

# Search by Type: Documents Full Text

Use the Document Full Text Search find keywords within the following:

- **Filings:** Documents submitted to the RCA by companies, organizations, agencies, or individuals
- **Issuances:** Documents, other than Orders or Letter Orders, issued by the RCA (e.g., public notices, letters, ex parte communication)
- **Orders:** Orders or Letter Orders issued by the RCA and Orders issues by federal or state agencies (e.g., FERC, FCC, courts) that are pertinent to the RCA
- **Supporting Documents for Hearings/Meetings:** Documents, such as transcripts and agendas associated with hearings, Public Meetings, Tariff Action Meetings, or workshops

To search for document using criteria about the document, instead of keywords, use the Search by Type: Documents. To search documents by keyword and criteria about the document, use the Advanced Search.

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## Search Page

When Documents Full Text is selected on the Search by Type page, the Documents Full Text Search page is displayed, as in the screenshot below.

The descriptions in the following table correspond to the numbered items in the screenshot.

Number	Description
1	<p><input type="radio"/> Documents</p> <p><input checked="" type="radio"/> Documents--Full Text</p> <p>Select a radio button to change the type of search you are performing.</p> <ul style="list-style-type: none"> <li>▪ <i>Documents</i>: Search documents (filings [submitted to the RCA], issuances [items, other than Orders, issued by the RCA], Orders, and/or Supporting Documents on hearings/meetings such as transcripts) by criteria about the document.</li> <li>▪ <i>Documents Full Text</i>: Search for keywords in filings, issuances, Orders, and Supporting Documents.</li> <li>▪ <i>Open Matters</i>: Search for open matters by criteria about the matter</li> <li>▪ <i>All Matters (Open &amp; Closed)</i>: Search all matters by criteria about the matter</li> <li>▪ <i>Hearings &amp; Meetings</i>: Search for hearings, public meetings, workshops, and Tariff Action meetings</li> <li>▪ <i>Entities</i>: Search for companies/organizations that do business with RCA</li> <li>▪ <i>Certificates</i>: Search for CPCNs, Provisional Certificates, and Registrations (and links to current tariffs)</li> </ul>
2	<p>Search Criteria Fields</p> <p>Area in which you enter search criteria. Refer to <a href="#">Search Criteria Fields</a> for more information about each field.</p>
3	<p><input type="button" value="Search"/></p> <p>After entering search criteria, click to perform the search.</p>
4	<p><input type="button" value="Reset Form"/></p> <p>Removes all search criteria entered if you change your mind while entering search criteria.</p>

## Search Criteria Fields

Field	How to Use this Field
Word(s) or Phrase	Enter the words or phrase you want to find within documents. This field is required. Wildcards, word stems, Boolean operators, and proximity operators may be used. Refer to <a href="#">Full-Text Search</a> for additional information on full-text search terms.

## Full-Text Search

Full-text search enable you to search for a word or phrase within the text of a filing or Order. While full-text searches can be very powerful, to get meaningful and precise results, you must understand how to enter criteria. This section includes the following information:

- [Basic rules for full-text searching](#)
- Advanced features available, including [Boolean and Proximity Operators](#) and [Wildcards and Word Stems](#)

The full-text searching uses the features available in Microsoft's SQL Sever 2005. Additional information on SQL Server 2005 full-text searching may be available on the Web.

### Basic Full-Text Search Rules

Rule	Example	
	<i>Search Criteria Entered</i>	<i>Results</i>
Consecutive words in quotation marks are treated as a phrase. They must appear in the same order within a matching file. To find multiple words that are not a phrase, refer to <a href="#">Boolean and Proximity Operators</a> . <b>Note:</b> If you enter a phrase without enclosing it in quotation marks, you will receive an error.	"pipeline regulations"	Files containing the phrase <i>pipeline regulations</i>
Queries are not case sensitive; the search ignores capitalization.	RUS	Files containing a word with the letters "rus" including RUS, Russia, etc.
Common words, such as "a," "an," "and," "for," "or," and "the" are ignored during a search. Such words are treated as placeholders in the phrase. For AND and OR, refer also to <a href="#">Boolean and Proximity Operators</a> .	"Word for Windows"	Files containing a 3-word phrase where the first word is "Word" and the third word is "Windows," including <i>Word for Windows</i> or <i>Word and Windows</i>
Punctuation marks (e.g., period [.] , colon [:] , semicolon [;] , and comma [ , ]) are ignored during a search.	"regulations: pipeline"	Files containing the phrase <i>regulations pipeline</i>

## Boolean and Proximity Operators

Similar to those used in Web search engines, Boolean and proximity operators (e.g., AND, OR, NOT, NEAR) can be used to create more precise results. The following table explains how these operators can be used when constructing your search. Operators have a keyword and a symbol that may be used when entering a search term; the first column includes the keyword and symbol for each operator.

