

F2 cSearch

Version 8



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Reading instructions

This manual is written for users of F2 cSearch.

The manual contains a short introduction to F2 cSearch and a general description of its functionality. The description adheres to best practice in digital bureaucracy.

The manual is based on an F2 solution with all available add-on modules installed. Users may notice some differences between their own F2 client and the one presented here depending on the add-on modules included in their organisation's F2 solution.

In this manual, the names of commands are **bolded**. Commands are clickable features such as buttons. The names of fields and lists are placed in "quotation marks".

References to other sections within the document and references to other documentation are *italicised*.

We hope you enjoy using F2.



Introduction to F2 cSearch

F2 cSearch is a search tool for F2 that is able to search through various F2 formats. This makes it possible to perform searches across annotations, cases, chats, documents, notes, records, requests, and system messages.

Unlike F2's other search options, cSearch uses pre-indexed data based on the user's latest F2 activities. This is comparable to Internet search engines such as Google, Bing, etc., and presents the user with the search results almost instantaneously.

In cSearch, the user can search for a single word as well as perform advanced searches for phrases. On completing a search, the versatile preview window shows at a glance whether the result is useful. cSearch lets the user perform searches across all of F2, which is not possible using F2 Desktop. Results from cSearch may be transferred to F2 Desktop, to the "cSearch results" list.

This document is an introduction to the various search options offered by F2 cSearch.

Basis for searches

F2 cSearch searches the metadata of records, cases, and documents, including participant information, as well as the content of record documents, attached documents, approval documents (add-on module), and other documents. It also searches chats, notes, annotations, and requests (add-on module).

F2 cSearch does not search log files or case guide data (add-on module), but does search cases, records, and documents from case guides. This also applies to data from F2 Meetings (add-on module) in which F2 cSearch searches the "shadow records" created on the basis of agendas and minutes, but not the text of the meeting window.



Searching with cSearch

To open the cSearch window in F2, click on **cSearch** in the main window ribbon or use the keyboard shortcut **F4**.

														cS	earo	ch
*					cBrain Ac	:Cloud02									e	×
F2 Mai	in window	Settings												🔒 Ireene Todd (IT	Office)	^
 ☆ Main window ☆ Case * ☆ Record * 	New	Rew email	New Digital Post	Reply all * Reply * ⑦ Forward * ⑦ Open in calendar	Archive Archive Remove from list Delete record *	E Flag: Deadline:	Left flag ▼ Select flag ▼ Select date 7	다른 Flag: Deadline:	Select flag Select date	•	Print	Advanced search		📅 Open calendar 🌲 Show all reminders	Q cSear	
Navigation		N	lew	Reply	Remove		Me		IT Office		Print	Sear	ch	Calendar	cSearc	ch

Figure 1: cSearch icon

The cSearch window can be accessed from the main, case, or record window.

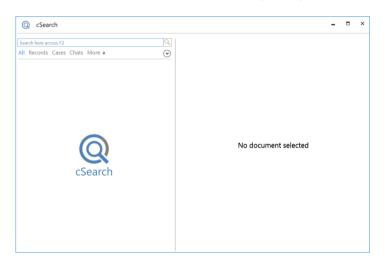


Figure 2: The cSearch window

cSearch searches across all of F2, i.e. the "Archive", "My private records" and "Library".

Note: In accordance with F2's access control, cSearch only finds results to which the user has access.

Simple search

Entering a single word in the cSearch search field, e.g. *minutes*, will perform a search across all cases, records, documents, etc. which include the word.

Entering multiple words in the field, e.g. *minutes meeting*, will perform a search across cases, records, documents, etc. which include both these words.

cSearch displays an excerpt of each result with the search word(s) bolded, letting the user see the context at a glance.



