Searching files

Searching Files

To search your files simply click inside the search filed and start typing. You can search by filename, file text contents (if file indexing is enabled) or by metadata. Use the search button (depicted with a magnifier icon) to choose the criteria you want to use for the search. If there are no other options available, the search button will trigger the display of the search results in the main list of files.

Searching by filename

- Search by entire filename, example: "Some Document.xls"
- Search by extension, example ".xls"
- Search by partial filename, example "Document"
- Search by partial filename and filter by extension: "Doc%.xls"

Searching by text contents

Note that this feature might not be enabled in your FileRun server. After typing your search keyword, click the search button (the magnifier icon) and select "Search content". If you want to search more selectively, however, you can filter your search by specifying Boolean filters. Boolean filters let you combine search words using simple logic, as you can see in the following table.

Filter	Example	Use this to
AND	building AND project	Find files that contain both words "building" and "project" (even if those words are not right next to each other).
NOT	building NOT project	Find files that contain the word "building," but not "project".
OR	building OR project	Find files that contain either of the words "building" or "project".
Quotes	"building project"	Find files that contain the exact phrase "building project".
Wildcard	te?t	Find single and multiple character wildcard searches within single terms. To perform a single character wildcard search use the "?" symbol. To perform a multiple character wildcard search use the "*" symbol. For example, to search for "text" or "test" you can use the search: "te?t".
Fuzzy Searches	roam~	To do a fuzzy search use the tilde, "~", symbol at the end of a Single word Term. For example to search for a term similar in spelling to "roam" use the fuzzy search: roam~ This search will find terms like foam and roams.
Proximity Searches	"project china"~10	Find words which are within a specific distance away. To do a proximity search use the tilde, "~", symbol at the end of a Phrase. For example to search for a "project" and "china" within 10 words of each other in a document use the search: "project china"~10

Searching by metadata

To search the files by a particular metadata value, click the search button and select "Search metadata" while selecting the desired metadata field. If you have not typed anything in the search box, all files having any value set will be displayed. This can be useful for quickly displaying all the files that have comments, or labels, etc.

Using the search results list

Right-click an item and select "Locate" to open the item's folder location.