

NEXTPOINT SEARCH FACT SHEET

Navigating Nextpoint Search

Search Syntax Operators

Operators	Description
Term(s) / Words	<p>For any keyword search, simply input the term in your search bar and click return/enter to execute the search. Doing so will query the database for any search text or metadata which hits on your keyword and return resulting documents to your grid view.</p> <p>EXAMPLE: patent will return all documents containing the term <i>patent</i> anywhere on the document or in the metadata</p>
Search_Text	<p>Will return all documents containing the term in the search text of the documents, only.</p> <p>If an input search hits on only a metadata field (e.g. Document_title), but not in the search text, that document will not be returned in your results.</p> <p>EXAMPLE: search_text:patent will return all documents containing the term <i>patent</i> in the search text of the document, only.</p>



NEXTPOINT SEARCH FACT SHEET

Search Syntax Operators

Operators	Description
Search_Fields:	<p>Will return all documents containing the term(s) in the coding and metadata of the documents, only.</p> <p>EXAMPLE: search_fields:patent will return all documents containing the term <i>patent</i> in the coding/metadata of the document, only.</p> <p>USE CASE: Depending on the quality of any scanned documents and/or handwritten notes, your document search text may not always be comprehensive or extremely useful. Instead, many users will annotate or code documents using fields. As coding takes place over the years, the coding can become inconsistent and users have a difficult time knowing which field to search. In the above example, search_fields:patent will allow the users to search across fields without knowing the exact field(s) the term patent could appear (e.g. attorney_notes:patent OR reviewer_notes:patent OR title:patent).</p> <p>FORMATTING NOTE:</p> <ul style="list-style-type: none"> • search_fields:(term1 AND term2) will return documents in which term1 and term2 are found within the same field. • search_fields:(term1) AND search_fields:(term2) will return documents in which term1 and term2 are found within any field, so long as they are in the same document.
Operator Hierarchy	<p>General hierarchy is NOT > AND > OR</p> <p>Without parentheses present in your search syntax, any NOT search will be performed before any AND search, and any AND search will be performed before an OR search.</p> <p>If you would like to segment your search syntax so a particular group of criteria are considered together (e.g. this OR that OR that), then make sure to enclose that portion of your syntax in parentheses.</p> <p>EXAMPLE: (batch:2 OR batch:3) AND confidentiality:CONFIDENTIAL will look for any documents in batch 2 or batch 3 that are marked confidential. The OR search component will be performed before the AND search because the parentheses were input as a directive to consider that section as a segment.</p>



NEXTPOINT SEARCH FACT SHEET

Search Syntax Operators

Operators	Description
AND, +	<p>Connecting two (or more) terms/fields with AND will return results with both terms - this AND that.</p> <p>You can also replace the AND with a plus sign (+). If doing so, ensure there are spaces on each side of the + as shown in below example.</p> <p>EXAMPLE: patent AND invention (or patent + invention) will return documents which contain both terms. If a document does not contain both of those terms, it will not be returned for this search.</p>
OR, ()	<p>Connecting two (or more) terms/fields with OR will return results with either terms or fields - this OR that.</p> <p>EXAMPLES: patent OR invention will return all documents which contain patent or invention. So long as a document contains one of those terms, it will be returned for this search.</p> <p>custodian:"smith, john" OR custodian:"miller, barbara" will return all documents from either of the two custodians.</p> <p>TIP: You can also enclose two or more terms (<i>not applicable to fields</i>) in parentheses to imply an OR search, so the aforementioned would be (patent invention).</p>
NOT, -	<p>Excludes term or field from results - this NOT that.</p> <p>You can also replace NOT with a minus sign (-). If doing so, make sure the - is immediately preceding the second term as shown in the below example.</p> <p>EXAMPLE: patent NOT invention; patent -invention - Documents with the term patent but without the term invention</p>



