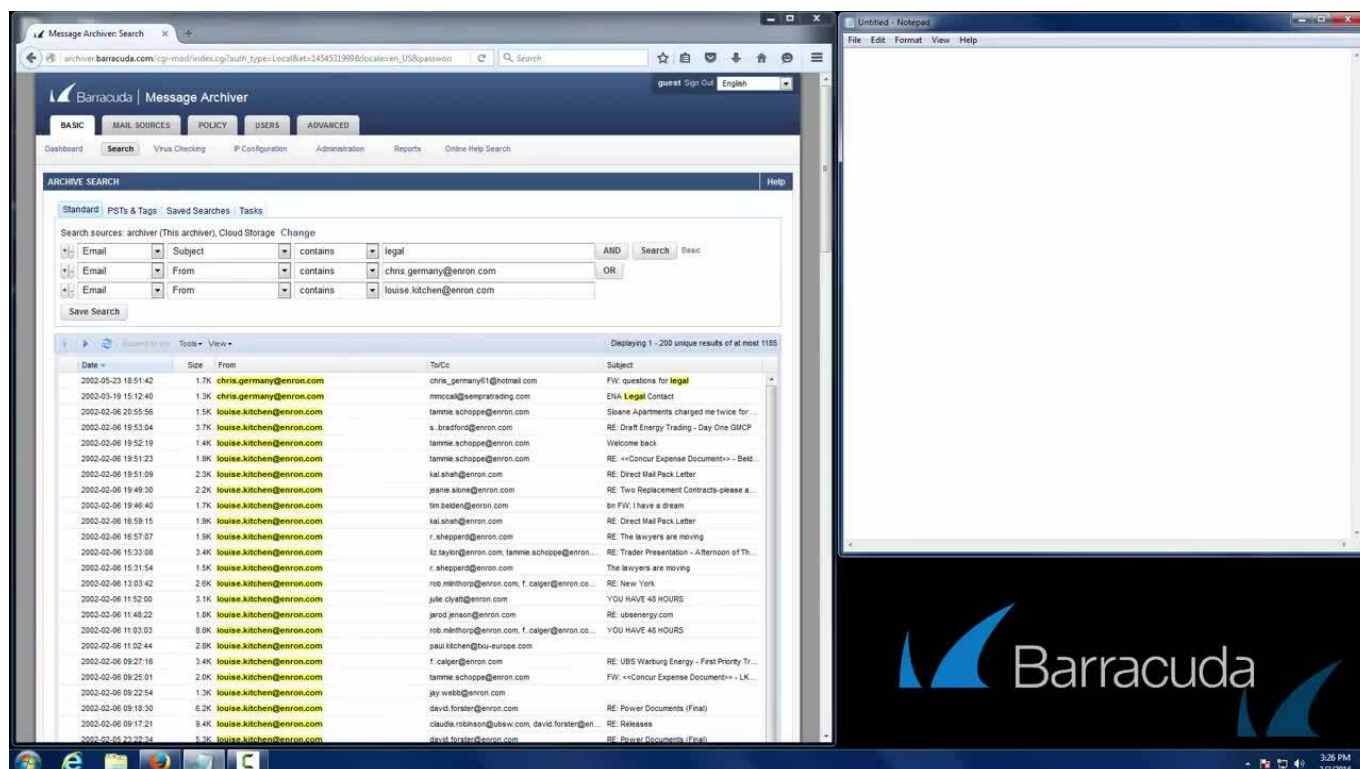


Understanding Basic and Advanced Search

<https://campus.barracuda.com/doc/46891949/>

ANDs and ORs Video

Watch this TechLib Video for a short walkthrough of searching with ANDs and ORs:

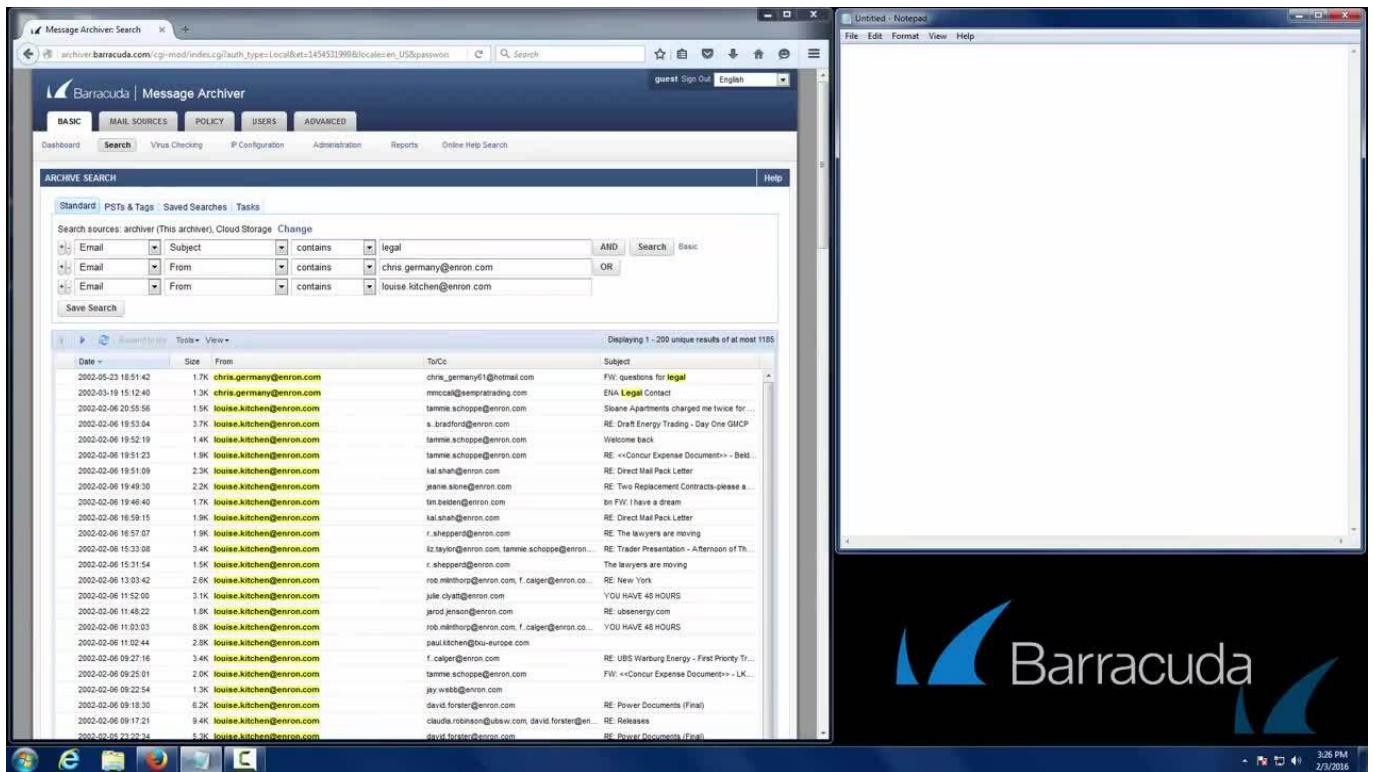


The screenshot displays the Barracuda Message Archiver web interface. The search criteria are defined as follows:

- Search sources: archiver (This archiver), Cloud Storage
- Search criteria: Email: chris.germany@enron.com, Subject: legal, AND, Email: louse.kitchen@enron.com

The search results are displayed in a table with the following columns: Date, Size, From, To/Cc, and Subject. The results are sorted by date, showing emails from 2002-05-23 to 2002-02-02. The table shows 1185 unique results, with the first 200 displayed.

