

CONTRACT EXPRESS

How to Search for content within documents

Overview

Users have the ability to search for content within documents in Contract Express. In order to search for a particular document, users must first select the datasheet that may contain the document and then use the search box located above the list of documents to run a search.

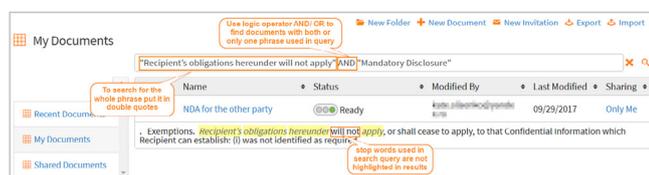
NOTE. The search functionality is only available within datasheets. If the search does not return your document, consider selecting another datasheet and searching once more. The functionality will browse both manually uploaded documents and those automatically generated in Contract Express, in PDF and DOCX file formats.

How to search

There are several ways in which the search functionality can be used to locate the relevant content or document:

1. Using specific terms or phrase searches

Contract Express allows users to search for several terms or phrases and use stop words (i.e. and, or, not, of etc.) as part of those phrases for more detailed searches. When entering a phrase into the search box, quotation marks should be used to ensure the entire phrase is searched for and not the individual words (e.g. "Mandatory disclosure"). You can also search for documents in any language by entering the words into the search bar.



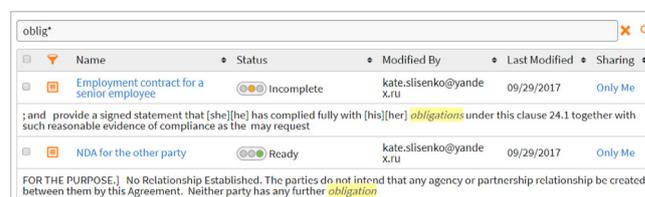
Stop words are the most common words in a language, such as "a", "an", "and", "are", "as", "or", "but", "by", "not" etc. These words cannot be used alone in a search and if they are included in a phrase, they will not be highlighted in the search results.

2. Using a wildcard search

If the exact purpose of a search is unclear, users have the ability to run a wildcard search to locate content within documents. Wildcard is a symbol used to replace or represent one or more characters, and is designed to maximise the search results returned.

Contract Express supports single and multiple character wildcard searches for specific terms, but not phrases. The two most commonly used wildcards are:

- An asterisk (*) may be used to specify any number of characters and is typically used at the end of a root word. This would be used when searching for a word with variable endings. For example, to search for all documents with words starting with "oblig" (e.g. obligation, obligatory, oblige etc), enter oblig* into the search bar.
- A question mark (?) may be used to represent a single character anywhere in a word. This would be used when there are variable spellings for a word. For example, to search for "organisation", enter "organi?ation" into the search bar.



NOTE.

Asterisks and question mark symbols can be used in the middle of the term, but not as the first character in your search.

3. Using word proximity search

A proximity search involves searching for two or more words that appear a set distance from each other within a document. To run a proximity search, use the tilde symbol (~) at the end of a phrase to specify the number of words between your chosen phrases. For example, to search for "obligation" and "management" within 5 words of each other in a document, enter "obligation management"~5 into the search bar.

Search connectors

OR	Search for documents containing at least one of the used terms or phrases. "OR" is the default search connector if no stop words are used between terms or phrases.
AND	Search for documents containing all used terms or phrases. You can also group clauses using parentheses. For example, searching for "Court order" AND (Warrantees OR Guarantees) will return the documents containing 'court order' and either 'warranties' or 'guarantees'.
NOT	Search for documents that do not contain the specified term or phrase.

Keyword search cheatsheet

Searched Word(s)	Search will return documents that:
Confidential	Contain the term 'confidential' in the default field
Confidentialorder Confidential OR order	Contain the term 'confidential' or 'order' or both terms in the default field.
+confidential +order Confidential AND order	Contain both 'confidential' and 'order' in the default field.
(Confidential or Order) AND mutual	Matches either 'confidential' 'order' and 'mutual'.
"confidential"	Phrase matches 'confidential'
"Confidential order"~5	Proximity matches (confidential within 5 words of order)
Confi * Con?i	Wildcard matches for any documents containing these terms
Confi ~	Fuzzy matches

Additional resources

Resources such as quick guides, user guides and help articles are available on the [Contract Express Knowledge Base](#).

Contact us

If you have any questions, please contact our customer support team.

E: contractexpress-support@tr.com

T: +44 (0) 345 600 9355