NEXTPOINT SEARCH FACT SHEET

Search Syntax Operators

Operators	Description
~	<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>
""	<p>Surrounding any sequence of terms in quotation marks will imply an exact phrase when searching.</p> <p>EXAMPLE: "prior art" - Documents which contain the exact phrase "prior art"</p>
*	<p>You can input an asterisk(*) after a word to account for variations (e.g. report* will return reporting, reported, reporter, etc..).</p> <p>There is no limit on characters when a wildcard is placed at the suffix of a word.</p> <p>EXAMPLE: conclu* will return documents containing the words <i>concluded, conclude, conclusion, etc.</i></p> <p>IMPORTANT FORMATTING NOTES:</p> <ul style="list-style-type: none"> Surrounding a wildcard search in quotes will render inaccurate results. If you input a wildcard search via Advanced Search (e.g. Author:Charl* to capture Charles or Charlie) please make sure to remove the quotations which are inserted in the Advanced Search builder.
?	<p>You can input a question mark mid-term to indicate a word that will contain "at most" one character.</p> <p>EXAMPLES:</p> <ul style="list-style-type: none"> me?t - Will return documents that contain the words "meet", "meat", or "met" flavo*r - will return documents containing the words "flavor", or "flavour" batm?n - will return documents containing the words "batman", or "batmen"



NEXTPOINT SEARCH FACT SHEET

General Metadata

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

Command	Description
Author	<p>Combined field identifying the author of an email or document.</p> <p>EXAMPLE: Author:smith@nextpoint.com</p>
Document_Date or Date	<p>Combined date field with the following priorities —</p> <p>Emails: Sent date then received date.</p> <p>Efiles and non-email attachments: modified date, then created date.</p> <p>EXAMPLES:</p> <p>Specified Date >> Document_date:01/10/2020 - can also use Document_Date:01/10/2020</p> <p>Date Range, Years >> Date:[2001 2019] - returns results for all documents within that range of years. Can also use exact dates to narrow your date range.</p> <p>Date Range, Specified >> Document_Date:["January 10, 2020" "January 20, 2020"] - returns results for all documents within the specified date range.</p> <p>Date Range, Greater/Less than >> Date:>2001-09 - returns results for all documents after September 2001; can also use Date:>09/2001</p>
Document_Type	<p>Category of document based on its origins:</p> <ul style="list-style-type: none"> • Email for any document natively processed as an email file • Attachment for any file extracted from an email file • Efile for any loose document (not imported as a ranged image import with a load file). <p>These values can be overwritten via otherwise provided values in a loadfile.</p> <p>EXAMPLE: document_type:email AND Date:["January 10, 2020" "January 20, 2020"] - all emails dated between 1/10/2020 - 1/20/2020</p>



NEXTPOINT SEARCH FACT SHEET

General Metadata

Command	Description
File_Extension	File extension of the processed document EXAMPLE: File_extension:xl* - all versions of Microsoft Excel documents (i.e. xls,xlsx, etc.)
File_Name	Original file name of native file — contains subject of email message for email records EXAMPLE: file_name:mountain* - all documents containing “mountain and anything thereafter” in the File Name.
File_Path	Location from which the file was collected EXAMPLE: When a document has a File Path field with the value: \John.Smith@ClientFirm.com.pst\Top of Outlook data file\John.Smith@ClientFirm.com (Primary)\Recoverable Items\Purges\woof.pdf This list of searches is not exhaustive, but is indicative of the searches that return this document: <ul style="list-style-type: none"> • file_path:"John.Smith@ClientFirm.com.pst" • file_path:"recoverable items" • file_path:purges • file_path: * purges * (no spaces in NXP) • file_path:*purges • file_path:"outlook data" • file_path:outlook • file_path:John.Smith@ClientFirm.com
Title	Combined field that pulls the email subject from emails and the title field from e-files and attachments. EXAMPLE: title:report - all emails containing report in the Email Subject line, and all documents containing report in the document title