	© cSearch –	×
The search field ——	Minutes Oc All Records Cases Chats More = Image: Could you look through the minutes and see if you agree with them? 10 of 17 results (0.19 seconds) Priority = Normal = Image: Could you look through the minutes and see if you agree with them? - Dieter	
	From: Dieter Davidsen Ter. Anders Andersen, Dieter Davidsen, Dorthe Duess through the minutes and see if you agree with the	
	Partial minutes from the meeting Meeting July 8 Jul 2016 2015 Add Partial minutes from the meeting Meeting July 2016 Overskrift: Minutes Beskrivelse: Deltagere: Anne C	
	Minutes from Meeting July 2016 - 2. edition.pdf 8 Jul 2016 Minutes from Meeting July 2016 - 2. edition ITEM Minutes == APPENDIX 1 == MEETING Mee	
	Articla mixutes from the meeting Meeting July 30 May 2017 Z016 Case Help	
	Eartial minutes from the meeting Meeting July 30 May 2017 2016	
	Minutes from Meeting July 2016 - 2. edition 8 Jul 2016 From: Dieter Davidsen To: Anne Christiansen, Hanne Winter, Dieter Davidsen	
	Minutes from Meeting July 2016 - 1. edition 8 Jul 2016	

Figure 3: A simple search in cSearch

A list of metadata search fields can be opened by clicking the search field and then pressing the **down arrow** key. A selected metadata field is highlighted in blue. See the figure below.

	Q cSea	rch	_ □	×
The search field —	Search here ad	cross F2		
The search field —	Fields Fields content: created: deadline: filetype: from: id: keyword: letterdate: myarchive: participant: recordtype: responsible: status: title: to: type:	Search in content (e.g. in record document or chat text) Creation date Record or case deadline The document file type Name and email address for the sender of a record or a chat Record ID NO Keyword for a record or case Record letter date Limit to results in 'my archive' Name and email address for a participant of e.g. a record Record type (internal/inbound/outbound) Record or case responsible Status information for a record, case or request The title of e.g. a record or a case Name and email address for recipients of a record (to/cc/bcc) Limits the search result to a certain type of object	cument selected	

Figure 4: Metadata search fields in cSearch

Using the asterisk

The asterisk (*) functions as a wildcard, i.e. as a stand-in for zero or more characters. This means that entering *public** performs a search for words beginning with "public", including "publication" and "publicity".

cSearch automatically adds an implicit asterisk after the search string, which means that entering *public* and *public** will yield the same results. If the user does not want to use the wildcard function, a space must be added after the search string. For example, searching for *[public]* will yield records, cases, documents, etc. containing the text string "public", but excluding "publication" and "publicity".



Note: The above only applies to a certain number of metadata fields. It is not applicable when selecting metadata fields such as "Record type", "Deadline" or similar fields for which the search input is limited.

Using the question mark

The question mark (?) functions as a wildcard for a single character. Searching for e.g. *Eri?a* will yield results containing both "Erica" and "Erika".

Searching for text strings

In cSearch, searching for text strings is limited to the "Title", "Content" and metadata fields. cSearch automatically searches these fields when the user enters text in the search field.

Note: When searching for text strings, cSearch only yields results in which the entire string appears in the same category. This means that a search for *communications officer* will only yield results in which both words appear in the same field, e.g. "Content". Objects in which *officer* appears in "Content" and *communications* appears in "Title" are not included.

As stated above, in a search for multiple words, e.g. *application position*, an asterisk is automatically added at the end of the string. To avoid the wildcard function, add a space at the end.

cSearch does not consider the word order of the search text. This means that performing a search for the words in the above paragraph (with no space at the end) yields results such as "*Application* for the *position* of communications officer" and "RE: The *position* of communications officer (*application* #2)".

To search for an ordered text string, use quotation marks, e.g. "*application for the position"*. This will yield results that matches the word order of the text in the quotation marks exactly.

Note: In searches with text in quotation marks, cSearch does not automatically add an asterisk.

Searching with AND, OR, NOT

When searching for multiple words, cSearch only shows results which contain all the entered search words. This can be adjusted using the logical operators AND, OR and NOT.

Operator	Example
"AND"	A search for <i>job AND application</i> will find records, documents, etc. containing both the word <i>job</i> and <i>application</i> .
"OR"	A search for <i>job OR application</i> will find records, documents, etc. containing either the word <i>job</i> or <i>application</i> .



Operator	Example
"NOT"	A search for <i>job NOT application</i> will find records, documents, etc. containing the word <i>job</i> , but not the word <i>application</i> .

Note: The operators must be capitalised. cSearch does not add an asterisk to searches with AND, OR, or NOT.

Using parentheses

cSearch contains various metadata search fields which are described in the following sections. When using metadata search fields, cSearch groups the search words as follows: A search for *from:Klaus agenda* yields results with *Klaus* in the "From" field and *agenda** as free text in various fields.

