




HPE eDiscovery Best Practices

Searching Guide

HPE eDiscovery can perform searches on document text and/or fields (both metadata fields and work product tags). Searches can also be limited to documents contained in specified folders.

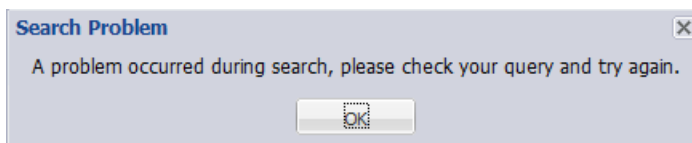
Text Searching

Text Searching is performed using either the Search input box at the top of the main application screen, or within the Advanced Search interface, which is accessed by clicking on the Advanced Search button. Field and Folder Searching are only available in the Advanced Search interface.

Text can be entered in the Search input box at the top of the user interface or the Terms input box in the Advanced Search interface; with either method producing the same result. Hit Enter on your keyboard or click the magnifying glass icon  to execute the search upon entering the text.

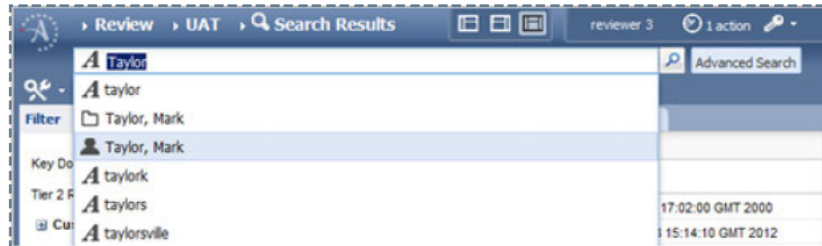


If the search is not properly constructed (i.e. unclosed quotes) the Search Problem box will appear notifying you of the error.



1. Search Suggestions

- When entering values in to the Search input box, HPE eDiscovery will automatically provide search suggestions based on the text entered. In addition to suggesting term variations (prefaced with the **A** icon), the system will also suggest searching for documents in a specific folder **📁**, or a belonging to a specific custodian **👤**.



2. Stemming

- When you search on a word or term without quotes, the system by default will perform a search on the “word stem”. For example, a search on the term *litigation* will return documents with indexed words that share the same stem, i.e. *litig*, such as *litigator*, *litigious*, *litigant*, etc.
- Stemming will return a broad set of documents of potential interest. To perform an exact term or phrase search, use straight quotes to disable stemming, e.g. "litigation", "final contract".

3. Wildcard Operators

- Wildcard searching finds documents that match a portion of a term. As asterisk (*) will find zero or more characters where it is positioned in the term, e.g. "contrac*", "missis*ip*"
- A question mark (?) will find exactly one character where it is positioned, e.g. "c?t"
- Terms with wildcard operators **must** be quoted as shown in the examples above.

4. Boolean Operators

- Boolean operators can be used to build complex text queries in the Search text box.
Note: All Boolean operators **must** be capitalized.

Operator	Description
<space> OR	One or both terms must be in the document. Note: A space between two terms is equivalent to the OR operator, e.g. <i>cat dog</i> searches for <i>cat OR dog</i>
AND	Both terms must be in the document, e.g. <i>cat AND dog</i>
XOR	Exclusive OR – one of the terms must be in the document but NOT both
()	Parentetical operators are evaluated left to right and can be nested, e.g.

	(((cat XOR apple) AND dog) OR parrot) AND sale. Use parenthesis to clarify the desired order of operations.
NOT	NOT operator can precede a search term or boolean operator, e.g. NOT (cat AND dog) → will find all docs that do not contain both words

5. Proximity Operators


- Proximity operators are used to specify the required distance (in words) between terms and/or phrases. Stopwords (defined and listed below) are ignored when calculating proximity distances.
- When proximity operators are used in conjunction with exact phrases, the 'right-most' term is used to calculate proximity. For example, if you are looking for the word “cat” in proximity to the phrase “happy dog”, you must use a minimum distance of two (“cat” NEAR2 “happy dog”) because if the document contained the text “cat and happy dog”, “cat” is two words away from “dog” (the ‘right-most’ term).

