

# Archive search of documents

## Freeze Searchmask

The Freeze search mask enables a full-text search as well as a search based on table fields according to the [Apache Lucene syntax](#). It is also possible to display results for specific time periods.

Freeze Suche ✓ Gespeichert 🔖 🔗 🔗

🔍 Suchen 🔘 Analysieren + Neu 📄 Liste bearbeiten Suche 🔗 🔍 ☰

👤 Suche ausführen 🔗

Speicher ..... **Store 1**

Datensätze pro Seite .....

**Suchkriterien**

Freie Suche .....

Mappentyp ..... Rechnungen ...

Tabellenbezeichnung ..... Verkaufsaufrechnungskopf ...

Datum 3

Filterziel 2 ..... Bezugsdatum ▾

Vom .....

Bis .....

**Tabellensuchmaske ▾**

	Feldbezeichnung	Wert	Datum
→	<u>Verk. an Deb.-Nr.</u>	⋮	<input type="checkbox"/>
	Nr.		<input type="checkbox"/>
	Rech. an Deb.-Nr.		<input type="checkbox"/>
	Rech. an Name		<input type="checkbox"/>
	Rech. an Name 2		<input type="checkbox"/>
	Rech. an Adresse		<input type="checkbox"/>
	Rech. an Adresse 2		<input type="checkbox"/>
	Rech. an Ort		<input type="checkbox"/>

## 1. Full text search

A free search according to [Apache Lucene syntax](#).

## 2. Folder type filter

Here you can filter the results by folder type (e.g. invoices). This filter is used in combination with the other search parameters.

## 3. Date filter

The date filter allows you to narrow down the results by archiving or reference date.

## 4. Table search mask

At this point, select any table whose structure you would like to use as a search mask. The table number is then part of the search.

## Apache Lucene-Syntax

A query is divided into terms and operators. There are two types of terms: Single terms and phrases. A single term is a single word such as “test” or “hello”. A phrase is a group of words surrounded by double quotation marks, such as “hello dolly”.

Multiple terms can be combined with Boolean operators to form a more complex query. The following Boolean operators are supported: AND, OR and NOT. For example, the query “hello AND world” returns documents that contain both the words “hello” and “world”.

The following characters must be escaped in a query: + - & || ! ( ) { } [ ] ^ “ ~ \* ? : \ To escape a character, simply place a backslash (\) in front of the character.

Wildcards can be used to search for words that contain a specific character string. The asterisk (\*) stands for zero or more characters, while the question mark (?) stands for exactly one character. The query “te?t”, for example, returns documents containing words such as “test”, “text” and “tent”.

# Data record-based search

The data record-based search is always executed when you open Freeze via a data record saved in BC (menu item “DEXPRO Freeze” or key combination CTRL+ALT+F). Here is an example of a vendor:

Start [Navigation](#)

◀ Vorherige Seite ▶ Nächste Seite

Allgemein

SpeicherStore 1

Datensätze (Mappen) pro Seite20

Ergebnisse11

Aufsteigende Sortierung

Zusätzliche Filter

Suchbegriff

Datum

FilterzielBezugsdatum

Vom

Bis

Datensätze (Mappen) [Historie anzeigen](#)

Bezeichnung	Typ	Archiviert am	Archiviert von (Anmeldename)	Version
→ Einkaufsrechnungskopf: GEKRECH108010	Rechnungen	11.03.2024 12:25	service-account-bc-test-bernd	0
Einkaufsrechnungskopf: GEKRECH108009	Rechnungen	11.03.2024 11:31	service-account-bc-test-bernd	0
Einkaufsrechnungskopf: GEKRECH108008	Rechnungen	11.03.2024 11:24	service-account-bc-test-bernd	0
Einkaufskopf: Rechnung EKRECH1027	Sonstige	29.02.2024 09:51	service-account-bc-test-bernd	0
Kreditor: K00170	Reklamationen	28.02.2024 13:13	service-account-bc-test-bernd	0
Einkaufsrechnungskopf: GEKRECH108006	Rechnungen	28.02.2024 13:07	service-account-bc-test-bernd	0
Einkaufsrechnungskopf: GEKRECH108005	Rechnungen	28.02.2024 12:54	service-account-bc-test-bernd	0
Einkaufslieferkopf: ELIEF107005	Aufträge	28.02.2024 12:52	service-account-bc-test-bernd	0
Einkaufslieferkopf: ELIEF107007	Aufträge	28.02.2024 12:52	service-account-bc-test-bernd	0
Einkaufslieferkopf: ELIEF107006	Aufträge	28.02.2024 12:52	service-account-bc-test-bernd	0
Einkaufsrechnungskopf: GEKRECH108004	Rechnungen	21.02.2024 11:20	service-account-bc-test-bernd	0

Anlagen

Datenname	Archiviert am	Author
→ 65c20a2767e9a319860443.pdf	11.03.2024 12:25	BERND.FEDDERSEN
JSON verarbeitet.json	11.03.2024 12:25	BERND.FEDDERSEN
_result.pdf	11.03.2024 12:25	BERND.FEDDERSEN

Datensatzfelder

Bezeichnung	Wert
No	GEKRECH108010
Buy_from_Vendor_No	K00170
Pay_to_Vendor_No	K00170
Pay_to_Name	Media-Hannes
Pay_to_Address	Kohlenstraße 100

PDF Vorschau

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Typical jumping off points:

- customers
- creditors
- items
- Purchasing documents
- Sales documents
- Posted documents
- Financial accounting journals
- Ledger Entries

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