Date	Size	From	To/Cc	Subject
2002-05-23 18:51:42	1.7K	chris.germany@enron.com	chris.germany1@hotmail.com	FW: questions for legal
2002-05-19 15:12:40	1.3K	chris.germany@enron.com	mmccall@senpratrading.com	ENA Legal Contact
2002-02-06 20:55:56	1.5K	louse.kitchen@enron.com	tammie.schoppe@enron.com	Silvane Apartments charged me twice for...
2002-02-06 19:53:04	3.7K	louse.kitchen@enron.com	s.bradford@enron.com	RE: Draft Energy Trading - Day One GMCP
2002-02-06 19:52:19	1.4K	louse.kitchen@enron.com	tammie.schoppe@enron.com	Welcome back
2002-02-06 19:51:23	1.9K	louse.kitchen@enron.com	tammie.schoppe@enron.com	RE: <<Concur Expense Document>> - Beld...
2002-02-06 19:51:09	2.3K	louse.kitchen@enron.com	kai.shah@enron.com	RE: Direct Mail Pack Letter
2002-02-06 19:49:30	2.2K	louse.kitchen@enron.com	jeanne.alone@enron.com	RE: Two Replacement Contracts-please a...
2002-02-06 19:46:40	1.7K	louse.kitchen@enron.com	tim.belden@enron.com	bn FW: I have a dream
2002-02-06 16:59:15	1.9K	louse.kitchen@enron.com	kai.shah@enron.com	RE: Direct Mail Pack Letter
2002-02-06 16:57:07	1.9K	louse.kitchen@enron.com	r.shepherd@enron.com	RE: The lawyers are moving
2002-02-06 15:33:08	3.4K	louse.kitchen@enron.com	tz.taylor@enron.com, tammie.schoppe@enron...	RE: Trader Presentation - Afternoon of Th...
2002-02-06 15:31:54	1.5K	louse.kitchen@enron.com	r.shepherd@enron.com	The lawyers are moving
2002-02-06 13:03:42	2.6K	louse.kitchen@enron.com	rob.mittorp@enron.com, f.caiger@enron.co...	RE: New York
2002-02-06 11:52:08	3.1K	louse.kitchen@enron.com	julie.dwyer@enron.com	YOU HAVE 48 HOURS
2002-02-06 11:48:22	1.9K	louse.kitchen@enron.com	jerod.jensen@enron.com	RE: ubanenergy.com
2002-02-06 11:03:03	8.9K	louse.kitchen@enron.com	rob.mittorp@enron.com, f.caiger@enron.co...	YOU HAVE 48 HOURS
2002-02-06 11:02:44	2.9K	louse.kitchen@enron.com	paul.kitchen@nsw-europe.com	
2002-02-06 09:27:16	3.4K	louse.kitchen@enron.com	f.caiger@enron.com	RE: UBS Warburg Energy - First Priority Tr...
2002-02-06 09:25:01	2.0K	louse.kitchen@enron.com	tammie.schoppe@enron.com	FW: <<Concur Expense Document>> - UK...
2002-02-06 09:22:54	3.2K	louse.kitchen@enron.com	jay.webb@enron.com	
2002-02-06 09:18:30	5.2K	louse.kitchen@enron.com	david.foster@enron.com	RE: Power Documents (Final)
2002-02-06 09:17:21	5.4K	louse.kitchen@enron.com	david.foster@enron.com, david.foster@en...	RE: Releases
2002-02-02 23:22:34	5.3K	louse.kitchen@enron.com	david.foster@enron.com	RE: Power Documents (Final)