Operator	Description
NEARnn	Returns docs where the two terms are within <i>nn</i> words of each other, e.g. cat NEAR1 dog → returns docs where cat is no more than one word away from dog. If <i>nn</i> is not specified, the default distance is 5 words
DNEARnn	<u>Directed NEAR</u> . The first term must appear before the second term
WNEARnn	<u>Weighted NEAR</u> . OR search but documents where the terms meet the proximity search criteria will have a higher relevance score in the results
BEFORE / AFTER	The first term must be anywhere before / after the second term
SENTENCE	The two terms must be in the same sentence
PARAGRAPH	The two terms must be in the same paragraph

6. Operator Precedence

- Boolean and proximity operator precedence is listed in the table below:

Precedence	Operators
Highest	NOT
	NEAR, DNEAR, WNEAR

 Lowest	AND, BEFORE, AFTER, SENTENCE, PARAGRAPH
	OR, XOR/EOR

7. Indexed Fields

- By default, all Indexed fields (DRECONTENT, DRETITLE, TO, CC, BCC, FROM, SUBJECT) are searched in a Text Search. Note: DRECONTENT contains the email header and message text, or the text extracted from attachments and standalone files. DRETITLE contains the Subject for emails and any available Title extracted from attachments and standalone files.
- You can limit a Text Search to specific Indexed fields. Enter your search term or phrase followed by a colon and the field name(s) in capital letters, without spaces, e.g.
 - enron.com:**FROM** AND (audit:**DRETITLE** OR "account*":**DRETITLE**)
 - "financial irregularity":**SUBJECT**
 - Smith:**TO:CC:BCC** Note: specifying multiple fields searches for the term (in this case Smith) in any of the Index Fields specified

8. Stopwords

- Stopwords are common words that contain little meaning. They are not indexed by the IDOL search engine and are ignored if entered into a search. For example, a search on "salesperson at the door" is the same as a search on "salesperson door".
- The Latin alphabet stopwords are listed in the tables below.

A	ALSO	AN	AND	ARE	AS	AT	BE	BUT	BY
DID	DO	FOR	FROM	HAD	HAS	HAVE	HE	I	IF
IN	INTO	IS	IT	NOT	OF	ON	OR	SHE	SUCH
THAN	THAT	THE	THERE	THESE	THEY	THIS	TO	WAS	WE
WHEN	WHERE	WHICH	WITH	YOU					

ÄR	ATT	AUF	CHE	DANS	DAS	DE	DEM	DEN	DER
DES	DET	DI	DU	È	EEN	EIN	EINE	EL	EN
ES	EST	ET	ETT	FÖR	FÜR	HET	HIJ	IK	IM
IST	LA	LE	LES	LO	MI	MIT	NIET	NON	OCH
PÅ	POR	QUE	QUÉ	QUI	SICH	SOM	SONO	UN	UNA
UND	UNE	VON	ZIJN	ZU					

9. Case Sensitive Searching

- You can query for case-sensitive matches by prefixing the text with a tilde (~).

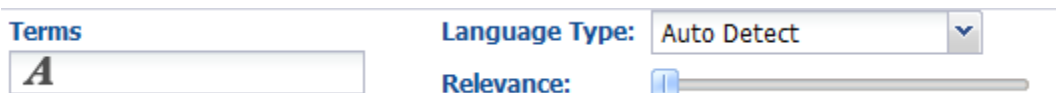
- E.g. “~HELLO”
- Case sensitive searches will match on one of four conditions:
 - ALLCAPS
 - nocaps
 - Capitalized
 - MixED
- Searching for any term with mixed capitalization will return any variation of mixed capitalization. For example, searching for “~MixED” will return documents that contain the word “MiXed” or “MixED” but not “MIXED”, “Mixed” or “mixed.”

Advanced Search

In *Advanced Search*, you can construct a search using text, metadata and/or coding field criteria, and folder location. The search can also be expanded to include document families.

