

There are a number of different search options available in Notes. You can search your documents using a date criteria, subject criteria, or any other criteria which you would like to set. You can search Mail, Calendar, Contacts and To Do.

Searching principles

- Searches can be conducted using the **Search Centre** or the **Search toolbar**.
- The **Search Centre** searches only the view or folder you have highlighted. The results are displayed in that view or folder.
- To use the Search Centre to search all mail items, you need to highlight and search the **All Documents** folder.
- The **Search toolbar** can be used to search all mail or calendar items. The results are displayed in a new tab

Searching in the Monash Notes environment

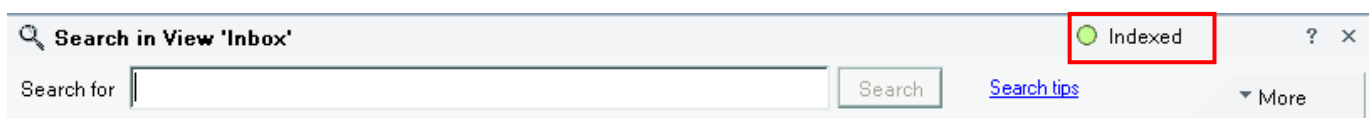
- Lotus Notes does not search the contents of email attachments.
- The author field is best suited to database environments. It is not an effective search field.
- Mail that has been migrated from Thunderbird cannot be searched using a standard date criteria. It must be searched for using the DeliveredDate criteria. (refer to **Searching in Mail (MA05)**)

Quality of search results

The quality of the search results is determined by the level of full-text indexing that has been enabled. The index options are set at the server level and they will be as follows:

1. Searches are case sensitive
2. No ability to search attached files
3. No ability to search encrypted files
4. Indexes will be update immediately
5. Default maximum number of results returned will be 500.

To determine whether you mail file has been indexed, look for the **green** indicator on the Search centre. If present, this indicates your mail file has been indexed.



If your mail file is **not** indexed:

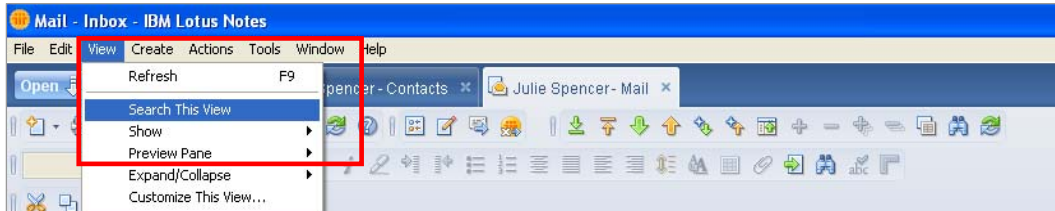
1. Open your mail tab.
2. Press **Ctrl-Alt-F9** on your keyboard.
3. Your mail file will begin indexing. You will see a status bar showing progress.

Using the Search Centre

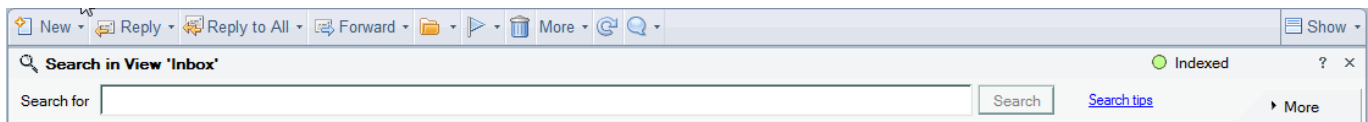
Opening the Search Centre

The Search Centre can be opened from the **Mail**, **Calendar**, **Contacts** or **To Do** tabs.

1. Select the **View** menu and ensure that **Search This View** is ticked.



- The **Search Centre** will appear. This example shows the Search Centre in the Inbox of the **Mail** tab.

