

How to search in Brainspace 6

Brainspace is an analytical Early Case Assessment tool. Supporting conceptual searching, text or keyword searching and some metadata field searching. Brainspace allows for interactive filtering and transparent searching. In this document we will walk you through some of the searching functions.

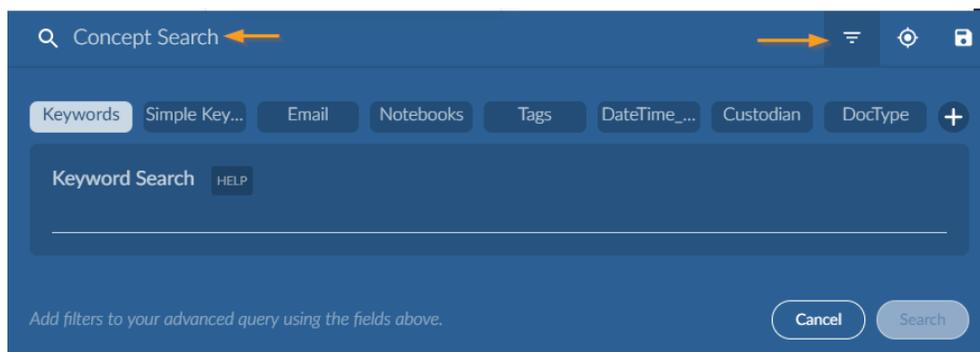
Lucene Syntax

Brainspace uses the Lucene Syntax for keyword searching. Below we have provided a cheat sheet for using Keyword searching in Brainspace.

Single words	Enter the word
Exact Phrases	Words surrounded by double quotes such as "hello dolly"
Wildcard Searches	Single character wildcard search uses the "?" symbol Multiple character wildcard search use the "*" symbol
Fuzzy Searches	roam~ Starting with Lucene 1.9 an additional (optional) parameter can specify the required similarity. The value is between 0 and 1, with a value closer to 1 meaning only terms with a higher similarity will be matched. For example: roam~0.8 If no parameter is given roam~ the default is 0.5.
Proximity Searches	"jakarta apache"~10
Boolean operators	All Boolean operators must be in capital letters: AND OR NOT

Searching interface

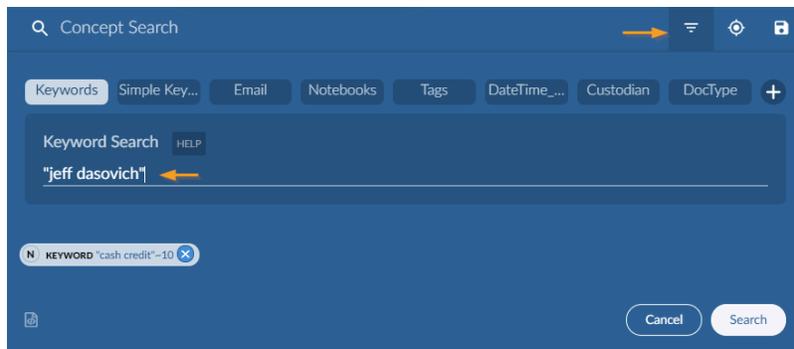
Brainspace supports searching for Concepts, Date Filtering and has an Advanced Search option shown below that supports **Keywords** for the above mentioned lucent formatted terms, a **Simple Keywords**, **Email**, **Notebooks (Collections)**, **Tags**, **Date Sent**, **Custodians** and a **Plus** symbol to select other metadata fields.



Keyword Search

Selecting the filter icon as shown above and entering terms under Keyword allows you to build your searches. In the example below, we have already entered the proximity search **"Cash Credit"~10** and hit the enter key. Next, we entered the exact phrase in quotes **"jeff dasovich"**.

