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Creating queries

1. From the list of applications, select the required application.

2. Click **New Query**.

3. In the **New Search** page, specify the search criteria by using the index fields and other available options.

   Note: For more information, see <u>Using advanced index value search criteria</u>.

4. Select **Include previous document revisions**, if you want the search to retrieve both current and previous versions of documents that meet the search criteria.

   Note: This option is automatically checked if you selected **Show Previous Document Version** under **Search/Result Set** in the **User Settings** page. If you clear this selected option, the specification in the profile settings is not affected.

5. Perform one of the following actions:

   - Click **RUN** to run the query without saving it for future use.

   - Click **SAVE** to be able to run the query at any time.

        a. In the **Save Search** dialog box, specify a name for the query.

        b. Select **Available to all users** to share the query with other users (public query).

           If you do not select this option, the query is considered a private query that only you and the users with the Administrator privilege can access.

        c. Click **SAVE**.

           The query is saved under the relevant application and in the navigation panel. You can click a saved query in the navigation panel to execute the query.

Using full-text queries

There are four types of full-text searches: All Words, Any Words, Exact Phrase, and Expression. The thesaurus feature enables you to search for words that are related to the search criteria. It contains a list of synonyms or keys for possible words to be used in a search. You can also query for different versions of a document.

For information about the thesaurus feature, see the *OpenText Documentum xPlore Administration and Development Guide*.

To use the full-text query criteria:

1. In the **New Search** page, select a **Search Type** for the full-text query.

2. Type the search criteria.

3. Select **Thesaurus** to search for synonyms.

   ApplicationXtender Web Access searches the thesaurus for synonyms or keys for words in the search criteria.

   > **Note:** This option is available only when the xPlore full-text engine is used to submit documents to the full-text database. For more information, see the *ApplicationXtender Administration Guide*.

4. If you want to run the query without saving it for future use, click **RUN**.

   If the query retrieves only one document that includes the search criteria, the document opens in Document Viewer. Otherwise, you can select a document from the **Query Results** page, which lists the documents that include the search criteria.

   The Document Viewer opens to the page that includes the first instance of the search criteria, or **hit**. Each hit in the page is highlighted. Also, a **Full-Text Search Results** pop-up window indicates the number of hits on the current page and the total number of hits in the document. The pop-up window also enables you to move between the pages that include hits.

   > **Note:** For unsupported files, the Document Viewer opens to the page that includes the first instance of the search criteria and the **Full-Text Search Results** pop-up window, however, the hits are not highlighted.

5. If you want to run the query at any time, click **SAVE**.

   a. In the **Save** dialog box, specify a name for the query.

   b. Select **Available to all users** to share the query with other users.

   c. Click **SAVE**.

   The query is saved under the relevant application and in the navigation panel.

Note:

- If the full-text search option is **All Words**, **Any Words**, or **Exact Phrase**, the characters &@#$%^_~`:-+=\/\[]{}!,;() in the full-text search criteria are replaced with a blank space. Quotation marks or single quotation marks must appear in pairs in the search criteria.

- If the full-text search option is **Expression**, the characters &@#$%^_~`:-+=\/\[]{}!,; in the full-text search criteria are replaced with a blank space.

Using advanced index value search criteria

In addition to specifying index values for a basic index name search, you can use advanced index value search methods to search for a wider range of documents. You can use these search methods:

- Wildcards

- List of Values

- Expressions

To use the wildcard character:

1. In the **New Search** page, specify the index data by using the asterisk character in at least one field. For example, specify `SM*` to search for documents with a name that begins with the characters "SM."

2. Click **RUN** to begin the search process. ApplicationXtender Web Access searches the active application for all records that match the specified criteria. If matching documents are found, a list of those documents appears in the **Query Results** page.

To use the search list:

1. In the **New Search** page, select the index field for which you want to specify a list of values, and then click the **Search list** icon that is next to the field.

2. In the **List Search** dialog box, specify a value for the index field.

3. Click **Add** to add the value to the list.

4. Repeat steps 2 and 3 for each value that you want to include in the list.

   To edit the values, you can replace a value from the list with a new value, delete a value, or delete the list.

5. Click **OK**.

6. Click **RUN** to start the search.

To use expressions:

1. In the **New Search** page, select the index field for which you want to specify a range, and then click the **Search range** icon that is next to the field.

2. In the **Range Search** dialog box, select the type of comparison you want to use.

   Note: The **DATE** and **TIMESTAMP** fields support two additional expressions. The **Within** and **Older Than** expressions enable you to specify a number of days from the time of execution, rather than specify a date. For example, a value of 60 for the **Older Than** type of comparison indicates a search for documents that are older than 60 days.

3. Specify a value for the selected index field.

   Note: If you select **Between**, also type a value in the **And** text box.

4. Click **OK**.

Note:

- Ensure that you use the correct format to specify an expression syntax. If the expression syntax is incorrect, an error message appears.

- An expression search does not return any null index values. To search for a null index value, use **{Null}** or **<Null>** as the search criteria.

Using expression search operators

Expression operators enable a focused document search. You can build a query by combining words or text strings with expression operators such as *and* and *or*. You can also combine operators for more complex searches.

> **Note:** By default, ApplicationXtender Web Access interprets search expressions from left to right, one search operator at a time, and narrows the results with each subsequent search.

The following table describes the expression operators with examples:

Operator	Example	ApplicationXtender finds documents with
ftand	'AEX' ftand 'Simon'	Both AEX and Simon
ftor	'AEX' ftor 'Simon'	Either AEX or Simon
ftnot	'AEX' ftand ftnot 'Simon'	AEX but not Simon
?	'A?X' with wildcards	A string of three consecutive characters, in which the first must be A, the second can be any character, and the last must be X
*	'S*' with wildcards	Any string that begins with S
()	'AEX' ftand ('Simon' ftor 'Schiff')	Either Simon or Schiff first, and of those documents, ApplicationXtender retrieves the ones that also have AEX