Parentheses can be added to change this grouping. A search for *from:(Klaus Salomon)* yields results with *Klaus Salomon* in the "From" fields in F2.

Searching with intervals

cSearch uses brackets when searching for intervals.

For example, it is possible to search for records with a deadline between January 1st and July 1st by entering *deadline:*[1-1-2019 1-7-2019], or to search for records with an ID number between 100 and 400 by searching for *id:*[100 400].

Date intervals

The "Created", "Deadline" and "Letter date" fields contain special syntax to make it easier to search for intervals, e.g. *deadline:Yesterday*, *deadline:Today*, *deadline:Tomorrow*, and *deadline:-3* (*up to three days ago*). These options are shown by typing *deadline:* in the search field, along with suggestions from the search history.

Q cSearch	
deadline:	0
Record or case deadline deadline:21-11-2018 deadline:[14-11-2018 28-11-2018] Yesterday Today Tomorrow -3 (up to three days ago)	⊙ ₹

Figure 5: Search for "Deadline"

Metadata search fields

cSearch supports a number of metadata search fields that can be used to refine a search.

By clicking the search field and pressing the **down arrow** key, a list of metadata search fields appears.



	🔘 cSea	rch
The search field —	Search here ad	cross F2
	Fields content: created: deadline: filetype: from: id: keyword: letterdate: myarchive: participant: recordtype: responsible: status: title: to: type:	Search in content (e.g. in record document or chat text) Creation date Record or case deadline The document file type Name and email address for the sender of a record or a chat Record ID NO Keyword for a record or case Record letter date Limit to results in 'my archive' Name and email address for a participant of e.g. a record Record type (internal/inbound/outbound) Record or case responsible Status information for a record, case or request The title of e.g. a record or a case Name and email address for recipients of a record (to/cc/bcc) Limits the search result to a certain type of object

Figure 6: List of metadata search fields

Select a metadata search field by clicking on the list or by typing its name followed by a **colon**.

Certain metadata search fields offer search suggestions. For example, the "Record type" field (formatted as "recordtype") displays a fixed list of options when entering a **colon**.

Q	cSearch	
recordt	ype:	Q
Record Inboun Interna Outbou	-	③

Figure 7: Options for the "Record type" search field

Other metadata search fields, such as "From", do not have fixed value lists. For these fields, cSearch offers suggestions based on previous searches or text entered by the user.

Q cSearch	
from:	9
Name and email address for the sender of a record or a chat Dieter Davidsen	
Hanne Winter	-
Hugo Hugosen - huh@cbrain.com	
Vibeke Villasen	
Victor Jensen	

Figure 8: Suggestions based on search history

The table below describes the metadata search fields and their functionality.



Metadata search field	Description and example
"Type"	Limits the search to a certain type of result. The types are:
	annotations
	• cases
	• chats
	• documents
	• notes
	• records
	• requests
	system messages.
	 below, cSearch only presents results in which the search string appears in the record's metadata, its title, or in the record document. cSearch does not search attached documents, chats, requests, etc. Note: cSearch will search for all types if no specific type has been selected.
	Example:
	Q cSearch
	type:Record
	All Records Cases Chats More = Image: Comparison of the text of text of the text of
	Employee information 28 Jun 2017 From: Dieter Davidsen Please see attached.
	Test 20 Jun 2017 From: Dieter Davidsen
	Re: Renewal of harbor 30 May 2017 From: Dieter Davidsen To: Hugo Hugosen (huh@cbrain.com)
	Figure 9: Search for "Record type"