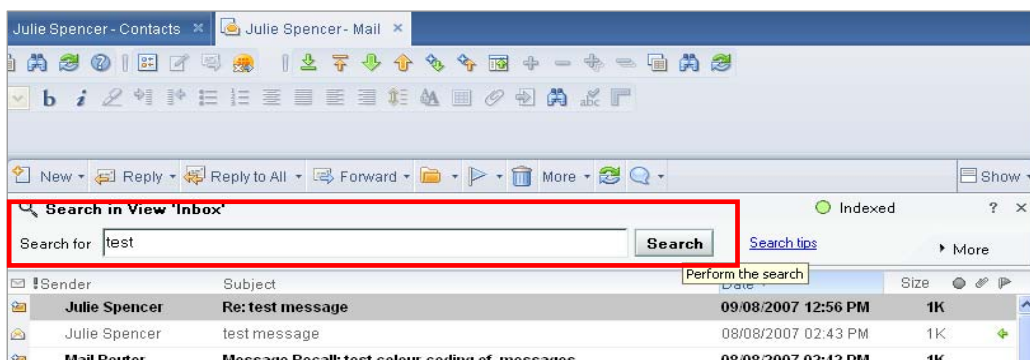


Note: It can take up to 24 hours before items are searchable as it requires the Index to be updated.

Basic searches in the Search Centre

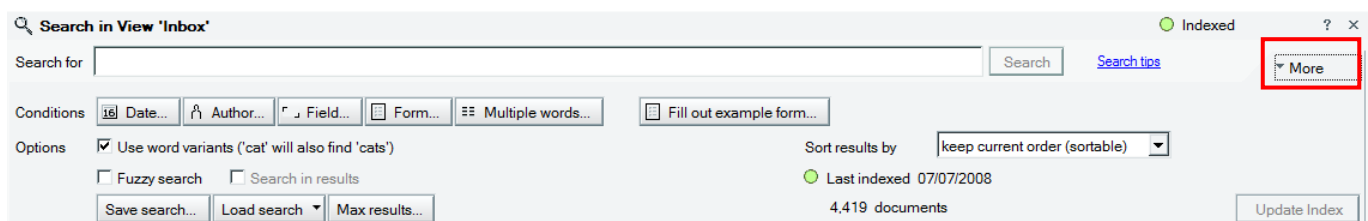
A basic search will search the view or folder for subjects, senders and body text that match a key word.

1. Highlight the view or folder you want to search in.
2. In **Search for** type the text you wish to search by and click **Search**.



Advanced searches in the Search Centre

1. To conduct a more specific search, click on the **More** button.



2. Select a condition to use in your search. These conditions are outlined in the table below.

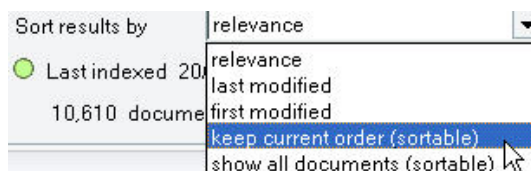
Note: You can add more than one search criteria. You can add a date criteria, and also add text that you know is contained in the item. See below for an example:

Search for heat

Condition	Explanation	Suggested use
Date	Searches for a document that has been created or modified on a specified date. Note: Only suitable for mail sent/received in Lotus Notes.	Search for all mail from a particular month. This mail could then be moved into a folder or archive.
Author	Not suited to email or calendar searches.	Not recommended for use in the Monash environment.
Field	Searches for a keyword in a specific field (such as Recipients, FollowUpText, Body)	Search for key words in mails and calendar items.
Form	Searches for documents created using the specified form (such as To Do or Message forms)	Search for all To Do's from a particular person in your All Documents folder.
Multiple words	Searches for documents matching multiple key terms.	Search for words contained in body text.
Fill out example form	Searches for documents that match criteria specified in an example form. Is a quick and easy way to search fields found in typical documents.	Search for keywords in sender, recipient (including CC and BCC), subject and body text.

