Laserfische – Pragmatic Approach

August 21, 2019

Initial Setup

Saved searches

Add columns

Preview

Upload and Categorize

VCIJIS number first

Work Up

Text box

Highlight

Comments/Meta data

Outline Hotlink – OWA discussion

Search in Doc/Folder

Wildcards

Wildcards are used to represent one or more unknown characters in a word. They are useful for searching for all documents containing variations of a word or when you are not sure of the exact characters contained in a word.

Wildcard	Description
*	(Asterisk) Represents zero or more missing characters. For example, govern*s would find "governors," "governments," and "governs."
?	(Question mark) Represents any single character. For example, gr?y would find "gray" and "grey," but not "gravy."
[]	(Brackets) Brackets are also used as a wildcard for any single character. A limited set of replacement characters can be specified within the brackets. For example, gr[ae]y would find "gray" and "grey," but no others.
-	(Dash) Indicates a range of characters. For example, b[a-i]tter would find the words "batter," "better" and "bitter," but not "butter."
[0-9]	Represents any single digit number. For example, [0-9][0-9] would find any two-digit number (but not a one- or three-digit number), and [0-9][0-9][0-9]-[0-9][0-9]-[0-9][0-9][0-9][0-9] would find a social security number.

Wildcards may be combined. For example, br[a-o]ke* would find all of the following words: brake, braked, broke, broker, and broken.

Performance

Searches that use strings starting with a wildcard (e.g. *term) are significantly slower than searches that use strings ending with a wildcard (e.g. term*).

Examples

Cell phone number – Ceniceros – 2018035097 (805-387-8638)

Medical Records – Burboa - 2016030695

Email – Abrego – 2015041134