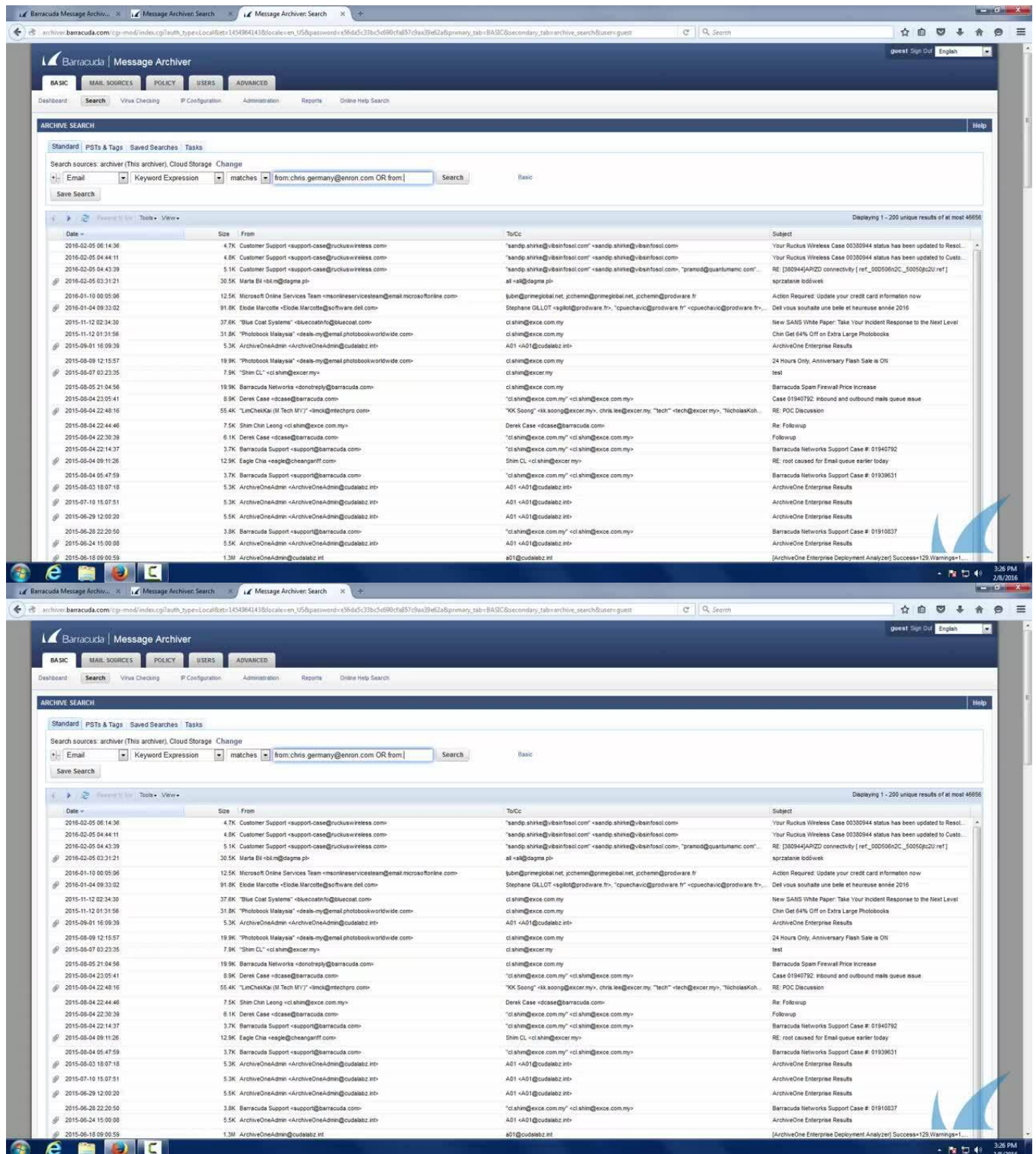


Videolink:

<https://campus.barracuda.com/>

Keyword Expressions Video

Watch this TechLib Video for a short walkthrough of searching with keyword expressions:



The screenshot displays the Barracuda Message Archiver web interface. The top navigation bar includes links for Dashboard, Search, Virus Checking, IP Configuration, Administration, Reports, and Online Help Search. The main content area is titled 'ARCHIVE SEARCH' and shows a list of search results. The search criteria are set to 'Email' with the expression 'from:chris.germany@enron.com OR from:'. The results table has columns for Date, Size, From, To/Cc, and Subject. The results are sorted by date in descending order, showing messages from 2016-02-05 to 2015-06-18. The interface also includes a sidebar with 'Standard', 'PSTs & Tags', 'Saved Searches', and 'Tasks'.