Metadata Search field	Description and example
Title″	Limits the search to titles only. Title searches include titles of cases, records, documents.
	Example:
	Q cSearch
	title:agenda
	All Records Cases Chats More =
	10 of 37 results (0.00 seconds) Priority ▼ Normal ▼ C
	Agenda for Meeting May 2016 - 1. edition 24 Aug 2016 From: Dieter Davidsen 24 Aug 2016 To: Anders Andersen, Dieter Davidsen, Dorthe Duess 24 Aug 2016
	✓ Agenda for Meeting July 2016 - 2. edition 8 Jul 2016 From: Dieter Davidsen To: Anne Christiansen, Hanne Winter, Dieter Davidsen
	The agenda for the next meeting Image: Agenda for Meeting July 2016 - 1. edition 8 Jul 2016 From: Dieter Davidsen To: Anne Christiansen, Hanne Winter, Dieter Davidsen
	Figure 10: Search for "Title"
`Content"	Limits the search to content only. Content is defined as follows for each type of search object:
	Records: Title and text in the record document
	 Requests: Request type and text in the "Description" field
	Chats: Text in chat
	 Documents: Title and text in document
	Notes: Text in note
	 Annotations: Annotation type and the annotation text itself
	 System messages: Message text.
	Example:
	Q cSearch
	content:information
	All Records Cases Chats More =
	All Records Cases Chats More ⇒ 10 of 38 results (0.00 seconds) Priority ▼ Normal ▼ Votification of information consolution and current 11 Apr 2017
	All Records Cases Chats More ▼
	All Records Cases Chats More ▼
	All Records Cases Chats More ▼ ● 10 of 38 results (0.00 seconds) Priority ▼ Normal ▼ C Verification of information regarding employment 11 Apr 2017 rates From: Hanne Winter To: Vibeke Villasen attachment for information. attachment for information. ■



Metadata search field	Description and example
'From"	Search for the name or email address of a record's sender search for "From" returns records.
	Example:
	Q cSearch
	from:Hanne
	All Records Cases Chats More =
	10 of 15 results (0.04 seconds) Priority ▼ Normal ▼ C
	Employe information: Dieter Davidson 19 May 2017 From: Hanne Winter Information about the employe can be found on t
	Open note 8 May 2017 Meeting agenda Last entry by Hanne Winter 10:26 Hanne Winter: Deadline tomorrow 9-May-20
	Figure 12: Search for "From"
	It is also possible to search for email addresses or domai Examples:
	Examples:
	Examples: • from:abraham@mail.co.uk
	Examples:
`То″	Examples: • from:abraham@mail.co.uk
``To″	Examples: from:abraham@mail.co.uk from:beatrice@organisation.org Search for the name or email address of a recipient of an address of a recipient of a address of address of a address of address
Ϋ́Το″	Examples: • from:abraham@mail.co.uk • from:beatrice@organisation.org Search for the name or email address of a recipient of an record.
Το″	Examples: • from:abraham@mail.co.uk • from:beatrice@organisation.org Search for the name or email address of a recipient of an record. Example: Q cSearch
'To″	Examples: • from:abraham@mail.co.uk • from:beatrice@organisation.org Search for the name or email address of a recipient of an record. Example:
`Το″	Examples: • from:abraham@mail.co.uk • from:beatrice@organisation.org Search for the name or email address of a recipient of an record. Example: • csearch
"То″	Examples: • from:abraham@mail.co.uk • from:beatrice@organisation.org Search for the name or email address of a recipient of an record. Example: Q cSearch Ito:Hanne All Records Cases Chats More = •
"То″	Examples: • from:abraham@mail.co.uk • from:beatrice@organisation.org Search for the name or email address of a recipient of an record. Example: © cSearch TootHanne All Records Cases Chats More = © To of 13 results (0.02 seconds) Priority = Normal = (Meeting agenda From: Hanne Winter
"То″	Examples: from:abraham@mail.co.uk from:beatrice@organisation.org Search for the name or email address of a recipient of an record. Example: image: Cearch image:



Metadata search field	Description and example			
"Responsible"	Search for the name of the responsible unit or case manager. In a search for "Responsible", cSearch will find records and cases. Example:			
	Responsible			
	Q cSearch ×			
	typecase responsible:stanley Q All Records Cases Chats More = Image: Case Participants			
	1 of 1 results (0.00 second) Priority ▼ Normal ▼ C₹ Department event June '21 TMay			
	2021-61 Responsible: Status: Case No: Stanley Matthews In progress 2021-61			
	Department secretary, Secretariat of Suppl.case mgr.: Keyword: Previous case No:			
	Limited access: Case participants: External ID;			
	Deadline: SSN/CVR no: Progress code:			
	File plan: Action code: Disposal code:			
	Figure 14: Search for "Responsible" on a case			
"Participant"	Search for the name or email address of a participant that is part of a record's metadata.			
	participant:klaus ♀ All Records Cases Chats More ₹ ♥			
	10 of 19 results (0.00 seconds) Priority ▼ Normal ▼ C			
	Employe information: Dieter Davidson 19 May 2017 From: Hanne Winter Information about the employe can be found on t			
	Request: Jordan river 13 Aug			
	Open request New budget			
	Figure 15: Search for "Participant"			
	 For records, participants who are involved in the record 			
	will be found. This applies to both units and users who are directly involved or who are involved because the record has been shared with them.			
	• For chats and notes, participants who are listed as chat or			
	note participants will be found.			
	 For cases, participants who are listed in the "Case participants", "Suppl. case mgr.", "Meeting participant" (for meeting cases) or "Case responsible" metadata fields will be found. 			



