

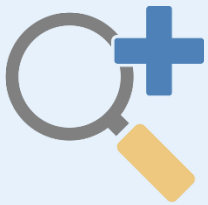
Advanced search

In F2 you can search the content of documents, records, and cases. Using F2's advanced search functions, you can also search for metadata that are record- or case-specific.



Select a list

Before performing an advanced search, you must decide which list to search. The work of other users is available in the *Archive*. You can access your own work by selecting e.g. *My archive*.



Advanced search

Click the **Advanced search** button in the main window ribbon to display the search fields. Using these you can search for the content or metadata of records or cases.



Choose the relevant search fields

The search fields are divided into search groups. The *Case related* search group lets you search for the action code, file plan or participants of a case. If you need a case related to a specific keyword, go to the *General* search group.



Combine search fields

To further limit a search and achieve more accurate results, you can fill in several search fields at once.

Save your search

If you perform the same search regularly, saving it may be useful. A saved search is dynamic, which means it will always contain all records or cases matching its criteria.