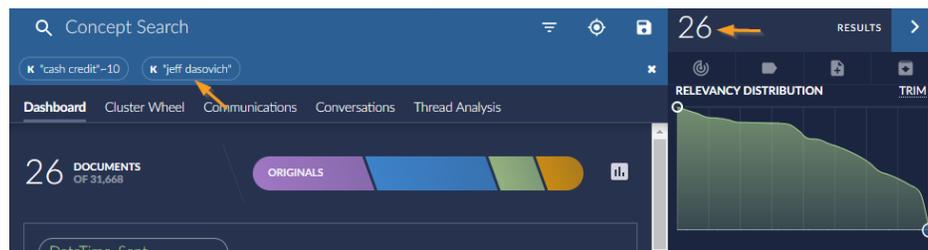
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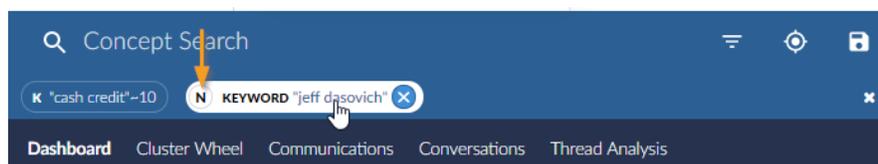
Once enter is hit, the new terms are added to our proximity search with an option to select a connector of **AND, OR**. This selection is like a toggle switch, switching between the two options.



Once your terms are entered click **Search** to rerun the results of your search. Here the results have been returned and you will notice we have returned **26** documents as shown on the right of the screen above the **Relevancy Distribution**.



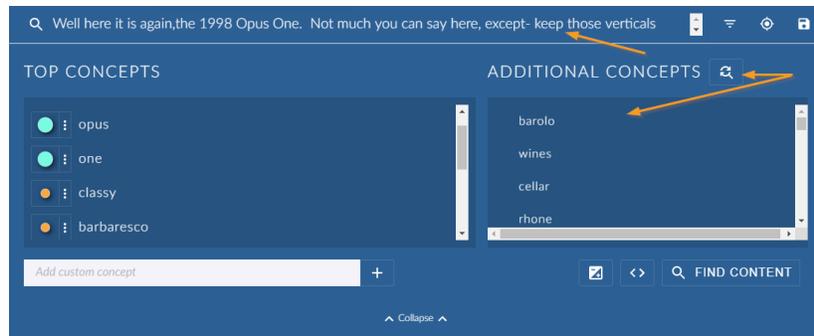
Hovering over the terms displayed in the breadcrumb line shown below, Brainspace provides the option to convert that terms to a **NOT** operator. This would exclude any documents containing that term from the results.



Concept Searches

Simply copy and pastes text into the Concept Search window and hit return to view the results and see additionally conceptually similar terms as shown below. This window supports up to 40k characters of text. This may require clicking below the concept term entered. The **Top Concepts** are displayed on the right. On the left are a list of Additional Concepts. Clicking any term shown in the **Additional Concepts** column on the right will add that term to the **Top Concepts** list on the left. Clicking the refresh button next the words Additional Concepts updates the list of terms in that column.

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In the **Top Concepts** column list, clicking on the stop light, or term as shown below, opens a widget that allows you to set that term or concepts weight. Working from left to right, the first option **Excludes** the term, **Low, Medium, High** and **Required** are the options.

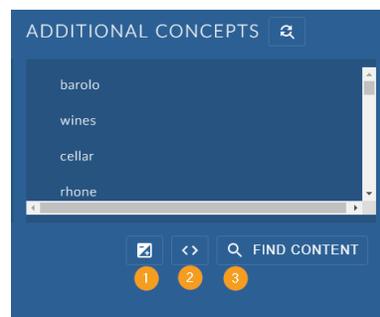


At any time, an additional term or concept can be manually added by entering it in the box below the Top Concepts. Enter the term and click the plus symbol to add the term.