	Example:				
	Q cSearch			>	×
	type:case participant:amin All Records Cases Chats More =	Case Participants			
	1 of 1 results (0.00 seconds) Priority Normal	C Title:			
	Office administration 2021-32	Office administration			
	2021-32	Responsible: Klaus Salomon	Status: In progress	Case No: 2021 - 32	
		Head of office, IT Office			
		Suppl. case mgr.:	Keyword:	Previous case No:	
				æ	
		Limited access:	Case participants:	External ID:	Case
				2	participants
		Deadline:	SSN/CVR no:		
		Deadine:	Z	Progress code:	
		File plan:	Action code:	Disposal code:	
	For requests creator, exec	16: Search for "F , participants i cutor, etc. will	included in be found.		est such a
keyword"	For requests creator, exect Search for a keywork creater a keywork creater between the second s	, participants i cutor, etc. will	included in be found.		est such a
Keyword"	For requests creator, exec	, participants i cutor, etc. will	included in be found.		est such a
Keyword"	For requests creator, exect Search for a keywork creater a keywork creater between the second s	, participants i cutor, etc. will	included in be found.	the reque	est such a
Keyword"	For requests creator, exect Search for a keywore Example: C csearch typecsekeywordconsultation	, participants i cutor, etc. will rd on a record	included in be found.	the reque	
Keyword"	For requests creator, exect Search for a keywork Example: Contemporation All Records Cases Chats More =	, participants i cutor, etc. will rd on a record	included in be found.	the reque	
Keyword"	For requests creator, exect Search for a keywork Example: Contemporal Contemporation Contemporatin	rd on a record	included in be found.	the reque	
Keyword"	For requests creator, exect Search for a keyword Example: Contemporal Contemporation Contemporatio	cutor, etc. will rd on a record	or case.	- Case Nox	
Keyword"	For requests creator, exect Search for a keywore Example: C csearch typecsse keywordconsultation All Records Cases Chats More = To of to results (6.00 scondly Priority Normal W Team coordination	rd on a record	included in be found. or case.	the reque	
Keyword"	For requests, creator, exect Search for a keywore Example:	cutor, etc. will rd on a record	or case.	- Case Nox	
Keyword"	For requests creator, exect Search for a keywor Example: C csearch typecase keywordconsultation All Records Cases Chats More = to of 10 results (0.00 seconds) Priority Normal Tesm coordination 2019-14 Orientation meeting November 2019-23 C SR 2019-13	A may 12 Feb 12 Feb	or case.	Case No. 2019-14 Previous case No:	
Keyword"	For requests, creator, exect Search for a keywor Example:	A May 12 May 2020	Status: Status	Case No: 2019-14 Previous case No:	×
<eyword"< td=""><td>For requests creator, exect screator, ex</td><td>A participants i cutor, etc. will rd on a record Co Co Co Co Co Co Co Co Co Co Co Co Co</td><td>or case.</td><td>Cese Nor 2019-14 Previous case Nor External ID;</td><td>×</td></eyword"<>	For requests creator, exect screator, ex	A participants i cutor, etc. will rd on a record Co Co Co Co Co Co Co Co Co Co Co Co Co	or case.	Cese Nor 2019-14 Previous case Nor External ID;	×
Keyword"	For requests creator, exect Search for a keywork Example: Cesarch typecase keywordconsultation All Records Cases Chats More = to of 10 results (0.00 seconds) Priority Normal Team coordination 2019-14 Crientation meeting November 2019-13 Initial application. McDonald 2019-7 Memo 2019-23 F Lukkep October19	A May 12 May 2020	Status: Status	Case No: 2019-14 Previous case No:	×
Keyword"	For requests creator, exect screator, ex	A may 12 Feb 20 Jan 12 May 2020 29 Oct 2019 A may 12 Feb 20 Jan 12 May 2020 29 Oct 2019 A may 12 Feb 20 Jan 12 May 2020 29 Oct 2019	Status: Status	Cese Nor 2019-14 Previous case Nor External ID;	×
Keyword"	For requests creator, exect Search for a keywork Example: Cearch typecsek keyworkconsultation All Records Cases Chats More = 10 of 10 results (0.00 seconds) Priority ▼ Normal ▼ Tam.coordination 2019-20 CS8 2019-13 Thirdia application.McDanakd 2019-23 CS8 2019-17 Memin 2019-23 F. unkeep.October19 2019-17 CS5 2019-10	A participants i cutor, etc. will rd on a record rd on a record rd rd rd rd rd rd rd rd rd rd rd rd r	Status: In progress Keyword: Consultation; See participants:	Case No: 2019-14 Previous case No: External ID: S	×
Keyword"	For requests creator, exect screator, ex	A may 12 May 200 29 Oct 2019 14 Oct 2019 12 hoct 2019 14 oct 2019	included in be found. Or case.	Case No: 2019-14 Previous case No: External ID: S	×



