

Searching

The Alchemer Voice search function helps you locate content quickly using keywords, boolean operators (typed in lower case), and quoted phrases. Here is how it works.

Exact phrase search (with or without quotes)

When you enter multiple words with quotes, the search treats them as an exact phrase. Results must contain the words together, in the same order that you entered them.

Example:

"project updates"

Finds results where "project updates" appears exactly as that phrase.

Boolean search operators

You can refine a search further using the following operators. Each must be typed in lower case.

Operator	What it does
and	Finds results that contain both terms or phrases.
or	Finds results that contain either term or phrase.
not	Excludes results that contain the specified term or phrase.

Examples:

"project updates" and status

Finds results that contain the exact phrase "project updates" as well as "status".

"project updates" or summary

Finds results that contain either the exact phrase "project updates" or "summary".

"project updates" and not draft

Finds results that contain the exact phrase "project updates" but exclude those with "draft".

Combining phrases and operators

You can combine quoted and unquoted phrases with boolean operators to build advanced searches. Quotes are optional, because every multi-word sequence is treated as an exact phrase.

Example:

"project updates" and "year end"

Finds results that contain both phrases: "project updates" and "year end".

Using parentheses for grouped searches

Use parentheses to group terms or phrases and control the order of evaluation when you combine boolean operators. This helps you build more complex queries.

Examples:

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("project updates" or "status report") and deadline
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Finds results that contain either the exact phrase "project updates" or "status report", along with "deadline".

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budget and (forecast or estimate) and not draft
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Finds results that contain "budget" and either "forecast" or "estimate", but exclude those with "draft".

Tips

- Boolean operators (and, or, not) must be typed in lower case.
- Multi-word searches are always treated as exact phrases, whether or not you use quotes.

These options let you target content precisely and quickly find exactly what you are looking for.

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