Date	Size	From	To/Cc	Subject
2016-02-05 06:14:36	4.7K	Customer Support <support-case@ruckuswireless.com>	'sandp.shrike@vbsinfocsl.com' <sandp.shrike@vbsinfocsl.com>	Your Ruckus Wireless Case 0030944 status has been updated to Resol...
2016-02-05 04:44:11	4.8K	Customer Support <support-case@ruckuswireless.com>	'sandp.shrike@vbsinfocsl.com' <sandp.shrike@vbsinfocsl.com>	Your Ruckus Wireless Case 0030944 status has been updated to Custo...
2016-02-05 04:43:39	5.1K	Customer Support <support-case@ruckuswireless.com>	'sandp.shrike@vbsinfocsl.com' <sandp.shrike@vbsinfocsl.com>, 'pramed@quantuminc.com'...	RE: [380944]APZD connectivity [ref_000506b2C_50059b2U ref]
2016-02-05 03:31:21	30.5K	Marta Bl <bl.m@dagma.pl>	at <at@dagma.pl>	sprzatanie lodowek
2016-01-10 00:05:06	12.5K	Microsoft Online Services Team <monieserviceteam@microsoftonline.com>	Subj@primglobal.net, jcc@primglobal.net, jcc@primglobal.net, prodware.fr	Action Required: Update your credit card information now
2016-01-04 09:33:02	91.8K	Elodie Marcotte <Elodie.Marcotte@prodware.fr>	Stephane GILLOT <sgil@prodware.fr>, 'cquechav@prodware.fr' <cquechav@prodware.fr>	Del vous souhaite une belle et heureuse année 2016
2015-11-12 02:34:30	37.8K	'Blue Coat Systems' <bluecoatinfo@bluecoat.com>	cl.shim@exce.com.my	New SANS White Paper: Take Your Incident Response to the Next Level
2015-11-12 01:31:56	31.8K	'Photobook Malaysia' <deals-my@photobookworldwide.com>	cl.shim@exce.com.my	Chin Get 64% Off on Extra Large Photobooks
2015-09-01 16:09:39	5.3K	ArchiveOneAdmin <ArchiveOneAdmin@custalabz.int>	A01 <A01@custalabz.int>	ArchiveOne Enterprise Results
2015-08-09 12:15:57	19.9K	'Photobook Malaysia' <deals-my@photobookworldwide.com>	cl.shim@exce.com.my	24 Hours Only, Anniversary Flash Sale is ON
2015-08-07 03:23:35	7.9K	'Shim CL' <cl.shim@exce.com.my>	cl.shim@exce.com.my	test
2015-08-05 21:04:56	19.9K	Barracuda Networks <donotreply@barracuda.com>	cl.shim@exce.com.my	Barracuda Spam Firewall Price Increase
2015-08-04 23:05:41	8.9K	Derek Case <dcase@barracuda.com>	'cl.shim@exce.com.my' <cl.shim@exce.com.my>	Case 01940792: Inbound and outbound mails queue issue
2015-08-04 22:48:16	55.4K	'LunChaiKai (M Tech MY)' <lmc@intechpro.com>	'KK Soong' <kk.soong@exce.com.my>, chris.lee@exce.com.my, 'tech' <tech@exce.com.my>, 'NicholasKoh'...	RE: POC Discussion
2015-08-04 22:44:46	7.5K	Shin Chin Leong <cl.shim@exce.com.my>	Derek Case <dcase@barracuda.com>	Re: Followup
2015-08-04 22:30:39	6.1K	Derek Case <dcase@barracuda.com>	'cl.shim@exce.com.my' <cl.shim@exce.com.my>	Followup
2015-08-04 22:14:37	3.7K	Barracuda Support <support@barracuda.com>	'cl.shim@exce.com.my' <cl.shim@exce.com.my>	Barracuda Networks Support Case #: 01940792
2015-08-04 09:11:26	12.9K	Eagle Chia <es@cheangriff.com>	Shim CL <cl.shim@exce.com.my>	RE: root caused for Email queue earlier today
2015-08-04 05:47:59	3.7K	Barracuda Support <support@barracuda.com>	'cl.shim@exce.com.my' <cl.shim@exce.com.my>	Barracuda Networks Support Case #: 01939631
2015-08-03 18:07:18	5.3K	ArchiveOneAdmin <ArchiveOneAdmin@custalabz.int>	A01 <A01@custalabz.int>	ArchiveOne Enterprise Results
2015-07-10 15:07:51	5.3K	ArchiveOneAdmin <ArchiveOneAdmin@custalabz.int>	A01 <A01@custalabz.int>	ArchiveOne Enterprise Results
2015-06-29 12:00:20	5.5K	ArchiveOneAdmin <ArchiveOneAdmin@custalabz.int>	A01 <A01@custalabz.int>	ArchiveOne Enterprise Results
2015-06-28 22:20:50	3.8K	Barracuda Support <support@barracuda.com>	'cl.shim@exce.com.my' <cl.shim@exce.com.my>	Barracuda Networks Support Case #: 01910837
2015-06-24 15:00:08	5.5K	ArchiveOneAdmin <ArchiveOneAdmin@custalabz.int>	A01 <A01@custalabz.int>	ArchiveOne Enterprise Results
2015-06-18 09:00:59	1.3M	ArchiveOneAdmin@custalabz.int	A01@custalabz.int	[ArchiveOne Enterprise Deployment Analyzer] Success=125 Warnings=1

