Searches

NOTE: You can type as much text into the search box as desired.

A search query is broken up into terms and operators. There are two types of terms: Single Terms and Phrases.

A Single Term is a single word such as "test" or "hello".

A Phrase is a group of words surrounded by double quotes such as "hello dolly".

Multiple terms can be combined together with Boolean operators to form a more complex query.

Boolean operators allow terms to be combined through logic operators. The web portal supports AND, "+", OR, NOT, and "-" as Boolean operators (Note: Boolean operators must be ALL CAPS).

OR operator

The OR operator is the default conjunction operator. This means that if there is no Boolean operator between two terms, the OR operator is used. The OR operator links two terms and finds a matching document if either of the terms exist in a document.

To search for documents that contain either "design guidelines" or just "modifications" use the query:

"design guidelines" modifications

or

"design guidelines" OR modifications

AND operator

The AND operator finds documents where both terms exist anywhere in the text of a single document.

To search for documents that contain "design guidelines" and "modifications" use the query:

```
"design guidelines" AND "modifications"
```

+ operator

The "+" or required operator requires that the term after the "+" symbol exist somewhere in a field of a single document.

To search for documents that must contain "modifications" and may contain "permits" use the query:

```
+modifications permits
```

NOT operator

The NOT operator excludes documents that contain the term after NOT.

To search for documents that contain "modifications" but not "permits" use the query:

```
"modifications" NOT "permits"
```

Note: The NOT operator cannot be used with just one term. For example, the following search will return no results:

```
NOT "design guidelines"
```

Search Modifying Options

The web portal's search engine supports modifying query terms to provide a wide range of searching options.

Wildcard Searches

The web portal's search engine supports single and multiple character wildcard searches within single terms (not within phrase queries).

To perform a single character wildcard search, use the "?" symbol.

To perform a multiple character wildcard search, use the "*" symbol.

The single character wildcard search looks for terms that match that with the single character replaced. For example, to search for "text" or "test" you can use the search:

```
te?t
```

Multiple character wildcard searches looks for zero or more additional characters. For example, to search for book, bookstore or booklet, etc., you can use the search:

```
book*
```

You can also use the wildcard searches in the middle of a term. For instance, you could make searches like: *mi*pelling*. That will match both *misspelling*, which is

the correct way to spell this word, as well as *mispelling*, which is a common spelling mistake.

```
te*t
```

Note: You cannot use a * or ? symbol as the first character of a search.

Fuzzy Searches

The web portal's search engine supports fuzzy searches. To do a fuzzy search, use the tilde, "~", symbol at the end of a Single word Term. For example to search for a term similar in spelling to "roam" use the fuzzy search:

```
roam~
```

This search will find terms like foam and roams.

Grouping

The web portal's search engine supports using parentheses to group clauses to form sub queries. This can be very useful if you want to control the boolean logic for a query.

To search for either "ballroom" or "atrium" and "play" use the query:

```
(ballroom OR atrium) AND play
```

This eliminates any confusion and makes sure you that "play" must exist and either term "ballroom" or" atrium" may exist.

Advanced Tips

Boolean Operators

The symbol && can be used in place of the word AND.

The symbol || can be used in place of the word OR.

The symbol ! can be used in place of the word NOT.

- operator

The "-" or prohibit operator excludes documents that contain the term after the "-" symbol.

To search for documents that contain "design guidelines" but not "building permit" use the query:

```
"design guidelines" -"building permit"
```

Fields

The web portal's search engine supports fielded data. When performing a search you can either specify a field, or use the default field. The field names and default field is implementation specific.

You can search any field by typing the field name followed by a colon ":" and then the term you are looking for.

As an example, let's assume an index contains two fields, title and text and text is the default field. If you want to find the document entitled "The Right Way" which contains the text "don't go this way", you can enter:

```
title:"Documents and Forms" AND text:go
```

or

```
title:"Documents and Forms" AND right
```

Since text is the default field, the field indicator is not required.

Note: The field is only valid for the term that it directly precedes, so the query

```
title:Do it right
```

Will only find "Do" in the title field. It will find "it" and "right" in the default field (in this case the text field).

Field Grouping

The web portal's search engine supports using parentheses to group multiple clauses to a single field.

To search for a title that contains both the word "return" and the phrase "pink panther" use the query:

```
title:(+return +"pink panther")
```

Escaping Special Characters

The web portal's search engine supports escaping special characters that are part of the query syntax. The current list special characters are

+ - && || ! ( ) { } [ ] ^ " ~ * ? : \

To escape these character use the \ before the character. For example to search for (1+1):2 use the query:

```
\(1\+1\)\:2
```

Proximity Searches

The web portal's search engine supports finding words are a within a specific distance away. To do a proximity search use the tilde, "~", symbol at the end of a Phrase. For example to search for "sports" and "sanction" within 10 words of each other in a document use the search:

```
"sports sanction"~10
```

Range Searches

Range Queries allow one to match documents whose field(s) values are between the lower and upper bound specified by the Range Query. Range Queries can be inclusive or exclusive of the upper and lower bounds. Sorting is done lexicographically.

```
mod_date:[20020101 TO 20030101]
```

This will find documents whose mod_date fields have values between 20020101 and 20030101, inclusive. Note that Range Queries are not reserved for date fields. You could also use range queries with non-date fields:

```
title:{Aida TO Carmen}
```

This will find all documents whose titles are between Aida and Carmen, but not including Aida and Carmen.

Inclusive range queries are denoted by square brackets. Exclusive range queries are denoted by curly brackets.

Boosting a Term

The web portal's search engine provides the relevance level of matching documents based on the terms found. To boost a term use the caret, "^", symbol with a boost factor (a number) at the end of the term you are searching. The higher the boost factor, the more relevant the term will be.

Boosting allows you to control the relevance of a document by boosting its term. For example, if you are searching for

```
Design guidelines
```

and you want the term "design" to be more relevant boost it using the ^ symbol along with the boost factor next to the term. You would type:

```
design^4 guidelines
```

This will make documents with the term “design” appear more relevant. You can also boost Phrase Terms as in the example:

```
"design guidelines"^4 "design application"
```

By default, the boost factor is 1. Although the boost factor must be positive, it can be less than 1 (e.g. 0.2)