

Search operators

There are many different search operators you can use in your searches.

If needed, use KMD's guide to searches in [KMD's documentation](#) as a supplement to this guide.

REMEMBER: When using a leading asterisk in the free-text search field, you must switch to Advanced Search.

Name	Operator	Where	Description
Quotation marks	"	Free text fields	Search for an exact search term by using "[keyword]" E.g. The search criteria "+petersen" will find contact names similar to "petersen" such as <i>peddersen</i> , <i>pedersen</i> , and <i>petersen</i> .
Plus Fuzzy search	+	Free text fields	Fuzzy search using the criterion "+[keyword]". This returns search results that are close to the keyword
Wildcard (asterisk)	*	Free text fields (REMEMBER: you must switch to Extended search, when leading with asterisk)	Replaces one or more characters. Wildcard searches will vary, depending on whether you have selected Normal search or Extended search . <ul style="list-style-type: none"> • Normal search: The wildcard (*) at the beginning of the search term will be ignored. Wildcard characters in the middle or at the end of the search term will be processed. This is the default search setting. • Extended search: All wildcards in the search term will be processed. Using searches, e.g. <i>*sun</i> and <i>*sun*</i> is not recommended for free text searches as all WorkZone elements are traversed for all full and partial occurrences of the search term. This type of search can

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			produce a large number of results, consume noticeable system resources and take significantly longer to display the search results.
Wildcard (asterisk)	*	Text fields	<p>Replaces one or more characters.</p> <p>Search in the field Title on the search page for cases.</p> <p>If you write:</p> <ul style="list-style-type: none"> • <i>Sun*</i> - you will find cases where the field Title begins with sun, for example sun vehicle. • <i>*sun*</i> - you will find cases where the field Title contains sun, for example a sunder, evening sun, and sun vehicle. • <i>*sun</i> - you will find cases where the field Title ends with sun, for example evening sun.
Question mark	?	Free text fields Text fields	<p>Replaces exactly one character.</p> <p>E.g. If you write Pe?ersen and click Contacts in the menu, you will find all contacts with the name Petersen or Pedersen, but not Pettersen.</p>
Hat (Circumflex)	^	Text fields	Removes the distinction between uppercase and lowercase letters.
Empty field	=""	Text fields	The field is empty
Filled in field	<>""	Text fields	The field is filled
OR	eller OR	Free text fields	One or both words are found
OR		Text fields	Searches for individual elements where one or more of the entered words appear.

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AND	& AND	Free text fields	Searches for individual elements where one or more of the entered words appear.
AND	&	Text fields	Searches for individual elements where all the entered words appear.
NOT	~ NOT	Free text fields	Searches for items where the words you enter after the operator do not occur.
PARENTHESES	()	Free text fields	Group searches. This is particularly useful in searches with AND and OR. For example: “[keyword] AND ([keyword] OR [keyword])”
Operators that can be used in date fields			
+	Inserts today’s date		
+1d	Inserts today’s date + one day		
+1w	Inserts today’s date + one week		
+1m	Inserts today’s date + one month		
+1y	Inserts today’s date + one year		
-1d	Inserts today’s date - one day		
-1w	Inserts today’s date - one week		
-1m	Inserts today’s date - one month		
-1y	Inserts today’s date - one year		