Metadata search field	Description and example
"Status"	Search for a status on a case, record, or request. Example:
	Status
	Q cSearch _ □ ×
	typecase status.complete
	All Records Cases Chats More =
	2 of 2 results (0.00 seconds) Priority Normal Normal
	2019-13 Responsible: Status: Case No:
	Kew Employee Introduction meeting 3 Mar 2016 Doc Authority Complete v 2015 - 9
	Suppl. case mgr.: Keyword: Previous case No:
	Limited access: Case participants: External ID:
	25 26
	Deadline: SSN/CVR no: Progress code:
	File plan: Action code: Disposal code:
	Figure 18: Search for "Status" on a case
"Letter date"	Search for a letter date on cases.
	Example:
	Q cSearch
	letterdate:31-10-2018
	All Records Cases Chats More =
	1 of 1 results (0.01 seconds) Priority ▼ Normal ▼ C
	New meeting with candidate C 31 Oct From: Kasper Klausen To: Hanne Winter
	Figure 19: Search for "Letter date"



Metadata search field	Description and example			
"Deadline"	Search for a deadline on a case, record, approval, or request.			
	Example:			
	Q cSearch – □ ×			
	deadline(3/03/21) Q_j All Records Cases Chats More = O			
	2 of 2 results (0.00 seconds) Priority ▼ Normal ▼ C Title: Iff purchases and upgrades in 2021			
	Mass invitation for Friday seminar 1429 From: Klaus Solomon Responsible: Status: Case No:			
	IIT Durchases and upgrades in 2021 1432 2021-1 SuppL case mgr.: Keyword: Previous case No:			
	suppr. Lase ingra reyvolu. Prehous Lase nu.			
	Limited access: Case participants: External ID:			
	<u>2</u> 2 <u>2</u> 2			
	Deadline: SSN/CVR no: Progress code:			
	Deadline			
	Figure 20: Search for "Deadline" on a case			
"Created"	Search for created date. In this search cSearch finds records, request, chats, documents, annotations, cases, and system messages. Example:			
	Quality - New employees 31 Oct 2018-6			
	Employee B.docx 31 Oct			
	Employee B			
	Figure 21: Search for "Created" date			
"ID"	Search for a record's ID number.			
	Example:			
	Q cSearch			
	All Records Cases Chats More =			
	1 of 1 results (0.00 seconds) Priority ▼ Normal ▼ C			
	Fwd.: Status meeting 13 Aug			
	From: Docadmin			
	To: Kasper Klausen Cc: Kalle Aflason From: Karina Salver			
	Figure 22: Search for "ID"			



Metadata search field	Description and example
"Record type"	Search for a record's type which can be either incoming, internal or outgoing.
	Example:
	Q cSearch
	recordtype:internal Q
	All Records Cases Chats More =
	10 of 99 results (0.00 seconds) Priority ▼ Normal ▼ C
	Q1 meeting 2018 25 Oct
	From: Quality Please approve. All comments in the comments field only
	Figure 23: Search for "Record type"
"File type"	Search for a document's file type, e.g. DOCX, HTML, PDF, XLXS, or XML.
	Example:
	Q cSearch
	filetypexIsx Q
	All Records Cases Chats More =
	2 of 2 results (0.00 seconds) Priority ▼ Normal ▼ C
	New budgetxlsx 15 Aug 03 meeting 2018 Agenda
	9/1/2016 14:01:56 1/2/2017 15:17:40 12/2/2016 14:52
	Figure 24: Search for a document's file type

The table above contains examples of how to use the metadata search fields in cSearch. The fields may be combined, allowing the user to perform a search for e.g. records in which the word *information* appears in the title. This particular search is performed by entering *type:record title:information* in the search field. A search for records with the word *information* in the title which contain the keyword *budget* would look like this: *type:record title:information keyword:budget**.

