Using TWSearch with TrialWorks

Version 11 or Higher
Server Version 2008

TWSearch enables a user to search for documents, emails, and notes saved in all cases using Keyword Searches

Prerequisite

The TrialWorks Search Server User Interface requires Windows Internet Explorer 9 Browser (or higher) to get the full features. Although other web browsers can be used, features such as Editing documents may not be available.

Launching

Opening TWSearch for the first time the user receives a prompt to login. The login is set in the TrialWorks Security Module Edit Users entering the Windows Active Directory Login Name and TrialWorks App password.
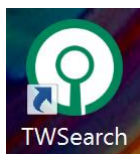
TWSearch can be accessed from the desktop icon or the Home Ribbon. enter the search term and choose either Search this Case or Search All Cases.

Search terms can be entered using a single keyword or combinations of words. Searching a single term looks for only that word, searching two words searches for both terms to be listed. Searching for a phrase – add your term in quotes. Click to Search This Case or Search all Cases
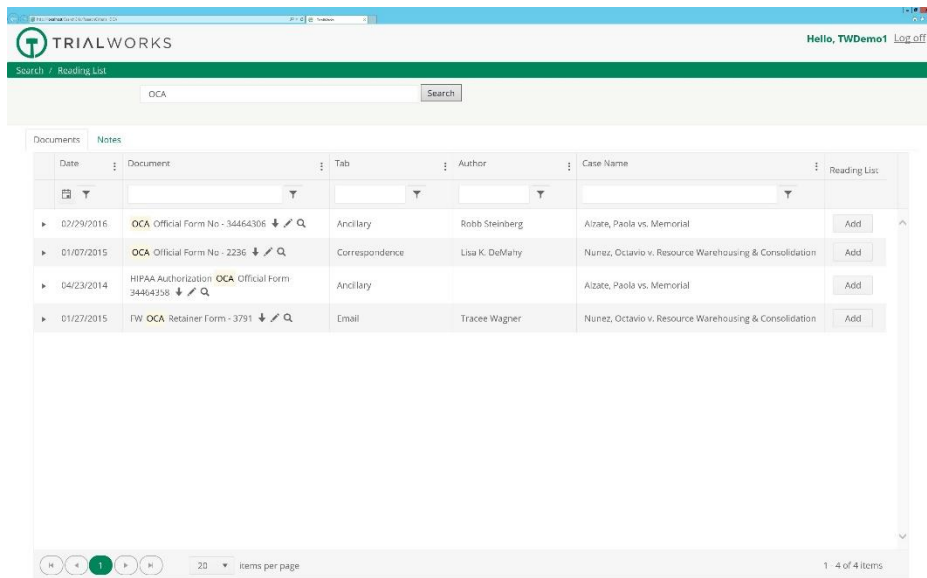
The Search Results Web page appears in your default browser window. Documents are listed showing the date, document title, tab, author, and case name. Each column can be filtered using the Filter Icon at each column.
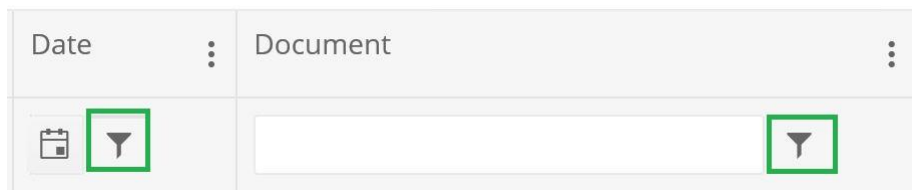
Date Filter options are: Is equal to, is not equal to, is after or equal to, is after, is before or equal to, is before, is null, is not null

All Text field options are: Is equal to, Is not equal to, Starts with, Contains, Does not contain, Ends with, Is null, Is not null, Is empty, Is not empty.

Documents appear by the relevance of how many times the keywords are in the document. Search includes document titles and text contained in the body of a document. Search also includes documents attached to e-mail messages saved in TrialWorks.

Options are available to ⬇ Download a copy 🖉Edit the existing or ⚲ preview and print the document.

Use the Expansion Arrow to the left to view additional properties of each document. If the document has an Additional Link, click on the hyperlink or click on the Related Documents tab and open documents from the More Links. Although the Additional Link or More Link documents may be part of the individual search results, these links are added for convenience.

	scheduling order - Important dates-2779 ⬇ ✎ 🔍	Pleadings
▼ 11/13/2017		

Document Details   **Related Documents**

- **Description:**Complaint - MVA
- **Title:**Complaint - MVA
- **File Number:**2012-0851 bds
- **Division:**LITIGATION
- **Liability:**MVA
- **Additional Documents:**Scheduling Order - Important dates-2779.JPG ⬇ ✎ 🔍

Errors

"There are too many results for this Search. Please try your search again using more specific keywords."

Using broad search terms could result in an unreasonable amount of search results. Effort should be made to use specific terminology known to the firm. Example: Searching "Motion" would result in a significant set of results. Instead, search Motion Summary Judgment Bicycle.

Note: Search install defaults show results up to 1000 hits. These results can be expanded on servers with additional resources.