Operator	Notes	Example	
		<i>Search Criteria Entered</i>	<i>Results</i>
<i>Keyword:</i> AND <i>Symbol:</i> & <i>Searches for:</i> Both terms within the same file	AND has a higher precedence in searches than OR. Refer to <a href="#">Precedence of Operators</a> .	access AND basic <hr/> access & basic	Files with both the words <i>access</i> and <i>basic</i>
<i>Keyword:</i> OR <i>Symbol:</i>   <i>Searches for:</i> Either term	OR has a lower precedence in searches than AND. Refer to <a href="#">Precedence of Operators</a> .	cgi OR isapi <hr/> cgi   isapi	Files with the words <i>cgi</i> or <i>isapi</i>
<i>Keyword:</i> AND NOT <i>Symbol:</i> & ! <i>Searches for:</i> The first term without the second term	NOT can only be used in conjunction with AND (i.e., AND NOT). When AND NOT is used, the search will find all matches for the first term and the exclude all matches that also include the second term.	access AND NOT basic <hr/> access & ! basic	Files with the word <i>access</i> but not the word <i>basic</i>
<i>Keyword:</i> NEAR <i>Symbol:</i> ~ <i>Searches for:</i> Both terms within the same file, close together	NEAR is similar to AND as a match is returned if the words being searched are on the same page. However, the strength of the match (refer to Search Results Tables) is affected by the words' closeness to each other: the near the words are together, the greater the rank. If they are more than 50 words apart, the result is assigned a strength of 0.	excel NEAR project <hr/> excel ~ project	Files with the word <i>excel</i> near the word <i>project</i>

**Note:** To use an operator keyword as a word and not an operator, place quotation marks (") around the phrase. For example, the search phrase "*Abbott and Costello*" will match the exact phrase instead of searching for the terms *Abbott* and *Costello* within the same file.

### ***Precedence of Operators***

Just as there are defined rules in mathematics regarding the order in which steps will be completed in an equation (e.g., multiple and divide before adding or subtracting), so there are rules for how Boolean and proximity operators work together, or the precedence of the operators.

In general, the search term is considered from the left to the right; however,

- Anything in parentheses is considered first; therefore, use parentheses to nest expressions within a search
- AND takes precedence over OR (i.e., AND operators are considered before OR operators)

For example, if you were looking for documents with information on regulations regarding pipeline tariffs or applications, you could use the following searches, with very different results:

Search Criteria	Results
1 Pipeline AND regulations AND application AND tariff	Files containing the following terms: <ul style="list-style-type: none"><li>▪ Pipeline, regulations, application, tariff</li></ul> Files without all of these terms will not be included in the search results.
2 Pipeline AND regulations AND application OR tariff	Files containing the following terms: <ul style="list-style-type: none"><li>▪ Pipeline, regulations, application</li><li>▪ Tariff</li></ul> Files without all the terms in either of these options will not be included in the search results.
3 Pipeline AND regulations AND (application OR tariff)	Files containing the following terms: <ul style="list-style-type: none"><li>▪ Pipeline, regulations, application</li><li>▪ Pipeline, regulations, tariff</li></ul> Files without all the terms in either of these options will not be included in the search results.

Search 1 would return only documents on pipeline regulations regarding applications and tariffs, which is more limited than you wanted.

Search 2 would return documents on pipeline application regulations, but would also return all documents with just the word "tariff," which is much broader than you wanted.

Search 3 would return documents on pipeline application regulations and documents on pipeline tariff regulations, which is what you wanted to see.

## Wildcards and Word Stems

**Wildcards.** Many times, you may want to include variations of a word in your search results (e.g., search for *regulation* as well as *regulations*). An easy way to include such variations is to use a "wildcard," indicated by an asterisk (\*).

**Important:** Enclose the search with the wildcard in quotation marks (e.g., "regulat\*"); if the term is not enclosed in quotes, the \* will not be treated as a wildcard.

To use wildcards, enter the characters that must match at the beginning of the word and then place the wildcard character (\*) where there is a variation. For example, to search for *regulation* and *regulations*, you would enter the search term "regulation\*". Any word that started with *regulation* would be found by the search. If you entered "reg\*", any word that started with *reg* would be found.

