Martin County Information Technology Services
Quick Reference Guide
Helpful Search Tips
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OnBase Helpful Search Tips

1. For all date fields, the proper search format is mm/dd/yyyy.
2. If you are unsure of any keywords, click the Full Text Search tab.
3. When performing full text searching:
   a. Search terms must be a minimum of 3 characters.
   b. Search terms are not case sensitive.
   c. Search terms must match exactly (e.g., entering admit will not return results for admitted, admitting or admittee)
   d. Search for exact words or phrases using quotes (e.g., "Parks and Recreation" or "Capital Improvement Programs").
   e. Use *asterisks* (wildcards) in search terms for partial matches (e.g., *car* could return "car" but also "scar" or "carpenter") A single asterisk at the end would only find matches that begin with that term (e.g., pacific* in a Title field would only find titles that begin with Pacific).
   f. Use a question mark (?) to replace a single character. You can use it to replace any letter or numeral about which you are unsure. (e.g., include as your search term, would find exclude, include, and occlude but not preclude).
   g. For more advanced searches, use Boolean search tools: term1 AND term2 OR term3 NOT term4 (e.g. ((police and car) AND (new or purchase)) NOT Truck would return results containing both "police" and "car" with either the word "new" or "purchase", as long as the document does not contain the word "truck". Note: proper placement of parentheses is required for Boolean searching to work properly.
4. Narrow your search by choosing multiple terms when available to return more refined results (e.g., enter the fiscal year or a date range plus a keyword).
5. When search results appear, click the document to view or download.