

Clarify: Search Syntax Cheat Sheet

Building a search in Clarify

Clarify provides a rich set of tools and forms to build searches. At other times, you will want to type your query directly into the search box. Clarify uses a search technology by Apache called, "Lucene." Lucene's search syntax is similar to other search technologies embedded in popular platforms like Relativity and Prevail.

A query is broken into two parts: **terms** and **operators**.

Terms

There are two classes of terms in Clarify: **Single Terms** and **Phrases**.

- A **Single Term** is a single word.
 - Example: **subpoena**
- A **Phrase** is a group of words surrounded by double quotes.
 - Example: **"summary judgment"**

Note: A phrase search will not run if the quotes are omitted in a phrase search.

At times, you may want to account for misspellings, find variations of a term, or locate two words within a specified distance of one another. In such instances, you can use the following **Term Modifiers**^{*1}:

Term Modifier	Character Used	Example syntax	Example search results:
Single character wildcard search (single term)	?	Te?t	Returns test and text
Multiple character wildcard search (single term)	*	Test*	Returns test , tests , tester , testing , etc.
Combination of single character and wildcard search (phrase)	* and ?	"test* plan?"	Returns testing plan , test plans , tester plane , etc.
Basic fuzzy search (single term)	~	Roam~	Returns roam and foam
Fuzzy search (phrase)	~	"Brain~ freeze"	Returns brain freeze and Brian freeze
Proximity Searches	~	"Fios Inc."~10	Returns Fios and Inc. within ten words of one another
Range Searches (include criteria) ²	[term]	[20020101 TO 20030101]	Can be used with letters or numbers. Returns documents with the date values between 01/01/2002 and 01/01/2003 .
Range Searches (exclude criteria)	{term}	{Aide TO Carmen}	Can be used with letters or numbers. Returns documents with the text values between but does not include Aide and Carmen .

1 You cannot use ? or * as the first character of a search (example: **ing* when searching for *skiing*).

2 The joiner TO must be in capital letters.

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Field Search

By default, searches are run against all fields and document text. If you would like to search a specific field, you can instruct Clarify to do so using the following syntax:

FIELDNAME(term)

For example, if you wanted to search just the full text portion of a document and not the metadata for the phrase “Red Coach” you would format your search as follows:

FULLTEXT(“Red Coach”)

A list of searchable field names can be found in “**Appendix A: Field Names.**”

Boolean Operators

You can combine terms and phrases using Boolean operators. If an operator is not placed between two characters or phrases, it will default to an **OR** search. All operators need to be in capital letters.

Clarify supports the following Boolean operators:

Operator	Character Equivalent	Example syntax	Example search results:
AND	+	“Jack AND Jill” “Jack +Jill”	Returns Jack and Jill
OR	(two pipes)	“Jack OR Jill” “Jack Jill”	Returns either Jack or Jill
NOT	-	“Jack NOT Jill” “Jack -Jill”	Returns Jack but not Jill

Grouping

Grouping is a way to build very specific searches to target records in Clarify. As noted earlier, quotes are a mandatory part of phrase searching. However, they can also be used to group sets of terms to form sub-searches. For example:

Grouping	Example search results:
(smoking OR gun) AND guilty	Returns all documents with the term guilty and either smoking or gun
(deposition AND prep) NOT binder	Returns all documents with the term deposition and prep excluding documents with binder

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Grouping can also be used with phrases, term modifiers and dates:

Grouping	Example search results:
FULLTEXT ("smoking gun"~2) AND DATE CREATED (20100202)	Returns all documents with smoking within two words of gun created on 02/02/2010

Using reserved characters in a search

At times, you will need to include reserved characters in your search. Reserved characters include any of the following:

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

To include these characters in a search as text, simply place a forward slash in front of the query.

Example:

Search for: (1+1):2

Use the following syntax: \ $(1+1)$:2

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Appendix A: Field Names

Field Name	Description
Filename	System Metadata
File Path	System Metadata
Date Created	System Metadata
Date Modified	System Metadata
Date Accessed	System Metadata
Edocs Author	Edocs Metadata
Edocs Title	Edocs Metadata
Body	Email File Metadata
Email From	Email File Metadata
Email To	Email File Metadata
Email CC	Email File Metadata
Email BCC	Email File Metadata
Email Subject	Email File Metadata
Domain	Email File Metadata
Sender Domain	Email File Metadata
Recipient Domain	Email File Metadata
File Name	Email File Metadata
File Path	Email File Metadata
File ID	Email File Metadata
Extension	Email File Metadata
EntryID	Email File Metadata
Message ID	Email File Metadata
Group Date	Email File Metadata
Has Hidden object	Email File Metadata
Language	Email File Metadata