Videolink:

<https://campus.barracuda.com/>

Search Fields by Search Criteria

Table 1 describes the fields that are expanded/searched for based on the selected search criteria type.

Table 1. Search Fields.

Search Criteria	Fields Searched	Description	Example
Entire Message	<ul style="list-style-type: none">• subject• body• attachment• to• cc• bcc• from• envelope sender<ul style="list-style-type: none">◦ email address◦ username portion of email address◦ domain portion of email address• envelope recipients<ul style="list-style-type: none">◦ email address◦ username portion of email address◦ domain portion of email address	Search terms are divided on rough word boundaries.	Searching for <i>test phrase</i> yields the following: (subject:test OR body:test OR attachment:test OR to:test ...) AND (subject:phrase OR body:phrase OR attachment:phrase OR to:phrase ...)

Entire Message (Phrase)	<ul style="list-style-type: none"> • subject • body • attachment • to • cc • bcc • from • envelope sender <ul style="list-style-type: none"> ◦ email address ◦ username portion of email address ◦ domain portion of email address • envelope recipients <ul style="list-style-type: none"> ◦ email address ◦ username portion of email address ◦ domain portion of email address 	Search terms are treated as a single unit.	Searching for <i>test phrase</i> yields the following: (subject:"test phrase" OR body:"test phrase" OR attachment:"test phrase" OR to:"test phrase" ...)
Subject/Body	<ul style="list-style-type: none"> • subject • body • attachment 	Query is treated as a phrase.	Searching for <i>test phrase</i> yields the following: (subject:"test phrase" OR body:"test phrase" OR attachment:"test phrase")
Body	<ul style="list-style-type: none"> • body • attachment 	Query is treated as a phrase.	Searching for <i>test phrase</i> yields the following: (body:"test phrase" OR attachment:"test phrase")

Punctuation

Punctuation is treated as white space in search strings with the following exceptions:

- **Email addresses** and **Internet hostnames** – Treated as single searchable tokens.
*Example: **user1@mycompany.com** is treated as a single searchable token.*
- **Period (.)** – When not followed by whitespace, a period is treated as part of a word.
*Example: **1.2** is treated as a single searchable token.*
- **Hyphen (-)** – When a token containing a hyphen also contains a number, the complete item is treated as a part of the number.
Examples:
MD-1800 is considered a searchable word, including the hyphen.
hyphen-madness is treated as two words ("hyphen" "madness") with the hyphen treated as

whitespace.

