

Basic Search Tips

The following represents the most commonly used syntax while searching.

General

Search broadly at first by typing in criteria in the field next to “Search for This:” and click on the  button below the search criteria.

Keywords Phrases and Wild-cards

To locate words, just type them in as you would in a word processor. Letter cases will be ignored.

The wild-card character * (asterisk) may be used to match just the prefix of a word or to ignore the middle of something.

To locate a number of adjacent words in a specific order, surround them with " (double quotation) characters. Putting a - (hyphen) between words will also force order and one word proximity.

Query	Locates
john	john, John
"john public"	John Public
web-browser	Web browser, web-browser
John*Public	John Q. Public, John Public
456*a*def	1-456-789-ABCDEF
activate	activate, activation, activated.....

Finding an exact phrase

Putting double quotes around a phrase will return only documents that contain that exact phrase.

Example: “Ohio clean air act” will return only documents with that term in the letter.

Note: capitalization will not affect the search.

Comma

Using commas between key words will return documents that contain one or more of the key words entered.

Example: Ohio, clean, air, act

Using “and” “or” and “not” operators

Using the words “and”, “or”, “not” will return multiple results based on the users entry.

Example: Landfill and NWDO or SWDO - Will return documents with the word “Landfill” in them and NWDO or SWDO.

Example: Defiance not water - Will return documents with the word “Defiance” in them but won’t show documents if the word “water” is also in the document.

Having the search ignore something you are not interested in.

Entering a minus sign before a word will result in returns that do not contain that word.

Example: -Ohio

Will return documents that do not have the word “Ohio” in them.

Basic Search Error

If you only enter information in the basic search but expand the “Show Advanced,” you will receive an error stating, “There was an unexpected problem searching for your documents. Please try entering your search criteria again.” You can either fill in an advanced search value or “Hide Advance,” before proceeding with your search.

Advanced Search

If you want to narrow down the results, click the  button on the web page and you will see many additional options to select.

Advanced Search provides additional search criteria that include:

1. Document Type Selection – if you know the document type, click on the drop down arrow, and select the required document types. If you do not know the document types you can leave this field as “search all document types.
2. Date Ranges – if you want to search for a document based on the date it was created, select the “From Date:” and the “To Date:” and click on the search button on the page. If you do not know the date ranges you can leave these fields empty.
3. Other Fields that can be selected include:
 - a. Secondary ID
 - b. Entity Name
 - c. County
 - d. Program
4. For each of these fields, you can:
 - a. Specify a search by choosing “Equals” and enter in the specific item(s), then click on the Search button on the page. The original search defaults to equals.
 - b. Exclude an item by choosing “Not Equals” and enter the specific item(s), then click on the Search button on the page.
 - c. Add additional search fields for each category by selecting the  plus sign button next to the question mark. For example a search can be done for multiple counties by selecting Cuyahoga County, hit the  plus sign and add an additional county to be included in the search. This search will default to an “or” when adding multiple. If you change this to an “and” the results will be greatly reduced.
5. After a search has completed, the results will appear in a table. From this table, the following can be done:
 - a. View a specific document by hovering over the name, and clicking on it.
 - b. View all search results by scrolling down each page to view documents, select the number of items per page to see more than the default of 10 items per page.
 - c. Download the results by clicking on individual documents or all documents by clicking on  button in the title bar
 - d. View Related Documents by clicking on the folder icon , select the related documents you wish to view, click download and enter a name for the file to be created and click on the Begin Merge button.
 - e. View Keywords by selecting the  button.