3. Click **Search**.

Tip: To sort the results of an advanced search, the option **Sort results by** must be set to either **keep current order (sortable)** or **show all documents (sortable)**



Clearing your search

1. To clear your search, click on the **Clear Results** button.

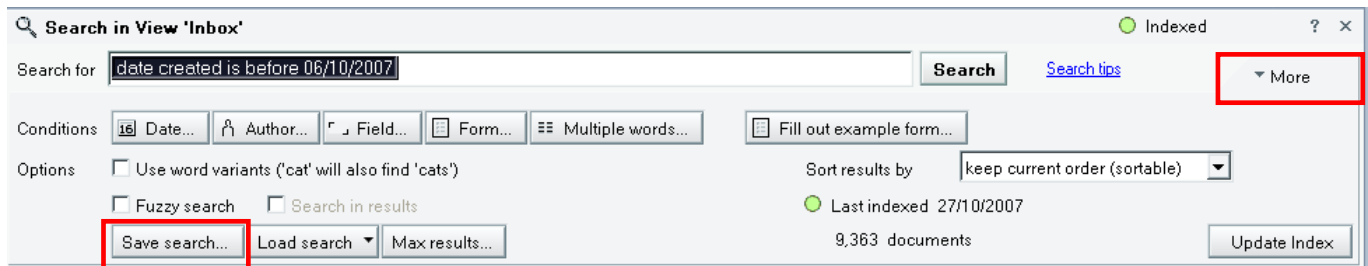


Using the save search feature in the Search Centre

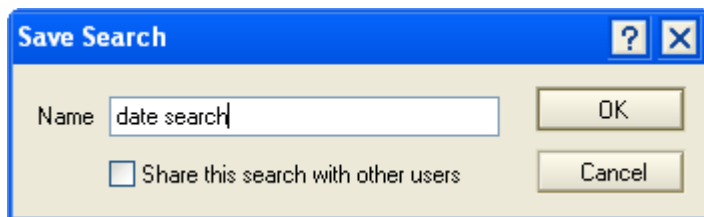
If you frequently search using the same criteria, you can save the search in the Search Centre.

Saving a search

1. Add your search criteria to the Search Centre.
2. Click the **More** option in the Search Centre.



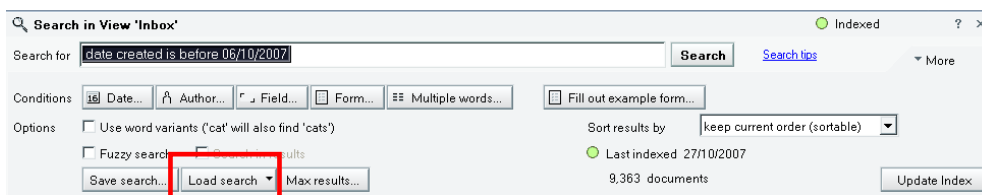
3. Click the **Save search** button.
4. Enter a name for the Search.



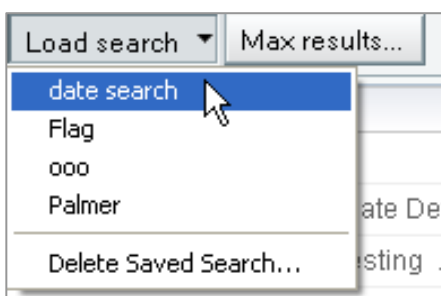
5. Click **OK**.

Using a Saved search

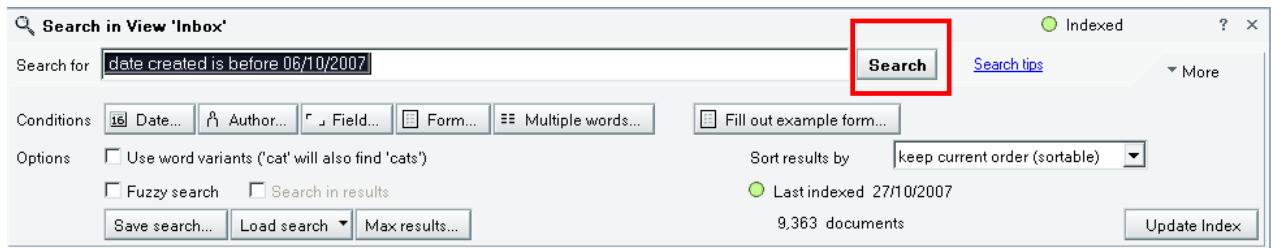
1. Click the **Load search** button under the **More** function for the Search Centre.