Search Modes

The **Basic > Search** page offers two search modes, Basic and Advanced:

- **Basic Search** – Run a search based on a word or phrase across all messages accessible by your account
- **Advanced Search** – Run a complex search query based on multiple criteria; note that you can save queries for future use

To switch between the modes, click **Basic** and **Advanced** to the right of the search criteria area.

When you initially go to the **Basic > Search** page, all messages accessible by your account display in the message list in the **Standard** tab. Both modes are available to all users who have the ability to search through messages, but only the Advanced Search page offers the ability to perform complex queries and create a Saved Search.

Administrator Action

New messages received on the Barracuda Cloud Archiving Service may not appear in search results for up to 30 minutes because messages are archived and indexed as they are received.

Basic Search

Use the Basic Search mode to perform a quick search across all messages. The Basic Search interface accepts a word or phrase on which to search, and returns all available messages that contain the specified text in either the header or message body. This mode is useful when searching for that handful of emails to or from someone on a specific topic, or when looking for any message that contains a particular phrase. These are one-time searches as these cannot be saved for later use.

Basic Search Term Format

All search terms for Basic Search must be in one of the following formats: **Text-based**, **Multi-Text**, **Wildcards**, or **Domain-based**.

Advanced Search

Use the Advanced Search mode to perform complex search queries based on selected attributes.

Building Search Queries

When including both AND and OR search terms in a query, the order in which these terms are placed is important. For example,

1. Add the first term "A", and then add term "and B"; the query searches as: **(A AND B)**
2. Add a term "or C"; the query searches as: **((A AND B) OR C)**
3. Add a term "and D"; the query searches as: **((A AND B) OR C) AND D)**

This affects preparation and ordering of Advanced Search queries as follows:

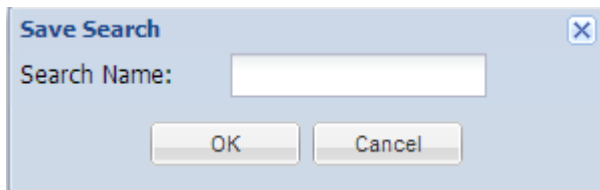
Typically, you will want to first *build* a population of results by using "OR" , and then *subtract* items from that population by using "AND". For example,

TermA OR
TermB OR
TermC AND
TermD

If you wish to force a different order of operations by placing parentheses yourself, use the **Keyword Expressions** search mode and construct your query according to those guidelines.

Use the following options to build and save search queries:

- To *add* additional search parameters – Click the plus sign (+) to the left of a search criteria line.
- To *remove* a search parameter – Click the minus sign (-) to the left of the search parameter you want to remove.
- To *AND* or *OR* search parameters – Once you have more than one search criteria line, the **AND** button displays at the end of each search parameter signifies that it will be logically ANDed to the next specified parameter. If your next criteria is to be logically ORed, click **AND** to toggle it to **OR** and vice versa.
- To save a search query – Click **Save Search** below the search criteria; the **Save Search** box displays:



A screenshot of a 'Save Search' dialog box. The dialog has a light blue header with the title 'Save Search' and a close button (X) in the top right corner. Below the header, there is a label 'Search Name:' followed by a text input field. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

- Enter the name under which the query is to be saved, and then click **OK**. If you enter a name that already exists, the new search parameters replace the previous search criteria.
- To *run* a previously-saved search – Click the **Saved Searches** tab, and click **Search** in the **Actions** column following the Saved Search you want to run.

Figures

5. SaveSearchAs.png

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