

Attachment Searches

Last Modified on 11/13/2024 2:16 pm EST

Overview

Users can search for documents uploaded through the [Attachment](#) field on an object based on keywords found in the file name and/or file contents or by the date the document was uploaded.

Attachments ^

By Outcome Attachments

Keyword Search:

Q Search

By Attachment Upload Date

Search or select

▼

By Observation Attachments

Keyword Search:

Q Search

By Attachment Upload Date

Search or select

▼

By Reported By

Q Search

+ MORE FILTERS

Attachments Filter

User Account Requirements

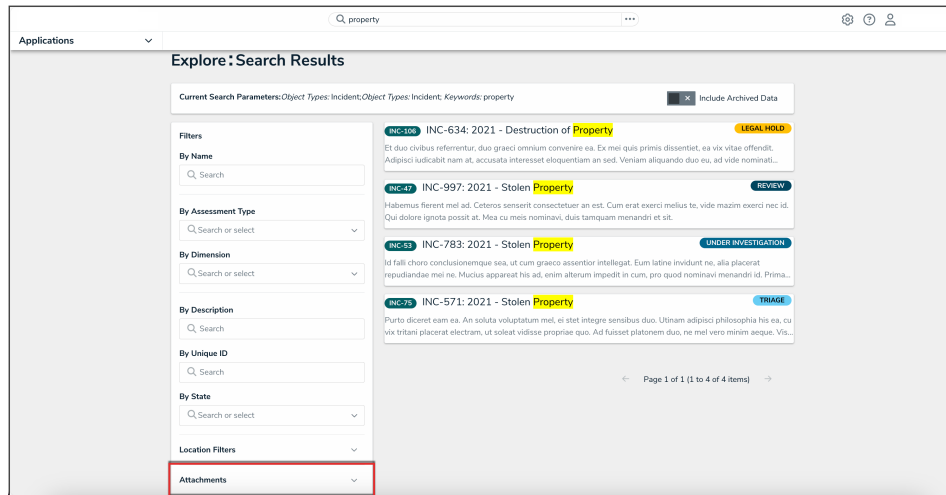
The user must have the [Search Bar toggle](#) turned on for their role in order to search.

Related Information/Setup

For more information on searching by keyword or by object type, please refer to the [Search for Objects by Keyword](#) or the [Search for Objects by Object Type](#) articles.

Applying Attachment Filters to a Search

1. Search for an object in Resolver by **keyword** or by **object type**.
2. In the **Filters** side panel, click **Attachments** to expand the filter options.



Attachment Filters

Filters are grouped based on each attachment field added to the object type. If the object type has no attachment fields, these filters will be hidden.

3. To apply filters based on keywords found in the filename(s) and/or file contents, enter search terms in the **Keyword Search** field for the applicable field.

Attachments

By Outcome Attachments

Keyword Search:

By Attachment Upload Date

Search or select

By Observation Attachments

Keyword Search:

By Attachment Upload Date

Search or select

By Reported By

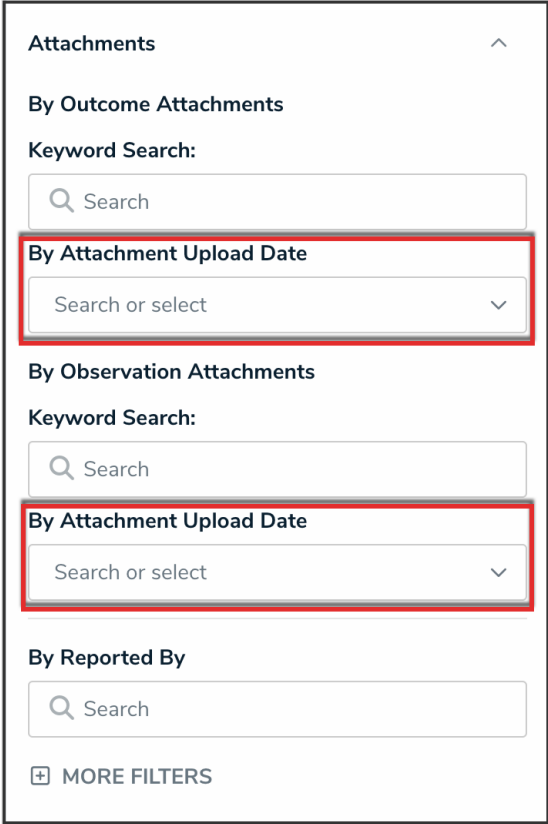
Search

+ MORE FILTERS

Attachment Keyword Search

4. To search based on the date the document was uploaded (in UTC time), select one of the following options from the **By Attachment Upload Date** dropdown menu:

- **Today**
- **Last 30 Days**
- **Last 60 Days**
- **Last 90 Days**
- **Last 180 Days**
- **Custom** (If you select this option, you must select dates in the **To** and **From** fields.)



The screenshot displays a search interface for attachments, organized into three sections: 'By Outcome Attachments', 'By Observation Attachments', and 'By Reported By'. Each section includes a 'Keyword Search' field with a magnifying glass icon and a placeholder 'Search'. Below the 'By Outcome Attachments' and 'By Observation Attachments' sections, there is a dropdown menu labeled 'By Attachment Upload Date' with a placeholder 'Search or select' and a downward arrow. These two dropdown menus are highlighted with red rectangular boxes. At the bottom of the interface, there is a 'MORE FILTERS' link with a plus icon.

Attachment Upload Date

Important Notes

- Unreadable documents, web links, and deleted attachments are not searchable.
- Text preview of keywords in a document and reading/extraction of keywords from an image in the document is not supported.
- When searching for documents based on keywords within the file, note that up to 20,000 words are searched. That means if a keyword doesn't appear within the first 20,000 words, it will not appear in the search results.
- Attachments that appear in the search results are not clickable. The associated object must

be viewed on a form to access the files. Note that if an admin has selected a form for your role that isn't configured to show the attachment(s) field, you will not be able to open the files from the object.

- If a file is unsupported (e.g., a .jpeg) or unreadable (e.g., an encrypted PDF), it will not appear in the search results even if those files match the search terms or filters.
- The **Attachments** option on the **Search Results** page will be available only if the object type has attachment fields.
- Attachment upload dates are based on UTC time.

Supported File Types

Only **readable** documents with the follow filename extensions are searchable:

- .PDF
- .doc and .docx
- .xls and .xlsx
- .ppt and .pptx
- .txt
- .msg (Outlook email files for Windows) and .eml (Outlook email files for Mac). Supported file types attached within an .msg or .eml file are also searchable.