

SEARCH FEATURES IN FILEBOUND

Searching Options

Everything but ! (Exclamation point)

And | (Bar, above the Enter key on the rights side of your keyboard)

Exact Value ~ (tilde, upper left key, next to the number 1)

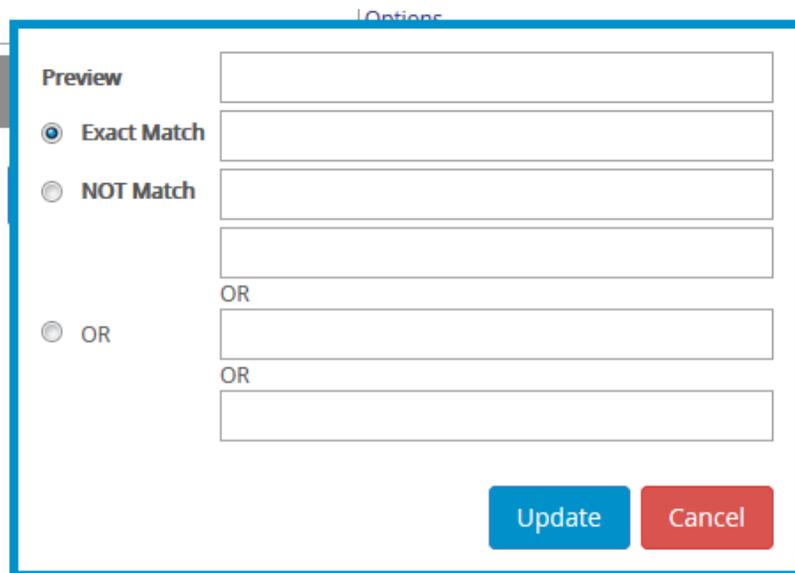
1. Open your project and go to the Search screen
2. Click inside the index field you want to search in, this will open the Options box

Project Search Criteria



The screenshot shows a search interface with a grey header bar. The 'Project' field contains 'Boces Test BOE Minutes'. The 'Meeting Date' field is empty and highlighted with a yellow border. A blue arrow points from the 'Options' text next to the 'Meeting Date' field to the 'Options' button in the 'Advanced Search Options' section. Below the search criteria are two blue buttons: 'Search' and 'Save Search'.

3. Click on Options, this will open the options box



The 'Options' dialog box is shown with a blue border. It has a 'Preview' section with a text input field. Below it are three radio button options: 'Exact Match' (selected), 'NOT Match', and 'OR'. Each option has a corresponding text input field. The 'OR' option has two input fields, one above and one below the 'OR' label. At the bottom right are two buttons: 'Update' (blue) and 'Cancel' (red).

Select the button next to your searching needs and type in the key word, then update. Filebound will return all results based on your request.