

Navigating Nextpoint Search

Search Syntax Operators

Operators	Description
term	<p>EXAMPLES: patent will return all documents containing the term <i>patent</i> anywhere on the document or in the metadata</p> <p>Search_text:patent will return all documents containing the term <i>patent</i> anywhere on the search text of the document, only. Metadata hits will <i>not</i> be accounted for when performing this search.</p>
AND; +	<p>Returns results with both terms</p> <p>EXAMPLES: patent AND invention; patent+invention - Documents which contain both <i>patent AND invention</i></p>
OR; ()	<p>Returns results with either terms or fields</p> <p>EXAMPLES: patent OR invention; (patent invention) - Documents which contain <i>patent OR invention</i></p>
NOT; -	<p>Excludes term or field from results; Case sensitive; General hierarchy = NOT > AND > OR but you can override this through the use of parentheses</p> <p>EXAMPLES: patent NOT invention; patent -invention - Documents with the term <i>patent</i> but without the term <i>invention</i></p> <p>(patent OR invention) NOT "Smith" - <i>OR search will be performed before NOT search</i></p>
~	<p>Proximity search, searching within <i>n</i> words</p> <p>EXAMPLE: "patent invention"-5 - Documents containing the term <i>patent</i> within five words of <i>invention</i></p>

Nextpoint Search Fact Sheet

Search Syntax Operators continued...

Operators	Description
""	Exact phrase EXAMPLE: "prior art" - Documents which contain the exact phrase "prior art"
*	Prefix wildcard search within 6 characters; Suffix wildcard does <i>not</i> truncate the search EXAMPLES: *nextpoint.com - Documents containing <i>nt.com</i> conclu* - Documents containing the words <i>concluded, conclude, conclusion, conclusionary, etc.</i>

Standard Document Fields

Document Identifiers

Command	Description
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Nextpoint ID	Unique number assigned to every document upon entry
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EXAMPLES:

ID:1234

ID:(1234 5678 9101) - Becomes an OR search, and pulls all three documents

Bates	Bates number assigned to a document, whether it was stamped through Nextpoint, or elsewhere
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EXAMPLES:

Bates:ABC000001 - Returns the document that contains this exact stamp on a page of said document

Bates:* - Returns *all* Bates assigned documents within your database

Bates:(ABC000001 ABC000015 ABC000027) - Returns each document that hits on that particular Bates number. Essentially this becomes an OR search instead of a range search

Note: Bates numbers with spaces need to be in quotes. Bates:"ABC 000001"

Bates Prefix	The alphabetical portion of the Bates stamp
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EXAMPLE:

Bates:ABC* - Returns all Bates assigned documents with the prefix of ABC within your database

Bates Range	Documents with Bates numbers within an identified range
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EXAMPLES:

Bates:[ABC000001 ABC000015]

Note: Bates numbers with spaces need to be in quotes. Bates:["ABC 000001" "ABC 000015"]

Document Metadata

General Rule of thumb for searching within any coding/metadata field is field:value

Command

Description

Author

Author of an email or document

EXAMPLE:

Author:smith@nextpoint.com

Recipients

Recipient(s) of an email; Plural regardless of singular or multiple recipients

EXAMPLE:

Recipients:smith@nextpoint.com

cc

Recipient(s) copied on an email

EXAMPLE:

cc:smith@nextpoint.com

bcc

Recipient(s) "blind copied" on an email

EXAMPLE:

bcc:smith@nextpoint.com

The above searches will be dependent on what format your data is brought into Nextpoint. Often inboxes are set where an individual's actual name appears in the To/From/CC/BCC fields, in lieu of their email handle. For example, cc:smith@nextpoint.com could also be formatted as cc:"John Smith" or cc:smith. Before performing your email search, we suggest reviewing a couple sample emails or the Analytics "widget" section for further, quick insight.

Nextpoint Search Fact Sheet
Document Metadata continued...

