

# Keyword Operators and Wildcards

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## Keyword Operators

The Keyword Type Edit Field default property = (equal to) will appear in a box on the right side of each Keyword Type Edit Field.

The default binary operator, **AND** will appear in a box on the right side of each Keyword Type Edit Field when multiple search fields have been activated for a Keyword in the Document Retrieval dialog box. To add more than one Keyword Type Edit Field double left click on the Keyword label.

If you left-click the operators, they will toggle through the following choices (choices vary depending on the format of the Keyword, i.e. date, alphanumeric, currency, etc. )

	<b>Equal To</b> allows you to search for keyword values that are an exact match to what is entered for retrieval.
	<b>Not Equal To</b> allows you to search for keyword values that are not equal to the keyword value entered for retrieval.
	<b>Double Quotes</b> returns only those documents containing the literal entry.
	<b>Greater Than</b> allows for the retrieval of documents with keyword values greater than the numeric or date value entered for retrieval.
	<b>Less Than</b> allows for the retrieval of documents with keyword values less than the numeric or date value entered for retrieval.
	<b>Greater Than/Equal To</b> allows for the retrieval of documents with keyword values greater than or equal to the numeric or date value entered for retrieval.
	<b>Less Than/Equal To</b> allows for the retrieval of documents with keyword values less than or equal to the numeric or date value entered for retrieval.
F6	<b>F6</b> opens a second entry field for the active keyword. You can also click on the keyword label.
	<b>And</b> allows for searching two or more values of the same keyword type that exists on the selected document type.
	<b>Or</b> allows you to search either one (or more) documents containing either one or more specific keyword types. Click And to change to Or.
	<b>To</b> allows you to search from one keyword to another keyword of the same keyword. Used with Numeric or Date keywords.

## Wildcards

Combined with keyword values can be used to retrieve documents.

*	Replaces multiple characters. (ADAMS* would retrieve ADAMS, ADAMSON, ADAMSTON, etc.)
?	Replaces a single character. (SM?TH would retrieve SMITH, SMYTH, SMOTH, etc.)

## Keyword Area by Client

### Full Client

Keywords

UID	=	<input type="text"/>	And
UID	=	<input type="text"/>	And
Last Name	=	ADAMS*	And
First Name	=	<input type="text"/>	And

### Unity Client

Keywords and Date Range

From  To

UID	=	<input type="text"/>	And
UID	=	<input type="text"/>	
Last Name	=	SM?TH	
First Name	=	<input type="text"/>	
Middle Name	=	<input type="text"/>	

### Web Client

From Date  To Date

Keywords

SYS Batch Number	=	<input type="text"/>	AND
SYS Batch Number	=	<input type="text"/>	AND