1. Terms

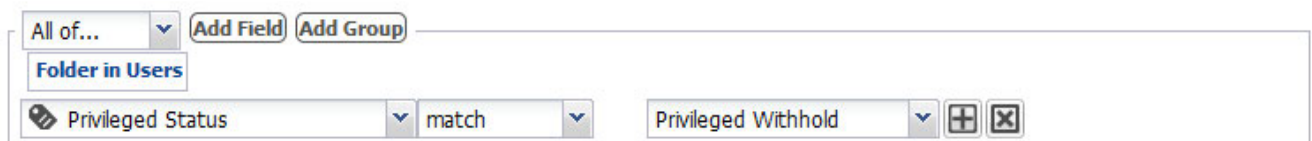
- You can search on document text by entering it in the Terms box. Search results are ranked according to the similarity between the query text and the text within the document. Setting the Relevance Threshold slider will limit the results to those ranked above the set threshold.



The screenshot shows the 'Terms' section of the Advanced Search interface. It includes a text input field containing the letter 'A', a 'Language Type' dropdown menu set to 'Auto Detect', and a 'Relevance' slider control.

2. Fields and Folder Criteria

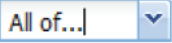
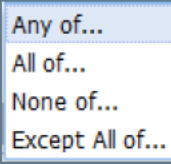

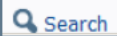
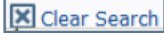




- You can search on specific metadata fields, subjective coding fields, or folders by clicking “Add Field” in Advanced Search.
- You can add a Group of fields in Advanced Search by clicking “Add Group”. Adding a group of fields to your search



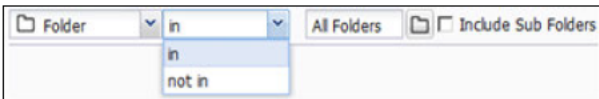
The screenshot shows the 'All of...' dropdown menu, 'Add Field' and 'Add Group' buttons, and a list of search criteria. The criteria include 'Folder in Users', 'Privileged Status' with a 'match' operator, and 'Privileged Withhold' with plus and minus icons.

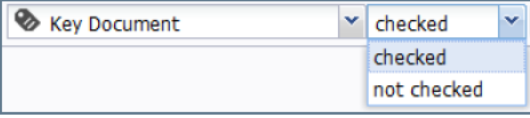
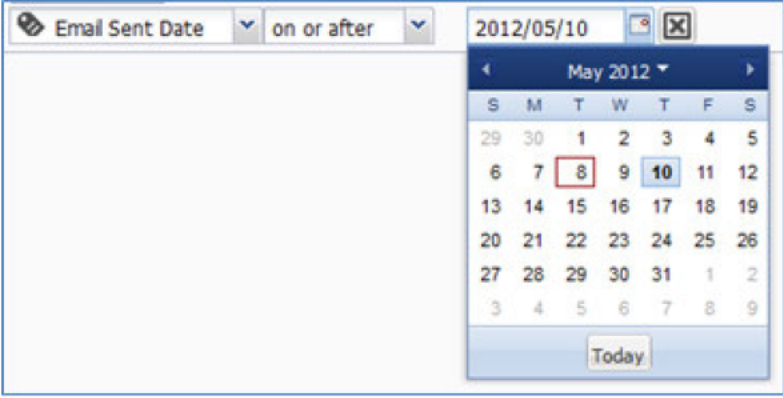

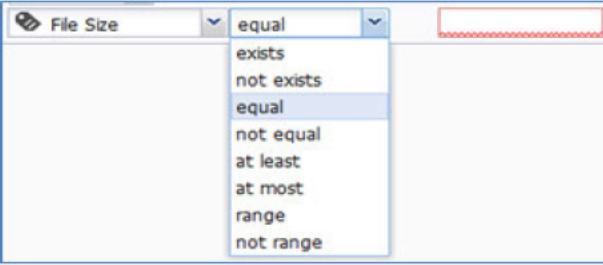
3. Operators

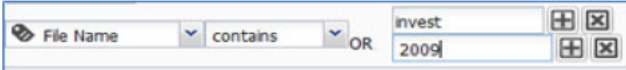
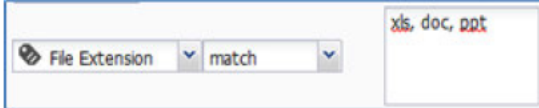
- *Advanced Search* allows you to select a custom set of operators from the menu options described below. **Note:** you do not have to enter text in the *Search* box if you only need to execute a search on a particular field or group of fields.