NEXTPOINT SEARCH FACT SHEET

General Metadata

Command	Description
Root_Folder	<p>Root folder location in your database's File Room at time of processing. This encompasses any loose files imported from File Room <i>without a load file</i>.</p> <p>EXAMPLE: root_folder:EDRM_Data* - all documents stemming from a File Room folder beginning with "EDRM_Data" and ending with anything thereafter (e.g. <i>EDRM_Data_001, EDRM_Data_002, etc...</i>)</p>
App_Name	<p>Application Name field value pulled from metadata of native file.</p> <p>EXAMPLE: app_name:"Microsoft Excel" - all documents containing Microsoft Excel within the App Name Field.</p> <p><i>Note: If looking for something like "All excel files", we recommend relying on the file_extension:xl* search as the App Name may not always be populated and/or consistently named when populated.</i></p>
Page_Count	<p>Count of processed image pages for a document.</p> <p>EXAMPLES: page_count:0 - all documents which have zero imaged pages in Nextpoint (can assist in identifying identifying documents which didn't image) page_count:>8 - all documents which have more than eight (8) imaged pages in Nextpoint (can assist in identifying documents which are "more or less than X number of pages") page_count:[11 24] - all documents which between 11 to 24 imaged pages in Nextpoint</p>



NEXTPOINT SEARCH FACT SHEET

Email Metadata

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

Command	Description
Email_Author	Author of an email. EXAMPLE: Email_Author:smith@nextpoint.com
Recipients	Recipient(s) of an email; Plural regardless of singular or multiple recipients; *only values for the recipients field (does not include cc: or bcc: values) EXAMPLES: Recipients:smith@nextpoint.com
CC	Recipient(s) carbon copied on an email. EXAMPLE: cc:smith@nextpoint.com
BCC	Recipient(s) "blind copied" on an email. EXAMPLES: bcc:smith@nextpoint.com

Above searches are 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

Email Metadata

Command	Description
Email Searching:	Nextpoint stores email addresses as a whole and split up for ease of searching.
EXAMPLE:	When a document has text with the email address 'russel.wilson@nextpoint.com' this list of searches is not exhaustive, but is indicative of the searches that return this document: <ul style="list-style-type: none"> russel.wilson@nextpoint.com; nextpoint.com; russel.wilson; russel; Wilson; russ*; wil* <p>The term `badger2` will also return documents with the email address bucky.badger2@uwbadgers.com</p>
Domain	Returns all emails to or from a particular domain. This includes the author, recipients, cc, and bcc fields. <p>EXAMPLE: Domain:nextpoint.com - all emails containing @nextpoint.com in the author, recipients, cc, or bcc fields.</p> <p><i>Note: We recommend against using an @ in your search. This character is treated like a space, and thus, you may return unexpected results.</i></p>
Sender_Domain	Returns all emails from a particular domain. This includes the author field. <p>EXAMPLE: Sender_Domain:nextpoint.com - all emails containing @nextpoint.com in the author field.</p> <p><i>Note: We recommend against using an @ in your search. This character is treated like a space, and thus, you may return unexpected results.</i></p>
Receiver_Domain	Returns all emails to a particular domain. This includes the recipients, cc, and bcc fields. <p>EXAMPLE: Receiver_Domain:nextpoint.com - all emails containing @nextpoint.com in the recipients, cc, and bcc fields.</p> <p><i>Note: We recommend against using an @ in your search. This character is treated like a space, and thus, you may return unexpected results.</i></p>



NEXTPOINT SEARCH FACT SHEET

Email Metadata

Command	Description
Email_Subject	<p>Subject line of an email.</p> <p>EXAMPLE: email_subject:lunch - all emails containing lunch in the subject line</p>
Email_Sent + Email_Received	<p>Date-time of a sent email, or date-time of an email that was received.</p> <p>EXAMPLES: Specified Date >> email_sent:01/10/2020 - can also use Document_Date:01/10/2020</p> <p>Date Range, Years >> email_sent:[2001 2019] - returns results for all documents within that range of years. Can also use exact dates to narrow your date range.</p> <p>Date Range, Specified >> email_received:["March 13, 2019" "April 6, 2019"] - returns results for all documents within the specified date range.</p> <p>Date Range, Greater/Less than >> email_received:>2015-09 - returns results for all documents after September 2015; can also use Date:>09/2015</p>
Mailbox_File	<p>If present, filename of mailbox archive email was extracted from.</p> <p>EXAMPLE: mailbox_file:john.smith444_gmail.com.mbox - all emails and attachments which stemmed from the compressed mailbox file of "john.smith444_gmail.com.mbox"</p> <p>TIP: Want to find only the emails from a particular mailbox_file? Try searching mailbox_file:john.smith444_gmail.com.mbox AND document_type:email</p>