Below the **Additional Concepts** column, the three options include:

1. **Show Concepts Widget.** This displays the list of terms and the weighted value for each.
2. **Show Concept Query.** This takes all terms and places a OR between them to be copied out and used for standard keyword searching.
3. **Find Content:** This executes the search and returns the results.

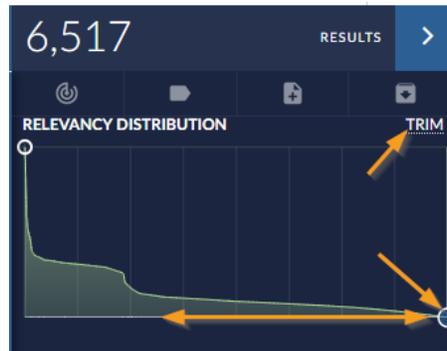


With results on the screen from a Concept or keyword search using the **Relevancy Distribution slider** you can control the number of documents returned. Clicking the word **TRIM** at the top of the screen will

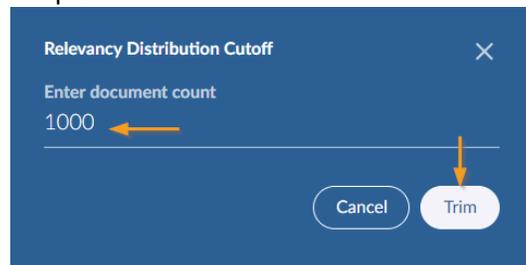
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provide a popup to enter the number of documents returned. Also using the slider allows for the same control.

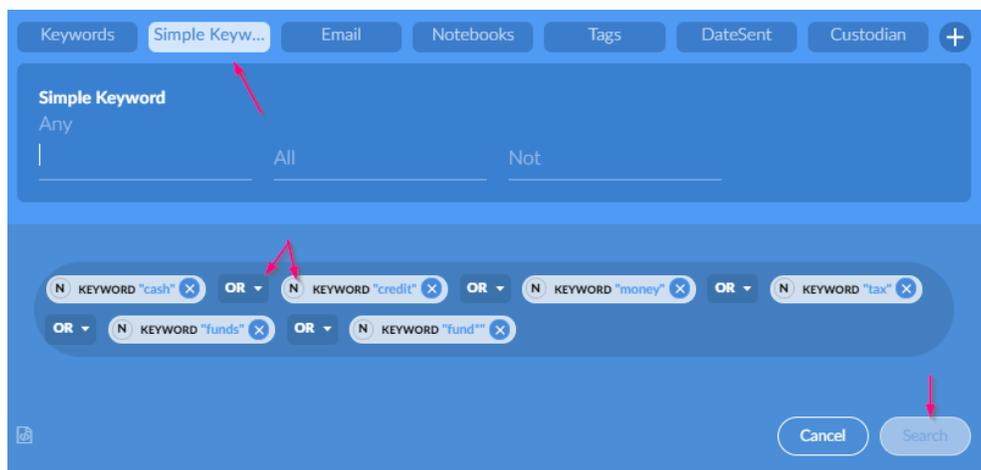


In the image below, we show the **TRIM** popup menu where we have entered the value 1000. Clicking Trim will trim the results to the top 1000 documents.