		<p>Boolean OR operator between search fields</p> <p>Boolean AND operator between search fields</p> <p>NOT (field1 OR field2 OR etc.) boolean operator</p> <p>NOT (field1 AND field2 AND etc.) boolean operator</p>
	<p>Used to add a field to the current “Group” (parenthetical expression) or to add another Group. Selecting New Group twice in a row is the technique required to “nest” parenthetical expressions.</p>	
	<p>Search will execute the search</p>	
	<p>Clear Search will clear all search criteria</p>	
	<p>Cancel will cancel the search and close the Advanced Search window</p>	
	<p>Save As will allow the search to be saved as a Personal Search or Smart Folder</p>	
	<p>Delete a Field or Field Value</p>	
	<p>Add another field value to the search</p>	

- Field Search Operators

Field Type	Operators
<p>Folder Id</p>	<p>In, Not In – select one or more folders to restrict your search. Click the folder icon to display the folder tree and select particular folders. Hold down the Ctrl key to select more than one folder. Check off</p> <div data-bbox="542 1409 1138 1507" data-label="Image">  </div> <p>“Include Sub Folders” to expand your search to all subfolders of the selected folder(s).</p>

Field Type	Operators
<p>Boolean / Checkbox</p>	<p>Checked, Not Checked – system will search for a True/False value</p> 
<p>Date</p>	<p>Available operators: Exists, Not Exists, On or After, On or Before, Range, Not Range. The Exists operator checks for the existence of <i>any</i> value.</p> 
<p>Picklist / Radio Button Fields</p>	<p>Available operators: Match, Not Match, Exists, Not Exists If you select Match or Not Match, you have to select a value from the dropdown list. Click the Add button to match against additional values.</p> 
<p>Numeric</p>	<p>Available operators: Exists, Not Exists, Equal, Not Equal, At Least, At Most, Range, Not Range</p> 

Field Type	Operators
<p>Text</p>	<p>Each metadata or tagging text field is searched by all or a subset of the search operators described below:</p> <p>Match / Not Match – The entered value has to precisely match the stored field value, including stopwords and punctuation, i.e. it is a literal search</p> <p>Contains / Not Contains – The entered value has to precisely be contained within the stored field value, including stopwords and punctuation. With this operator, if you click the Add button (+), you</p>  <p>are requesting an OR search on the additional values you enter</p> <p>Contains All / Not Contains All – Same as above but if you click the Add button, you will be requesting an AND search on the additional values</p> <p>Exists / Not Exists – checks for the existence of any value</p> <p>Do not use wildcard operators (i.e. *) in Text fields – the contains operator is an implicit wildcard search, i.e.</p> <p>If you search on Filename contains contract you would find a document with the Filename value of FinalContract-1998.doc</p>
<p>List</p>	<p>Activated on certain fields to allow for searching on multiple values, separated by either a comma or new line.</p> 

4. Additional Search Options

- To include family members in your search results, enable the “Include Family” checkbox. Documents that meet your search criteria and their family members will be displayed in the search results.

Expand To

Include Family:

- Certain languages have overlapping character sets. In order to specify the language of your search query, select a language from the Language Type dropdown. This setting allows you to specify the language of your search query only, it does not restrict the results to a particular language.

Language Type: Auto Detect
Relevance: Auto Detect
Expand To
Include Family:
Chinese
Japanese
Korean

5. Query Analysis

- As you construct a search in the *Advanced Search* tab, HPE eDiscovery displays a diagram in the Query Analysis pane providing an image of the search syntax.

The screenshot shows the search interface with the following elements:

- Terms:** A search bar containing the query: `(contract OR "SOW") AND "final*"`
- Field Selection:** A dropdown menu set to "All of...", with "Add Field" and "Add Group" buttons. Below it, a field "Custodian (All)" is selected with a "match" operator and "Initial Client Docs" as a filter.
- Actions:** Buttons for "Clear Search", "Cancel", "Save As...", and "Search".
- Query Analysis:** A diagram showing the search syntax tree:
 - Left side: A box containing "contract" and "SOW" stacked vertically, connected by a bracket.
 - Middle: A box containing "final*".
 - Right side: A box containing "Custodian (All): Initial Client Docs".
 - Connections: A bracket connects the left side to the middle box. A line connects the middle box to the right side box.