NEXTPOINT SEARCH FACT SHEET

Email Metadata

Command	Description
Mailbox_Path	<p>Mailbox path represents the full sequence of mailboxes and sub-mailboxes that specifies the location of a certain, named mailbox.</p> <p>EXAMPLE: mailbox_path:inbox - all emails + attachments which stemmed from a particular location within a mailbox_file.</p> <p>TIP: Commonly, we see structures like "top level mailbox/Inbox", "top level mailbox/calendar files", "top level mailbox/contacts", but it is dependent upon how emails were organized and collected from the source.</p> <p>If there are no mailbox subdirectories contained within the source Mailbox_file, then this field will not be populated.</p>
Email_Message_ID	<p>Email message ID field value extracted from the metadata of the native file.</p> <p>EXAMPLE: email_message_id:"<ABC1def23gHHIjk445LM@mail.gmail.com>" - all documents with a particular Email Message Id</p> <p>TIP: A direct link to a particular message ID search syntax is always available at the bottom right in your document viewer under the section titled "Extracted Metadata"</p>
Email_thread:true	True if email conversation starter
Is_attachment:true	True if file is attached to an email
Has_attachment:true	True if email has an attachment



NEXTPOINT SEARCH FACT SHEET

Document Metadata

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

Command	Description
Document_Title	<p>Title field value extracted from the metadata of the native file.</p> <p>EXAMPLES:</p> <p>document_title:"calendar wizard" - all documents which have the exact phrase "calendar wizard" in the Document Title.</p> <p>document_title:expert* - all documents which have the keyword expert* (the asterisk accounts for "anything after" expert, like expert, experts, expertise..)</p>
Document_Date	<p>EXAMPLES:</p> <p>Specified Date >> Date:01/10/2020 - can also use Document_Date:01/10/2020</p> <p>Date Range, Years >> Date:[2001 2019] - returns results for all documents within that range of years. Can also use exact dates to narrow your date range.</p> <p>Date Range, Specified >> Date:["January 10, 2020" "January 20, 2020"] - returns results for all documents within the specified date range.</p> <p>Date Range, Greater/Less than >> Date:>2001-09 - returns results for all documents after September 2001; can also use Date:>09/2001</p>
Document_Author	<p>Author field value pulled from metadata of the native file.</p> <p>EXAMPLES:</p> <p>document_author:(robert david) - all documents containing Robert OR David in the Document Author Field</p> <p>document_author:(robert AND putnam) - all documents containing Robert AND Putnam in the Document Author field</p> <p>document_author:* - all documents containing any value in the Document Author field (is not blank)</p>



NEXTPPOINT SEARCH FACT SHEET

Document Metadata

Command	Description
Document_Last_Author	Last 'Saved By' field value pulled from metadata of the native file.
	<p>EXAMPLES:</p> <p>document_last_author:(robert david) - all documents containing Robert OR David in the Document Last Author Field</p> <p>document_last_author:(robert AND putnam) - all documents containing Robert AND Putnam in the Document Last Author field</p> <p>document_last_author:* - all documents containing any value in the Document Last Author field (is not blank)</p>

For Any Date Searches

Context Aware: Any date_time search will take into consideration any context you do or don't provide.

- For example, a search with no time value, like **created_date_time:2020-01-01** will return all documents with a created_date_time value of that date, no matter the time of day.
- Want to be more specific? Add the time value, **created_date_time:"2020-01-01 11:37:20"**

Flexible Formatting: You can search for a date (or range of dates) in a variety of common formats.

- Any of the following searches will return results with a date of January 20, 2020: **date:1/20/2020 ; date:1/20/20 ; date:2020-01-20 ; date:"january 20, 2020"**
- Formatting of dates in any given range can be "mismatched" - e.g. **created_date_time:[3/19/09 2015-04-01]**



