

Search with Wildcards

Infolinx supports wildcard searching using the percent sign (%) as a wildcard. For example, to find all series that contain 'payroll' in the title, simply enter '%payroll%' (without the quotes) in the Records Series Title field.

Search with Keywords

It is also possible to search for multiple values in a field. For example, to find all series with 'payroll' or 'leave' in the title, simply enter the text '%payroll% or %leave%' (without the quotes) in the Records Series Title field.

Infolinx searching Keywords:

- *or* - for example 'payroll' or 'leave.' This would find all items with the value payroll' **or** 'leave' for a field.
- *>* - for example > 1/1/2000. This would find all items where a field is **greater than** January 1 2000.
- *>=* - for example >= 1/1/2000. This would find all items where a field is **greater than or equal to** January 1 2000.
- *<* - for example < 1/1/2000. This would find all items where a field is **less than** January 1 2000.
- *<=* - for example <= 1/1/2000. This would find all items where a field is **less than or equal to** January 1 2000.
- *<>* - for example <> 'payroll'. This would find all items where a field is **not equal to** 'payroll'.
- *isnull* - This would find all items where a field **has a null value**.
- *isnotnull* - This would find all items where a field **is not null**.