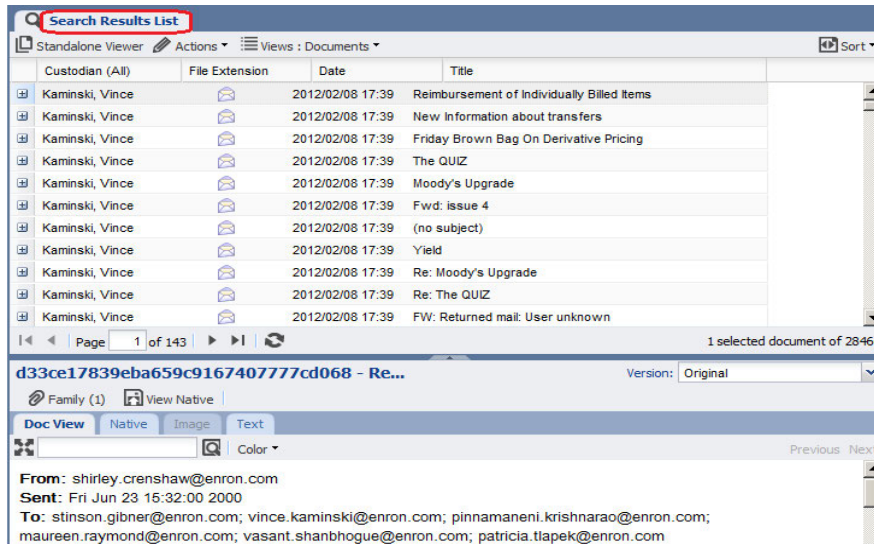
Viewing Search Results

Search results are displayed in the user interface after the search has been executed.

1. Search Results List



- After executing a search, the Search Results List displays the results in the document list view. Select a document from the Search Results List to display it in the document viewer.



2. Modifying Search Criteria

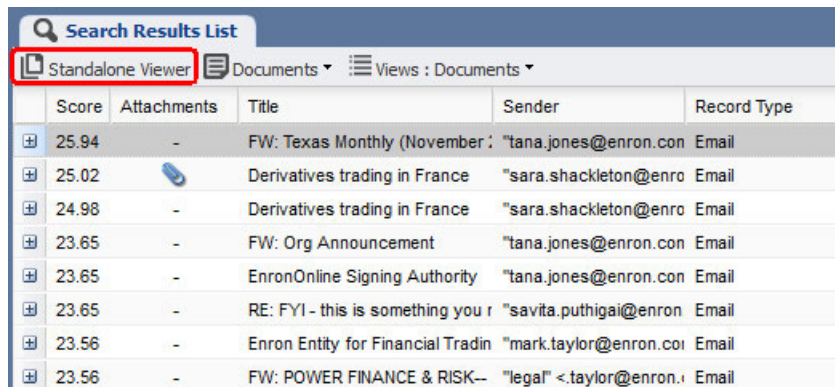
- To make adjustments to the field criteria used to execute a search, click on the “Advanced



Search” button.

3. Standalone Viewer

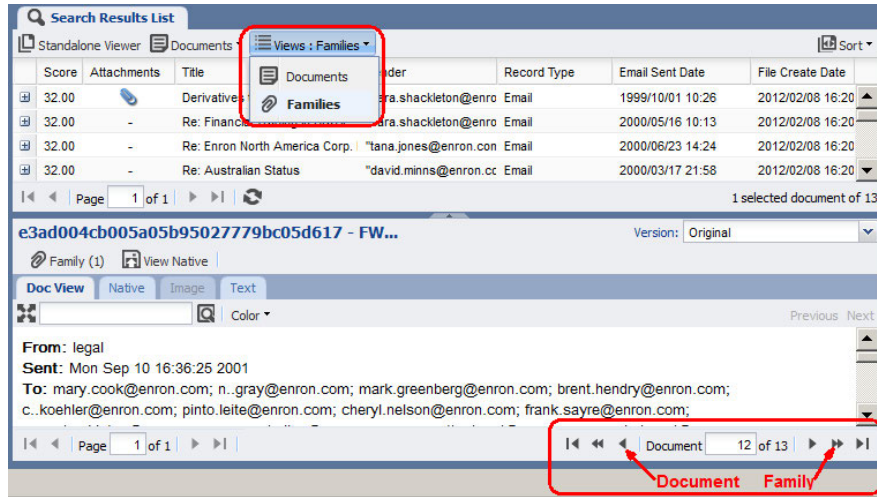
- Search results can be displayed in the Standalone Viewer. Select a document from the Search Results List and click the Standalone Viewer button to launch the document in a new window.



