

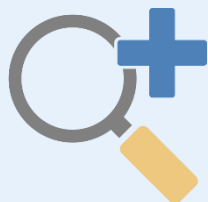
Searches

There are multiple ways to search for documents, records, and cases in F2. Either use the free-text search field, perform an advanced search in a list or the *Archive*, or use cSearch to search across all lists in F2.



The free-text search field

Use the free-text search field when performing a simple search in your current list. Once you start typing in the field, F2 will filter out irrelevant records. Press the **Enter** key to perform a full search. The free-text search can yield many results in lists with many records. In these situations, consider using the advanced search functions instead.



Advanced search

Use the advanced search functions to perform a precise search in your current list. An advanced search allows you to narrow down your search to e.g. specific content in a record or case field, or to the content of your chats. Keep in mind that your current list, e.g. the *Archive* or your inbox, affects the search results.



cSearch

Use cSearch to search for text across all of F2's lists and various F2 formats such as records, chats, and documents. cSearch results are based on your latest activities in F2, so they will be relevant to what you are currently working on or have recently opened.

cSearch is an add-on module.

Save your search

You can save searches that you use often. A saved search is dynamic and always updated with all records and cases that match the search criteria.