Note: cSearch will only search among the types (record, document, case, chat, etc.) for which a given metadata field exists. For example, searching for *type:Document letterdate:* [01-01-2018 31-12-2018] yields no results because documents do not have the "Letter date" field.

Result priority

cSearch orders the search results so the most relevant results are shown at the top of the list.

The order is determined by cSearch's index, which contains the searchable data. Prioritisation is based on a number of search algorithm criteria, in particular when the user last opened the object and when the object was last edited. The frequency



of the search word and whether search words are grouped together in an object also influence priority.

The search results can be sorted by type. Click on a type in the menu under the search field to sort by type. See the figure below.

Q cSearch	
Search here across F2	▲
All Records Cases Chats More =	\bigcirc

Figure 25: The menu for sorting by type

Choose between "All", "Records", "Cases" and "Chats". Click on **More** to see the options: "Documents", "Requests", "Annotations", "System messages" and "Notes".

	Click "More" for ot	her type options	
	Q cSearch		
	Search here across F2		▲
Use this menu to sort results by type	All Records Cases Chats Mo	re Documents	$\overline{\mathbf{v}}$
		Requests	
		Annotations	
		System messages	
		Notes	

Figure 26: The hidden options under "More"

The results can be further sorted by using metadata fields. Every menu item has a number of associated metadata fields. View the metadata fields by clicking on the

drop-down arrow \bigcirc on the right side of the menu. The different menu items and their associated metadata fields are described in the menu below.

Menu item	Description		
"All"	Shows all search results. Limit the search by using the metadata fields:		
	 "Content". Search for results that contain the entered word. 		
	 "Created". A "From" and "To" date can be entered to confine the search results to results within the selected time frame. 		
"Records"	Only shows records in the result list. Limit the search by using the metadata fields:		
	• "From". Search for the sender of the record.		
	 "To". Search for the record's recipient or copy recipient. 		



Menu item	Description
	"Content". Search for records that contain the entered word.
	 "Created". A "From" and "To" date can be entered to confine the search results to records within the selected time frame.
"Cases"	Only shows cases in the result list. Limit the search by using the metadata fields:
	 "Content". Search for cases containing the entered word.
	• "Case No".
	 "Created". A "From" and "To" date can be entered to confine the search results to cases within the selected time frame.
"Chats"	Only shows chats in the result list. Limit the search by using the metadata fields:
	 "Content". Search for chats containing the entered word.
	• "Created". A "From" and "To" date can be entered to confine the search results to chats within the selected time frame.
"Documents"	Only shows documents in the result list. Limit the search by using the metadata fields:
	 "Content". Search for documents containing the entered word.
	 "Created". A "From" and "To" date can be entered to confine the search results to documents within the selected time frame.
"Requests"	Only shows requests in the result list. Limit the search by using the metadata fields:
	 "Content". Search for requests that contain the entered word.
	 "Created". A "From" and "To" date can be entered to confine the search results to requests within the selected time frame.
"Annotations"	Only shows annotations in the result list. Limit the search by using the metadata fields:
	 "Content". Search for annotations that contain the entered word.
	 "Created". A "From" and "To" date can be entered to confine the search results to annotations within the selected time frame.



Menu item	Description
"System messages"	Only shows system messages in the result list. Limit the search by using the metadata fields:
	 "Content". Search for system messages that contain the entered word.
	 "Created". A "From" and "To" date can be entered to confine the search results to system messages within the selected time frame.
"Notes"	Only shows notes in the result list. Limit the search by using the metadata fields:
	 "Content". Search for notes that contain the entered word.
	 "Created". A "From" and "To" date can be entered to confine the search results to notes within the selected time frame.

Results can also be sorted by age. This sorting will list search objects that were edited most recently at the top of the list. Change to this listing by switching from **Priority** to **Age** in the cSearch window as shown below.