- You can navigate through the search results by clicking on the next, previous, first, and last buttons or by using the shortcut keys (N) for next document and (P) for previous document.

4. Views Options

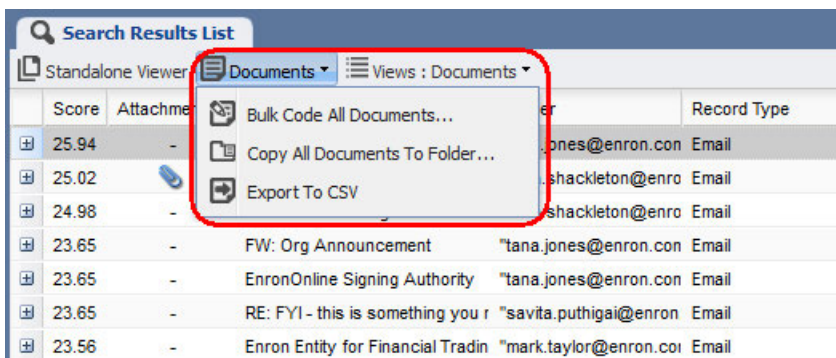
- There are two different views available for the search results in the Document List View.
 - Documents – allows navigation of results on the document level
 - Families – allows navigation of results on the document and family level and automatically sorts the documents by family group



Search Result Actions

Three actions can be performed on search results. Click the Documents menu to perform the following actions on the search results:

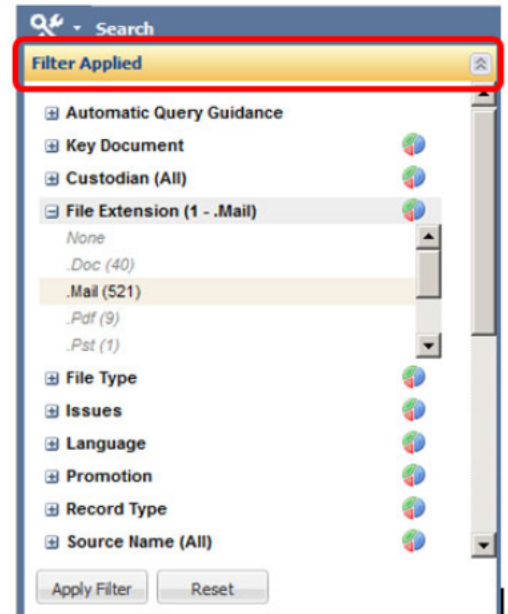
1. Bulk Code All Documents
2. Copy All Documents to Folder
3. Export To CSV



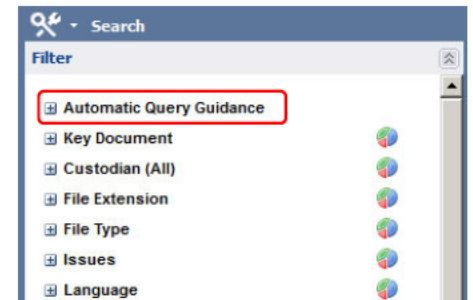
Filtering Search Results

Search results can be filtered using the available metadata, subjective coding fields, and Automatic Query Guidance keyword suggestions displayed in the Filter pane on the left of the user interface.

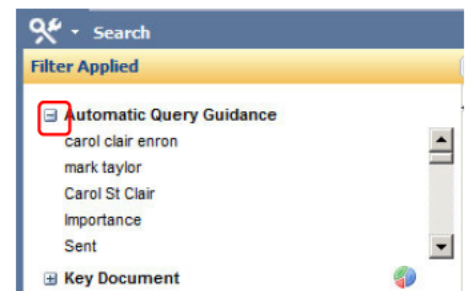
1. Display the filter by selecting “Toggle Filter” from the toolbox drop-down located in the top left-hand corner of the navigation pane.
2. Choose values from any of the available fields to further refine your search results.
3. The bar at the top of the Filter pane will be highlighted and read “Filter Applied” to notify you of an existing filter on the Search Results.