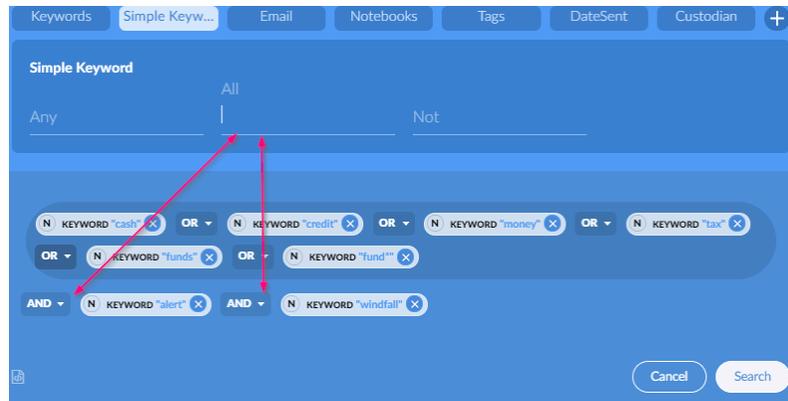
Simple Keywords

Clicking the search filter icon and selecting **Simple Keywords** offers options for **Any**, **All** or **Not** these terms. Terms should be entered one at a time. If two words are entered in any of these options, they are converted to exact phrase format. Shown below, we have entered several words in the **Simple Keyword** window. After each word or phrase was entered, we hit the Enter key to add that term to the list. Once complete click **Search** to run the search.



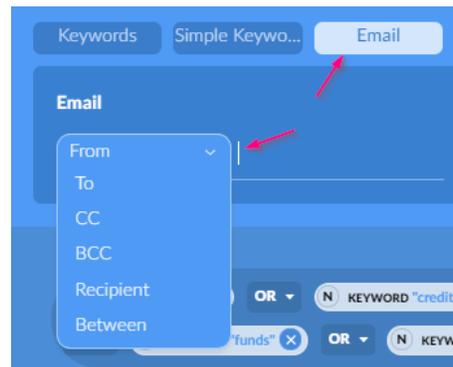
Using **All** adds the **AND** operator to the new terms added as shown below.

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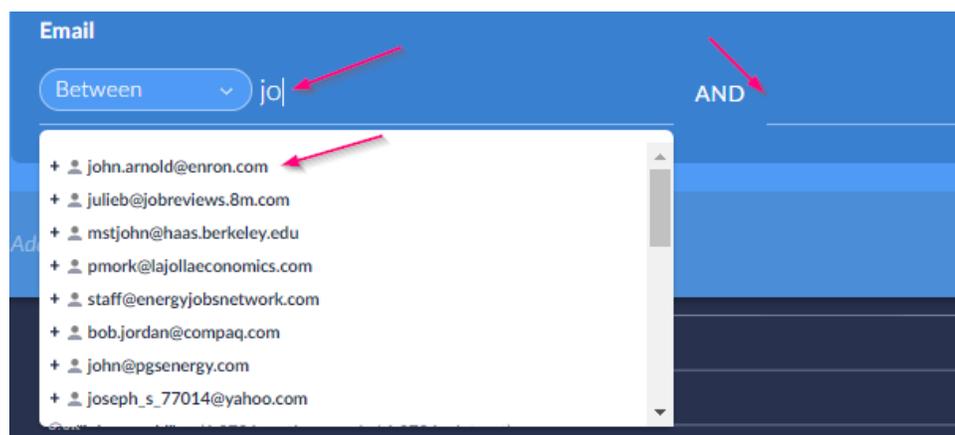


Email

Selecting the **Email** option from the search bar provides a new pulldown menu to select: **From, To, CC, BCC, Recipient** and **Between** as conditions shown below.



Selecting the condition between provides two entry windows. Using either of the conditions, simply start to enter the email address of the party you are searching for and Brainspace provides a list of matching addresses as shown below.