**Note:** Wildcards can only be used at the end of a word (i.e., search for words that begin with the same characters or prefix). They cannot be used at the beginning or in the middle of a set of characters.

To Search For	Example	Results
Words with the same prefix	"comput*"	Files with words that have the prefix <i>comput</i> , such as <i>computer</i> and <i>computing</i>

**Word Stems.** Sometimes, however, variations of a word are spelled dramatically different; this is especially true for verbs. For example, if you wanted all variations of the word *fly*, you would need a search for *fly*, *flies*, *flying*, *flown*, and *flew*. Because the words are so different, the only wildcard search that would find all of them would be *fl\**, which would also match any other word that started with *fl*.

However, because these words are all based on the same word stem (*fly*), you can use word stems to find all variations. To use word stems, enter the following:

formssof(inflectional, "[your search term]")

where [your search term] is replaced with the word stem for which you are searching. Refer to the examples below.

To Search For	Example	Results
Words based on the same stem word	Formssof(inflectional, "fly")	Files with words based on the same stem as <i>fly</i> , such as <i>flying</i> , <i>flown</i> , <i>flew</i> , etc.
	Formssof(inflectional, "eat")	Files with words such as <i>eat</i> , <i>eats</i> , <i>eating</i> , <i>ate</i> , etc.

## Sample Searches

The following table describes some searches that could be performed using the Search by Type: Document Full Text Search, including defining what would be entered in the Word(s) or Phrase field. Refer also to [Full-Text Search](#) for additional examples.

Searching For	Search Criteria to Enter
Documents containing "electric"	Electric
Documents containing "pipeline regulations"	"Pipeline regulations"
Documents containing "sustainability" and "sewer" in the same page	Sustainability AND sewer
Documents containing "sewer" or "wastewater"	Sewer OR wastewater
Documents containing "pipeline" but not "Cook Inlet"	Pipeline AND NOT "Cook Inlet"
Documents containing "rural" and "sustainability" within 50 words of each other on the page	Rural NEAR Sustainability
Documents containing words that begin with "sustain"	"Sustain**"
Documents containing "rural" and words beginning with "sustain" within 50 words of each other	Rural NEAR "sustain**"

## Search Results Page

Clicking  on the Search by Type: Documents Full Text page opens the Search Results page with your results displayed, as in the screenshot below.

If your search produces more than 100 results, only the 100 most recent files based on your criteria are displayed. If your search criteria did not match any files, a "No documents found." message is displayed. Click [▶ Modify Search](#) to change your search criteria.

The screenshot shows the Search Results page interface. At the top, there are navigation links: [▶ Modify Search](#) (1), [▶ New Search](#) (2), and [▶ Save Search to Browser Favorites](#) (3). On the right, there is an [RSS](#) button (4) and a dropdown menu for 'Results per page' set to 25 (5). Below these is the text 'To sort by a column, click the column heading' and 'Total Results: 65' (6) with navigation links '< Previous Next >' (7). The main table has columns: Tracking Number (9), Date, Type (8), Description, Related Matters, and Match Found in. The first row shows a checkbox, tracking number 07-0532, date 10/12/2007, type 'Substantive Order', and a description starting with 'R-05-005(6): ORDER ADOPTING REGULATIONS'. Below the table are radio buttons for 'Select All' and 'Select None' (10), and a lock icon with the text '= Filing is confidential'. There are buttons for 'Download Selected' and 'Add Selected to Cart', and a link '▶ Tell me about the document Shopping Cart'. At the bottom, the 'Search Criteria' section shows 'Search by Type: Document' and 'Key words: pipeline' (11).

The descriptions in the following table correspond to the numbered items in the screenshot.

Number	Description
1 <a href="#">▶ Modify Search</a>	Click to return to the Documents Full Text Search page, populated with the search criteria you just used. Use this link if you want to refine your search without re-entering all the search criteria.
2 <a href="#">▶ New Search</a>	Click to return to the Documents Full Text Search page, with no search criteria populated. Use this link to start a new Documents Full Text Search.
3 <a href="#">▶ Save Search to Browser Favorites</a>	Click to add the search to your Favorites in your browser. You can then perform the search, without entering search criteria, by clicking on the link in your Favorites. Use this link if you perform the search on a regular basis but do not want to subscribe to an RSS feed.
4 <input type="button" value="RSS"/>	Click to subscribe to an ongoing RSS feed for documents that meet your search criteria. By subscribing to an RSS feed, you will be notified when a new document matching your search

