

Watch our Introduction to RECORDhub @ cottsystems.com/recordhub-training

What can we help you find?

Date Thru

mm/dd/yyyy

m

SIMPLE SEARCH

Broad search using fewer initial filters to retrieve all documents containing the search values regardless of field.

- Requires an EXACT match (not a BEGINS WITH search)
- Uses implied AND logic (searching John Smith will return documents containing any fields with John OR Smith)
 - Use quotation marks to group multiple words searching "John Smith" will return documents containing fields with only John AND Smith together

Date From

mm/dd/vvvv

- Apply a wildcard by using the asterisk * at the end of the word (requires 2 characters)
- Search specific categories by clicking the gray ALL button and selecting the desired category
- Search by date to limit your search to a specific date range with the calendar features

EXPANDED SEARCH

Targeted search for specific values in specific fields or multiple fields at the same time.

- Default BEGINS WITH search or uncheck the box for CONTAINS search
- Requires LAST NAME search criteria
- Apply a wildcard by using the asterisk * (requires 2 characters for last name and 1 character for first name)
- Select multiple index or documents types by holding down CTRL while selecting the desired types

Strope Search Cyanolic Search

EXPANDED SEARCH > NAME DIRECTORY

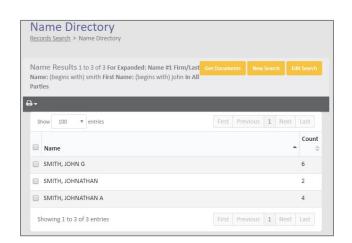
Easily view multiple spellings of a name and then decide which documents you wish to continue searching prior to viewing results.

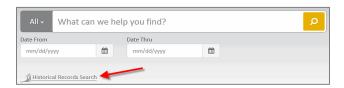
- 1. Enter a name or portion of a name in the EXPANDED SEARCH
- 2. Click SHOW NAME DIRECTORY to view a list of each unique name and the number of documents that contain the name
- Select the desired name and click GET DOCUMENTS to display the search results

Note: When using this feature with ADD SECOND NAME, the AND/OR drop-down box must be set to OR

HISTORICAL RECORDS

If a site has HISTORICAL RECORDS SEARCH, it will appear on the main screen.

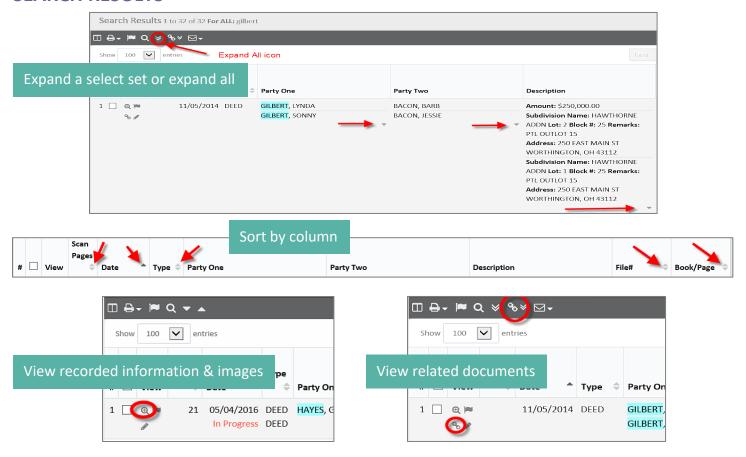






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SEARCH RESULTS



SEARCH FILTERS