NEXTPOINT SEARCH FACT SHEET

Document Metadata

Command	Description
Created_Date_Time	<p>Creation date and time of the native file when imported without produced images.</p> <p>EXAMPLES: created_date_time:2003-01-22 - all documents with a created_date_time of 2003-01-22.</p> <p>created_date_time:>1-17-09 - all documents with a created_date_time greater than (after) 1/17/2009</p> <p>created_date_time:[3/19/09 2015-04-01] - all documents with a created_date_time between 3/19/2009 - 04/01/2015.</p>
Modified_Date_Time	<p>Date and time the native file was last modified</p> <p>EXAMPLES: modified_date_time:2003-01-22 - all documents with a modified_date_time of 2003-01-22.</p> <p>modified_date_time:>1-17-09 - all documents with a modified_date_time greater than (after) 1/17/2009</p> <p>modified_date_time:[3-19-09 04-01-2015] - all documents with a modified_date_time between 3/19/2009 - 04/01/2015.</p>
Last_Print_Date	<p>Date the native file was last printed (MS Office documents)</p> <p>EXAMPLES: last_print_date:2003-01-22 - all documents with a last_print_date of 2003-01-22.</p> <p>last_print_date:>1-17-09 - all documents with a last_print_date greater than (after) 1/17/2009</p> <p>last_print_date:[3-19-09 04-01-2015] - all documents with a last_print_date between 3/19/2009 - 04/01/2015.</p>



NEXTPOINT SEARCH FACT SHEET

Document Identifiers

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

Command	Description
Nextpoint ID	<p>Unique number assigned to every document upon creation in your Nextpoint database.</p> <p>EXAMPLES: ID:1234</p> <p>ID:(1234 5678 9101) - Becomes an OR search, and pulls all three documents</p>
Bates	<p>Bates number assigned to a document, whether it was stamped through Nextpoint, or elsewhere</p> <p>EXAMPLES: Bates:ABC000001 - Returns the document that contains this exact stamp on a page of said document</p> <p>Bates:ABC* - Returns all documents containing a Bates prefix of ABC</p> <p>Bates:ABC001* - Returns the document with ABC001 AND any other documents where a Bates number begins with ABC001 (e.g. ABC0012, ABC00123, etc.)</p> <p>Bates:* - Returns <i>all</i> Bates assigned documents within your database</p> <p>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</p> <p>TIP: Bates numbers with spaces need to be in quotes. Bates:"ABC 000001"</p>



NEXTPOINT SEARCH FACT SHEET

Document Identifiers

Command	Description
Bates Prefix	<p>The alphabetical portion of the Bates stamp.</p> <p>EXAMPLES: Bates_prefix:ABC - Returns all documents with Bates Prefix ABC.</p> <p>TIP: If your Bates prefix has any separating characters like underscores _ , hypens - , spaces, periods, etc.. you do not need include those characters in your search.</p> <p>For example, for Bates prefix "ABC_00001", the search is Bates_Prefix:ABC</p>
Bates Range	<p>Documents with Bates numbers within an identified range</p> <p>EXAMPLE: Bates:[ABC000001 ABC000015]</p> <p><i>Note: Bates numbers with spaces need to be in quotes. Bates:["ABC 000001" "ABC 000015"]</i></p>



NEXTPOINT SEARCH FACT SHEET

Work Product

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

Command	Description
Folder	<p>Will return all documents contained within a particular folder in Nextpoint</p> <p>EXAMPLE: Folder:"John Smith Inbox" - Will return all documents within the "John Smith Inbox" folder in Nextpoint</p> <p>FAQ: How do I search for a certain range of documents in a folder (e.g. the first 1,000 documents in the folder)? folder:"folder name":[1 1000]</p>
Category	<p>Will return all documents associated with a particular category via their folder assignment. Searching for a particular category will translate on the back-end as an OR search across all folders within that category.</p> <p>EXAMPLE: Category:"Productions" - Will return all documents within the folders associated with the Productions category. The back-end syntax for Category:"Productions" translates as (<i>folder:"prod1" OR folder:"prod2" OR folder:"prod3"</i>)</p>
Responsive_Status	<p>Will return all documents tagged as "Responsive"</p> <p>EXAMPLE: Review_status:responsive - Will return all documents tagged as "Responsive"</p>
Issue	<p>Will return all documents tagged with a particular responsive issue</p> <p>EXAMPLE: Issue:damages - all documents tagged with issue <i>damages</i></p>