Q cSearch	
employee	9
All Records Cases Chats More =	\odot
10 of 14 results (0.02 seconds) Priority Vormal V	2
Employee Information Priority From: Dieter Davidsen Age Please see attached. Age	28 Jun 2017
Employee information.pdf Employee Information	28 Jun 2017

Figure 27: Switch to "Age"

Extended search

If a normal search does not yield the expected result, the search may be broadened by switching to **Extended** search via the drop-down menu as shown below.

Q cSearch			_
employee		Q	
All Records Cases Chats More =		\odot	
10 of 23 results (0.00 seconds) Priority 🔻	Extended 🔻	aC	Thesaurus
Employee Information	Normal	28 Jun 2017	
From: Dieter Davidsen Please see attached.	Extended		Extended search
Employee information.pdf		28 Jun 2017	
Employee Information			

Figure 28: Switch to extended search



An **Extended** search finds words related to the entered search word in two ways:

- Search for synonyms. If the user searches for e.g. *report,* results containing the words *account* and *paper* are included.
- Search for words similar to the search word. If the user searches for *situaion* (note the missing "t"), cSearch will also yield results containing *situation* because of the similarity between the two words.

As with a normal search, an extended search allows for the use of operators and metadata fields.

Note: cSearch comes with a thesaurus. After an extended search, the included synonyms can be viewed by clicking the \square icon as shown above. An administrator may add more synonyms.



Transfer cSearch results to F2's main window

cSearch's list of results can be transferred to F2's main window. To transfer the results, click the $\overset{\frown}{\sim}$ icon in the cSearch window.

Q cSearch		
employee	9	
All Records Cases Chats More ₹	\odot	
10 of 23 results (0.00 seconds) Priority ▼ Extended ▼ 盲	<₹-	Transfer search results
Employee Information 28 Jun	2017	
From: Dieter Davidsen		
Please see attached.		

Figure 29: Transfer search results

The dialogue below opens, and either the displayed excerpt of records or all records can be transferred from the cSearch result list to F2's main window.

Click **Add** to add the selection to the "cSearch results" folder. Click **Overwrite** to replace the folder's existing content (if a previous search was transferred) with the new search results. This will transfer the cSearch results in the form of records to the "cSearch results" folder. The folder is located in the "Folders" node in the list view at the left of F2's main window.

Transfer to F2 main window	- 0	×
Transfer to F2 main window		
The displayed records		
All records (max 1000)		
	Add Overwrite Cancel	

Figure 30: Transfer results to F2's main window

Only search results containing records can be transferred. If the list does not contain any records, e.g. if the list contains only cases, the dialogue below appears.

0	CSearch				×
typ	e:case meeting		9	Case Participants	
All	Records Cases Chats Doo	cuments More =	\odot		
10 o	f 29 results (0.01 seconds) Priority	▼ Normal ▼	4	Title: Case relating to meeting: Meeting July 2016	
8	Case relating to meeting: Meet	ing July 2016	23 Apr		
	2016-19 Case relating to meeting: July C	(i) Search res	ult not tran	nsfered × Case No: 2016 - 19	
0	2016-5 Board meeting October 2016 2016-22	The result contains n	o records	Previous case No:	
8	Case relating to meeting: Rapp. march 2016 2016-2			Limited access: Case participants: External ID:	
8	Agenda in HR december meetin 2016-31	g	23 Apr	Cose paracipants. External D.	
Ð	Organisation of team meetings	2018	23 Apr		

Figure 31: The "Search result not transferred" dialogue



Search history

Previous searches are saved in the search history. To show the four latest searches, click the search field and press the **down arrow** key.

When text is entered in the search field, cSearch will check the search history and suggest a previous search if a match is found.

Search history —	History title:meeting minutes recordtype:in recordtype: Fields	responsible:administration bound
metadata fields	content: created: deadline: filetype: from: id: keyword: letterdate: myarchive: participant: recordtype: resnonsible:	Search in content (e.g. in record document or chat text) Creation date Record or case deadline The document file type Name and email address for the sender of a record or a chat Record ID No Keyword for a record or case Record letter date Limit to results in 'my archive' Name and email address for a participant of e.g. a record Record type (internal/inbound/outbound) Record or case responsible

Figure 32: Search history of the cSearch window



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