Retain Advanced Search Tool

Retain™ features a powerful search tool for quick and easy searches of your stored data. The tool begins to provide results as you begin to request information. The results include suggestions for searches as search terms are entered, such as Subjects, Body text, Email addresses, Tags, Users, and other related data points. The search tool supports limited regular expressions (REGEX) terms, which allows you to search for social security numbers, credit card numbers, and other relevant numbers. The tool also removes duplicate records from the results, thus reducing the number of hits for your specific search data.
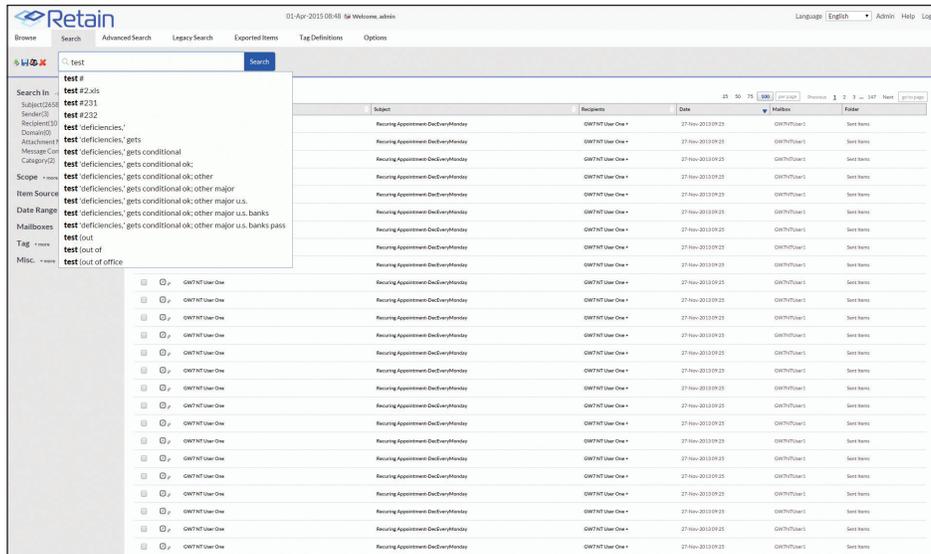
Features of the Retain Advanced Search Tool

Instant Results: As you search, Retain returns results while you type. The search results appear after you enter three letters, numbers, or special characters.

Suggested Results: Retain suggests words, or sets of words as you enter search terms. These suggestions can include any searched item, including names, email addresses, subjects, departments, phone numbers, or project titles, to name a few.

Advanced Data Insights

Your archive is more than just a repository for your data—it is a valuable resource. Gain powerful insights into your corporate communication data with Retain. Take action today to have an archive that is complete, compliant, and is easily searchable with Retain Unified Archiving.

Having an archive is essential, however without the ability to quickly access, browse and search the data, the solution is incomplete. With Retain's Advanced Search tool, you can have quick and easy access to all archived data, giving you a complete and compliant archive.

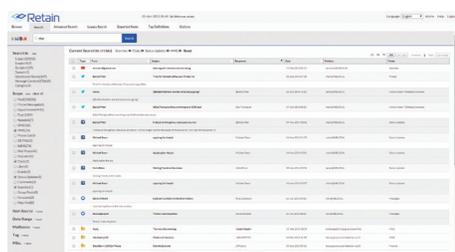**Highlighted Results:** As you search, resulting letters and words are highlighted. This allows you to quickly identify what you are looking for in the search results.

Number of Hits: Retain displays the number of total hits for every search made. These hits are organized into the following areas:

- **Fields:** Subject, Sender, Recipient, Domain, Attachment Name, Message Content, and Category

- **Scope:** Mail, Phone Message, Appointment, Task, Note, SMS, MMS, Phone Call, PIN, BBM, Wall Posts, Requests, Chats, Likes, Events, Status Updates, Comments, Searches, Group Posts, and Webmail

- **Item Source:** Received, Personal, Sent, and Draft

- **Date Range:** Received Date, Sent Date, Begin Date, End Date, Between Dates or Last Week, Last Month, and Last Year

- **Mailbox:** All or Selected

- **Tags:** Global Tags or Personal Tags

- **Miscellaneous:** Litigation Hold (True or False), and Confidential (True or False)

Sortable Columns: Sort the Type, Subject, Recipients and Date columns alphabetically, or by date.

Regular Expressions Support: With limited REGEX searches, you can find terms, such as social security numbers or credit cards numbers using REGEX patterns.

Duplicate Query Removal: Retain automatically removes duplicate records from search results. This means that the messages that are part of the same thread are not shown, so only the original message is displayed, thus reducing the number of hits for that specific search.

Advanced Searches: The Advanced Search Tab features extensive advanced search options that offer AND, OR and Group searching across 27 fields, including tags and status (opened, read, and private).

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