
Is like	✓ ³					
Is logged in user			✓			
Is not	✓ ³	✓		✓	✓	
Is not like	✓ ³					
Is not set	✓	✓	✓	✓	✓	✓
Is set	✓	✓	✓	✓	✓	✓
None of these			✓			✓

3. Only works if the field is NOT enabled for Data Grid

Filters

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.
Popup Pickers	Contains values for multiple or single choice fields, as well as multiple or single choice objects.
Textbox	Used to search on specific terms, numbers, and dates. You can enter multiple terms connected by any of the following operators: <ul style="list-style-type: none"> ▪ AND ▪ OR ▪ BETWEEN ▪ = (equal) ▪ >= (greater than or equal to) ▪ <= (less than or equal to) ▪ % (to filter for NOT null)