NEXTPOINT SEARCH FACT SHEET

Work Product

Command	Description
Privilege_Status	<p>Will return all documents tagged with a particular privilege reason</p> <p>EXAMPLE: Privileged:Work-Product - all documents tagged as privileged, work-product</p>
Tags	<p>Manually added work product tags applied via Bulk Actions or at the document-level</p> <p>EXAMPLE: Tags:AJEML - all documents which have been tagged by an end user with the specific tag AJEML.</p> <p>TIP: If your tag is specific enough (e.g. AJTAG), you can simply enter the tag text in your search bar and click enter/return</p>
Highlighted	<p>Will return all documents with highlight image markups AND any associated highlight issue.</p> <p>EXAMPLE: Highlighted:true</p> <p>TIP: If you would like to find all documents with highlights, regardless if an issue has been assigned, it is recommended you use the FILTERS. Open your Filters > navigate to the Work Product section > Document Annotations subsection > select Documents with Highlights > Filter Documents.</p>
Highlight_Issues	<p>Will return all documents with highlight image markups AND a particular highlight issue.</p> <p>EXAMPLE: Highlight_Issues:"Fraud Claim" will return all documents highlighted and associated with Fraud Claim issue.</p>
Highlight_Notes	<p>Documents with highlight image markups associated with a particular note.</p> <p>EXAMPLE: Highlight_Notes:collusion will return all documents with the term collusion in the highlight notes.</p>



NEXTPOINT SEARCH FACT SHEET

Work Product

Command	Description
Page_Notes	<p>Documents with page notes associated with your specific criteria.</p> <p>EXAMPLES: page_notes:"for redaction" - Returns all documents with the exact phrase "for redaction" on a page note. page_notes:* - Returns all documents with a page note(s)</p> <p>TIP: You can also find documents with Page Notes by using your Filters. Open Filters > Work Product > Select "Documents With Notes Only"</p>
Redaction_Notes	<p>Documents with redaction notes associated with your specific criteria.</p> <p>EXAMPLES: redaction_notes:SSN - Returns all documents with SSN in the redaction note(s) redaction_notes:* - Returns all documents with a redaction note</p>
Designation_Notes	<p>Transcripts with designation notes associated with your specific criteria.</p> <p>EXAMPLES: designation_notes:"present at scene of accident" - Returns all transcripts with the exact phrase "present at scene of accident" associated with a page/line designation note. designation_notes:* - Returns all transcripts with a designation note(s)</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>



NEXTPOINT SEARCH FACT SHEET

Work Product

Command	Description
Stamped	<p>Will return all documents with a specified exhibit name (folder) and number. The search syntax for a particular exhibit is Folder:'folder abbreviation':stamp number</p> <p>EXAMPLES: folder:PX:5 - Returns Plaintiff Exhibit 5</p> <p>Stamped:* - Will return all documents that contain an exhibit stamp applied within Nextpoint</p> <p>folder:px:[1 10] - Will return Plaintiff Exhibits 1-10 (<i>the brackets [] indicate a range of exhibits</i>)</p>
Fields (Documents and Transcripts)	<p>General rule of thumb for searching is field_name:value</p> <p>DOCUMENT EXAMPLE: Attorney_notes:important - 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>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.</p> <p>TRANSCRIPT EXAMPLE: Volume:2 - Search for a specific transcript volume</p> <p>Deposing_Attorney:Smith - Returns and transcript(s) containing "Smith" in the Deposing Attorney transcript field.</p>



**NEXTPPOINT SEARCH FACT SHEET****Work Product**

Command	Description
Batch	<p>You can search on a specific import batch by finding the batch number on the imports page and searching on the number.</p> <p>EXAMPLE: Batch:22</p>
Export	<p>Pull all documents associated with a specific export by searching by the export number.</p> <p>EXAMPLES:</p> <ul style="list-style-type: none">• Export:14 for a single export• Export:[1 20] for a range of exports <p>Please note: The export number can be found by clicking into the export, and then finding the number in the url.</p> <p>EXAMPLE: https://nextpoint.nextpoint.com/case/233130001/exports/show/14</p>



NEXTPOINT SEARCH FACT SHEET

True/False Fields

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

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
Is_attachment:true	True if file is attached to an email
Has_attachment:true	True if email has an attachment
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)
Encrypted	True if native document was encrypted on import. Helpful to search for encrypted:true to locate all files which need a password