Number	Description
	<p>criteria is available.</p> <p>To use RSS, you must have a "newsreader." Some browsers, including Internet Explorer 7, Firefox, and Safari, include a newsreader. In addition, free newsreader software is available. Some email software, such as Outlook or Mozilla Thunderbird, have newsreaders built in or have add-on applications that allow you receive RSS feed content within your email client.</p> <p>Specific steps for subscribing to an RSS feed will vary depending on the newsreader you are using.</p> <p>Refer to <a href="#">Help</a> for additional information about RSS feeds.</p>
5	<p>Results per page <input type="text" value="25"/> </p> <p>Select an option from the dropdown list to change the number of results that are displayed on a single page. This field is only displayed your search returns more than 25 results.</p>
6	<p><b>Total Results: 100</b></p> <p>Identifies the number of results found. A maximum of 100 results will be returned. By default, the first 25 are displayed on the page. To change the number of results displayed on the page, change the Results per page. To go to the next page of results, click <a href="#">Next &gt;</a>.</p>
7	<p><a href="#">&lt; Previous</a> <a href="#">Next &gt;</a></p> <p>Click to move to the previous or next page of results. These fields are only active if there is a previous or next page.</p>
8	<p>Column Headings</p> <p>By default, the search results are sorted by date, with the most recent documents first. To change the sort order, click a column heading. The results will be sorted in ascending order (A-Z) by that column. To sort in descending order (Z-A), click the same column heading again.</p>
9	<p>Search Results Table</p> <p>Table of search results. Refer to <a href="#">Search Results Table</a> for information about each column.</p>
10	<p><input type="radio"/> Select All <input type="radio"/> Select None</p> <p><input type="button" value="Download Selected"/> <input type="button" value="Add Selected to Cart"/></p> <p><a href="#">▶ Tell me about the document Shopping Cart</a></p> <p>Select files and either add them to your document Shopping Cart or download them. Click <a href="#">Tell me about the document Shopping Cart</a> to learn more.</p> <p><b>Note:</b> If you are using Safari for your browser and download files, the file extension may be changed from .zip to .aspx. To open the file, you must change the file extension to .zip after the file is downloaded. Refer to your operating system's help files for information on changing file extensions.</p>
11	<p><b>Search Criteria</b>  Search by Type  Document  Key words: pipeline</p> <p>Lists the search performed and the search criteria entered.</p>

## Search Results Table

**Note:** The same document may be listed in the results more than once if the word/phrase searched for is found in more than one file associated with the document or in the document description and/or synopsis.

The following fields are included in the search results table:

Field	Description
<input type="checkbox"/>	Select to add the document to your Shopping Cart. Refer to the Tell me about the document Shopping Cart (link available at the bottom of the search results) for additional information on the document Shopping Cart.
Tracking Number	The unique ID associated with the document. Click a tracking number to open the document's details page, which includes the following: <ul style="list-style-type: none"> <li>Information about the document</li> <li>Electronic files that make up the document</li> </ul>
Date	The date the document was received or issued by the RCA.
Type	The type of document. For filings, it lists the filing type; for Orders, it lists the Order type.
Description	A brief description the document, the name of the individual who filed it with the RCA, and a link to More Details about the search result. If you click More Details, a pop-up window with a list of any entities (RCA-assigned short name is displayed), certificates, and matters associated with the document. Click an entity name to open the entity's details page, which includes the following: <ul style="list-style-type: none"> <li>Contact information for the entity</li> <li>List of the entity's certificates and current tariffs</li> <li>Matters and filings associated with the entity</li> <li>Pending actions the entity needs to complete</li> </ul> These may include Certificates of Public Convenience and Necessity (CPCNs), Provisional Certifications (PCPCNs), and Registrations. Click a certificate number to open the certificate's details page, which includes the following: <ul style="list-style-type: none"> <li>Summary information about the certificate</li> <li>Link to the certificate's current tariff</li> <li>Matters and special contracts associated with the certificate</li> <li>Filings associated with the certificate</li> </ul>
Related Matters	Matters associated with the document. Click a matter number to open the matter's details page, which includes the following: <ul style="list-style-type: none"> <li>Summary information, including timeframes, about the matter</li> <li>RCA staff assignments</li> <li>Service List</li> <li>Calendar for the matter</li> <li>Documents associated with the matter</li> <li>Hearings and meetings associated with the matter</li> </ul>

Field	Description
Match Found In	Identifies where the match was found: a specific file, document description, or document synopsis.
	Indicates that one or more files included in the document are confidential. Information about the file will be available, but you will not be able to open or download the confidential file.