Command	Description
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Email Searching: When searching for email addresses in the author, recipients, cc, or bcc fields, incorporate the individual's email address and/or name

EXAMPLE:

author:johnsmith@ABCInc.com or author:"john smith"

author:johnsmith@ABCInc.com OR author:janerobertson@ABCInc.com OR author:kylejones@ABCInc.com returns emails across multiple authors from one domain

*Note: If you were attempting to search for all authors which have *ABC* in the email address by author:*ABC*, your search will not return expected results of emails drafted by employeenames@ABCInc.com.*

Domain	Returns documents from a particular sender domain
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EXAMPLE:

Domain:nextpoint.com - all sender domains containing nextpoint.com

*Note: we do not recommend performing a prefix wildcard search on emails, due to the truncation (i.e. *nextpoint.com = *nextpo)*

Date	EXAMPLE: Date:09/11/2001 - can also use <i>Document_Date:09/11/2001</i> Date:[1990 2001] - returns results for all documents within that range of years Date:>2001-09 - returns results for all documents after September 2001; can also use <i>Date:>09/2001</i>
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File_Extension	Returns documents with a particular file extension
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EXAMPLE:

File_extension:xl* - all versions of Microsoft Excel documents (i.e. xls, xlsx, etc.)

Work Product

Command

Description

Folder

Will return all documents contained within a particular folder in Nextpoint

EXAMPLE:

Folder:"John Smith Inbox" - Will return all documents within the "John Smith Inbox" folder in Nextpoint

Folder:"John Smith Inbox":[1 1000] - Will return a range of documents within the "John Smith Inbox" folder in Nextpoint, in this case the first 1,000

Responsive_Status

Will return all documents tagged as "Responsive"

EXAMPLE:

Review_status:responsive - Will return all documents tagged as "Responsive"

Issue

Will return all documents tagged with a particular responsive issue

EXAMPLE:

Issue:damages - all documents tagged with issue *damages*

Privilege_Status

Will return all documents tagged with a particular privilege reason

EXAMPLE:

Privileged:Work-Product - all documents tagged as privileged, work-product

Highlighted

Will return all documents with highlight image markups

EXAMPLE:

Highlighted:true

Highlight_Notes

Documents with highlight image markups associated with a particular issue

EXAMPLE:

Highlight_Notes:collusion

Nextpoint Search Fact Sheet
Work Product continued...

Command	Description
Original_Filepath	<p>Location from which the file was collected</p> <p>EXAMPLE: Original_filepath:"Smith Matter" - all documents that contain "Smith Matter" within the original filepath</p> <p><i>Use Case: If the documents were originally placed in a folder on an individual's desktop, prior to collection, and you are now trying to re-create the same organization in Nextpoint, you can search for a known portion of the original filepath and then apply to a corresponding folder in Nextpoint</i></p>
Page Notes	<p>Utilize the filter to narrow to all documents with page notes in place</p> <p>Open Filters > Work Product > Select "Documents With Notes Only"</p>
Treatments	<p>Utilize the filter to narrow to all documents with treatments applied in theater mode</p> <p>Open Filters > Work Product > Select "Has Treatments"</p>
Exhibit Stamped	<p>Folder:folder abbreviation:stamp number - Will return that particular exhibit stamped in Nextpoint</p> <p>EXAMPLE: folder:PX:5 - Returns Plaintiff Exhibit 5</p> <p>Stamped:* - Will return all documents that contain an exhibit stamp applied within Nextpoint</p>
Custom Fields	<p>Attorney_notes:hot - Search for a term or phrase from a note that you may want to locate</p> <p>Request_for_Production:5 - Search a value from a picklist</p> <p><i>Use case: If you had all of your request for production numbers listed in a custom picklist field, and coded documents to each request, you could pull up all documents that pertained to a particular request through the above search.</i></p>

True/False Fields

Command	Description
privileged:true	True if document has at least one privilege tag
confidentiality:true	True if one document is marked with Confidentiality in Nextpoint
redacted:true	True if one document is marked with redactions within Nextpoint
Email_thread:true	True if email conversation starter
Bates_stamped:true	True if Bates stamped on the actual image within Nextpoint
Has_native_placeholder:true	True if native placeholder was inserted and Bates stamped, as it was a file type that needed to be produced in its native/original form, even though it does have an image in Nextpoint (i.e. excel files)
Non_imaged_placeholder:true	True if a non-imaged placeholder was inserted and Bates stamped, because it was a file type that does not image through traditional software (i.e. audio/video files)

Additional Tips

What not to do...

- Do not put the # symbol in a folder name or custom coding field, it will affect your ability to search on said field

FYI...

- A period (.) at the end of a term is only accounted for if you put it in quotations
 - John D. Smith = John OR D OR Smith
 - John "D." Smith = John OR D. OR Smith
 - A period in the middle of a term is accounted for, therefore nextpoint.com = nextpoint.com
- When searching on File Size, this field is measured in bits
- To search on foreign language characters, please contact the Client Success team at support@nextpoint.com