2. Select the search you wish to run.



3. Click the **Search** button.

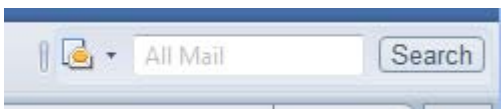


Using the Search toolbar

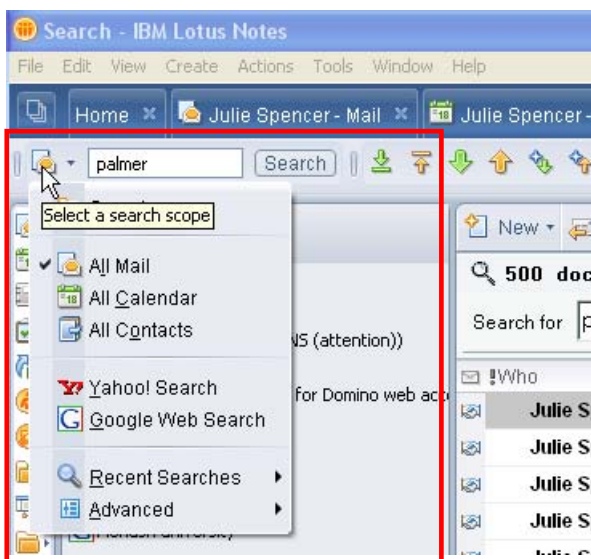
Opening the search toolbar

The Search toolbar can be opened from the **Mail**, **Calendar**, or **Contacts** tabs.

1. If you can't see the Search toolbar, select **View** menu > **Toolbar** > **Search**.

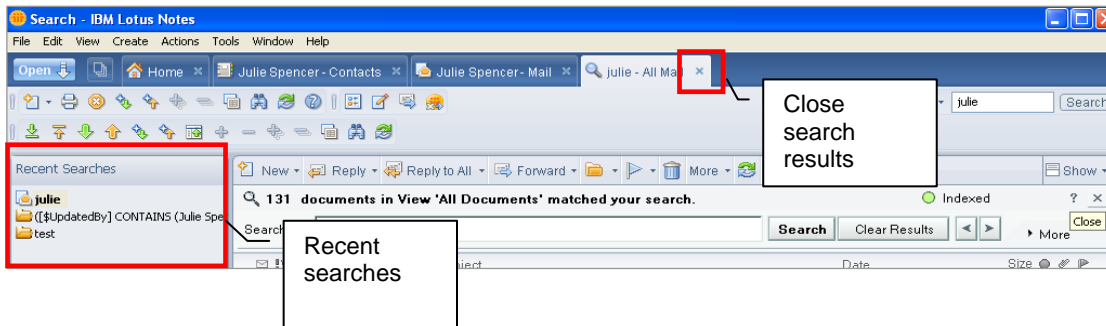


Note: When opened in the mail tab, this searches across All Mail items. If you want to search by Calendar, click on the drop down arrow ▼ next to **All Mail** and select **All Calendar**.



Searching

1. Type in the search criteria, and then click on the **Search** button to activate your search.
2. The search results will display in a new tab. All documents which match your search criteria will be displayed. In the **Recent Searches** panel on the left-hand side of your screen you'll see a list of recent searches.



4. To close your search results, close the search tab across the top of your screen by clicking on the x button.

More information

- For further details on searching mail messages, refer to ***Searching in Mail (MA05)***.
- For further details on searching calendar items, refer to ***Searching in Calendar (CA15)***.