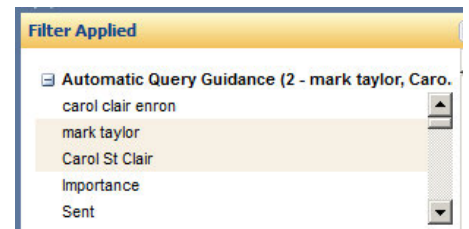
4. Automatic Query Guidance (AQQ) analyzes the search results to provide keyword suggestions that can be used to further refine the search results. AQQ is available as an additional facet of the Filter.



5. If the search results need further keyword refinement, expand AQQ to view the keyword suggestions.

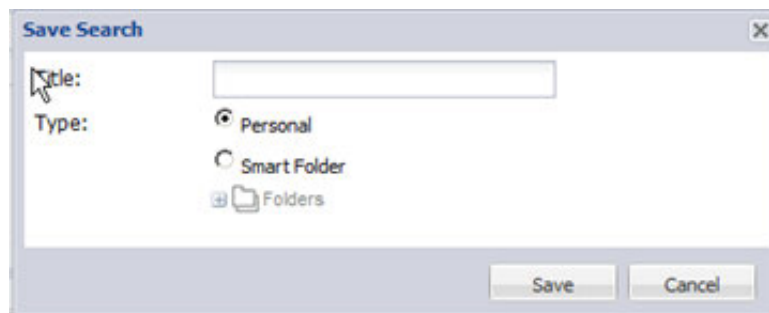


6. Select one or more keyword suggestions and click “Apply Filter” to filter the current search results further to display the results of the keyword searches selected.



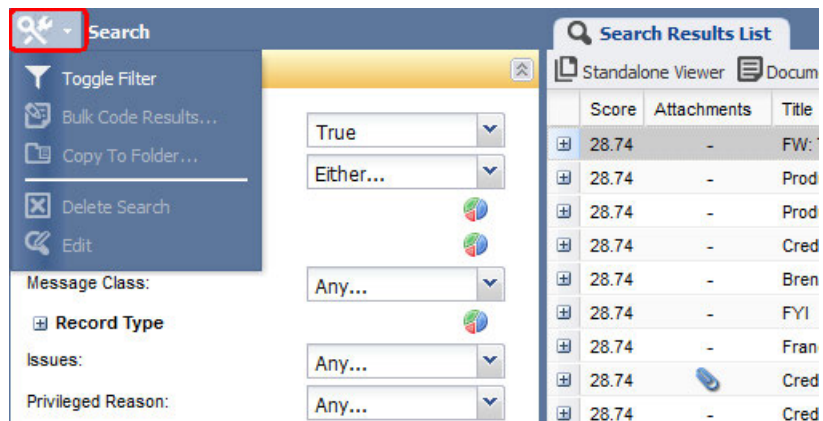
Saving Searches

1. Searches can be saved as either a Personal Search or Smart Folder by clicking the “Save As” button in the Advanced Search interface.
 - A pop-up box will appear with the option to save the search as a Personal or Smart Folder



search.

- Personal Search – Check “Personal” in the pop up box, name your search, and click “Save”. Personal searches are only available to user who created the search.
 - Smart Folder – Check “Smart Folder” in the pop up box, name your search, and select the folder location where the Smart Folder will be saved.
 - Smart Folders are saved to a specific folder location, and can be accessed by navigating to that location. All users with permissions to the saved location can access the Smart Folder. Click on the Smart Folder to execute the saved search.
2. Clicking on a Smart Folder will execute the search and display the results in the Folders Document List. To Edit the Smart Folder or to display the results in Search Results List, right-click the Smart Folder and choose “Edit”. This will bring up the criteria in Advanced Search. Executing the search from here will display the results under Search instead of Folders.
 3. Saved Personal searches as well the current session search history can be accessed by clicking the Tool drop down above the Filter pane and selecting “Toggle Filter”.



4. This will change the Filter pane to display your Search History for the current session as well as any Saved Searches created during the life of the user account.