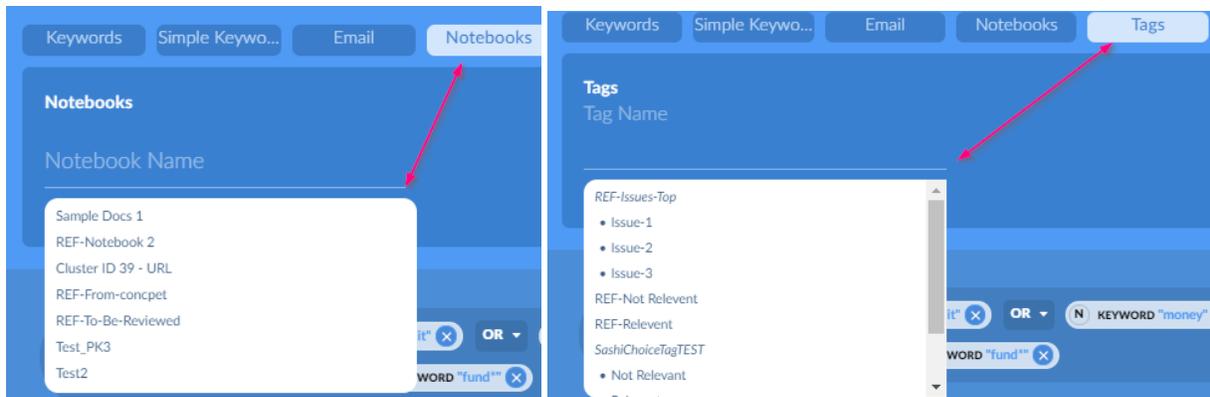


Notebooks and Tags

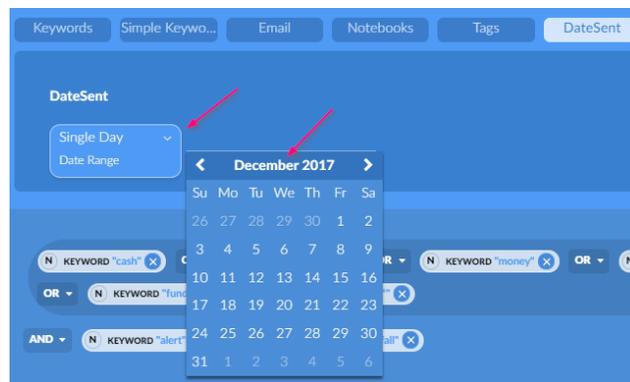
Both **Notebooks** and **Tag** works the same, once selected, a list of available notebooks or tags are displayed. Simply select the ones interested in and click search to return your results.

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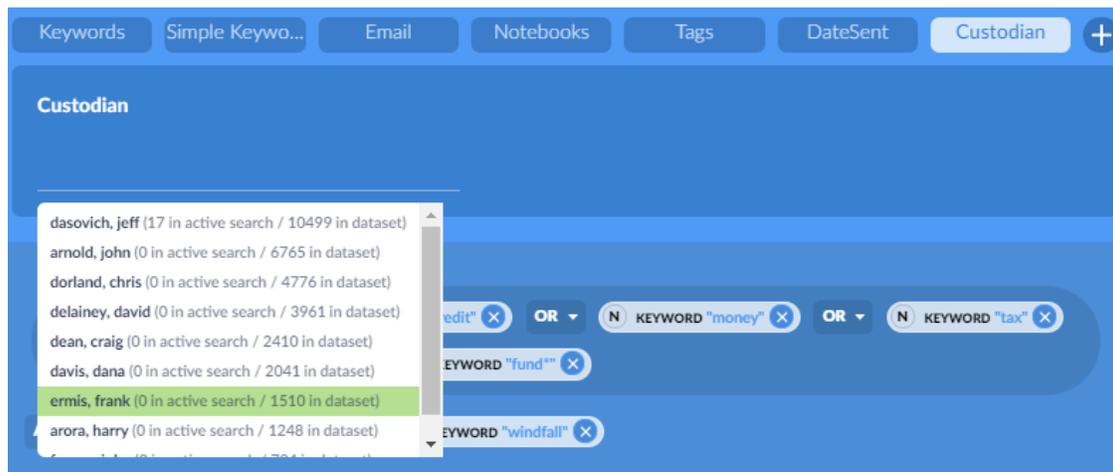
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Date Sent provides an option for a single date or a date range. Select the option and using the calendar popup select the date or date range



Custodian works in the same way as **Tags**.



For additional assistance please feel free to contact your Lighthouse team member. Thank you