

# Searching in HPE Records Manager (CERR)-Emails

The intent of this document is to provide guidance on performing searches within HPE Records Manager (HPE RM) for e-mails.

## Word Searches

- Title Word = searches Title metadata field
- Document Content = searches terms within electronic documents including email content and attachments

<u>Outlook</u>	<u>HPE RM</u>
Subject	Title Word
Keyword	Document Content
Date Received/Sent	Date Created
To	Addressee
From	Author
Cc, Bcc	Other Contacts
Any e-mail contacts (To, From, Cc, or Bcc)	Contact Details
With attachment	Has Attachment

Example:

If I am looking for an e-mail from Susan regarding a form update that was sent in the previous year, the query would look like this:

Search for Records

Search Filter Record Types Sort Results Options

Search By

**Date Created**

Enter a date and optionally a to date for a range search

Matching

More search options

Specific date or range of dates, e.g 1/1/2007 to 2/2/2008

AND  OR

author:Montoya, Susan  
and content:"form update"  
and createdOn:"Previous Year"