

"Lost" in a Haystack

There are limits to browsing by sub-collections, especially if the expectation is that all messages ever sent or received by a person are available in their specific inbox. Of course, not everyone managed their email the same way, and the number of email messages in a box can be misleading.

For example, the sub-collection for Wayne Turnage contains 1044 emails.



(By the way, if you click the <u>More...</u> link under each sub-collection, you'll get some more information on that person's role in the administration.)

So, you wonder to yourself if that really is all the email sent or received by Wayne Turnage, someone with a considerable amount of responsibility in the administration. Well, wonder no more!



The first thing to do is head to the top of the sub-collection list in the Kaine Email Collection and select "All Emails from the Kaine Administration". This will give you a result set that contains ALL of the emails in the Kaine Email Collection.

The next step is to use the Refine strategy, also outlined in Tip Sheet: Search, Browse, Refine.



The Refine feature allows you to narrow your results set after you've done an initial search or browsed to a subcollection, as we've done here.

In order to find "all" of the emails sent to or by Wayne Turnage, click the Refine link in the top right corner of the search screen. Then select Creator/Contributor in the "Search in field" pull-down.

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5		<u>3 Performance Measures</u> Kilgore, Marty H. <marty.kilgore@tsf.virginia.gov> (From:) Jaspen, Gail; Harms, Stephen; Tavenner, Marilyn (To:) 2006-07-14 10:54</marty.kilgore@tsf.virginia.gov>	6		3rd version - 2010 of Virigina mailed : Cavanaugh, Alicia (Harms, Stephen (To 2009-06-02 12:46	CMPPA/IEA Agreements for the State 5/22/09 From:) 5:)

Here you have to make a decision about how you want to search for his name. In most emails, names will resolve to the standard LastName, FirstName format: Turnage, Wayne. In some emails, however, you may see his name as wayne.turnage@[three-different-state-email-addresses-over-several-years] or as Wayne Turnage. Adding quotes around search terms makes it "exact". Don't bother with commas or periods. The system ignores them.

So, in this case, we are going to search for wayne turnage in the Creator/Contributor fields – this will get us all results that have the words wayne **and** turnage in them. Look! We're down to just under 14,000 emails!

Image: Seconds 1-20 (13096) This may include duplicate emails, but it still contains many more messages than the original 1044. 12 Image: Seconds 1-20 (13096) I/2 Percent savings strategies 2 Image: Second	Brief view T	able view Full view			Sort by	Title
1/2 Percent savings strategies 2 1/2 sheets Darr, Don (DPB) <don.darr@dpb.virginia.gov> (From:) Harms, Stephen (From:) Turnage, Wayne; Harms, Stephen; Denslow, Suzette; Skinner, Delacey; Shepard, Brian (To:) 2 1/2 sheets 2008-04-01 12:37 Image: Comparison of the temperature of the temperature of the temperature of tempera</don.darr@dpb.virginia.gov>	tecords 1-20 d	(13096)	t it s	till contains	many more messages than the	1 <u>2 3</u>
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		Delacey; Shepard, Brian (To:)			2009-01-15 18:09	
		2008-04-01 12:37				
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You can continue to refine your results set in steps.

Refining again to include all messages that also include Tim Kaine as a correspondent will get your results set down to 2645.



Note that your search history is available above the results set.

Keep refining until you have a reasonable number of emails that are focused on your interests....including a set of emails around certain dates. For example, if you want to see emails involving Turnage and Kaine in April 2007, refine again by date:



This time, select Date from the Search in field: pull down and use quotes to search the exact string of "2007-04".

All of our dates in the metadata are formatted the same way: YYYY-MM-DD.

This refinement brings the results down to 35. You'll also notice the default display is "Brief View," and the results are arranged alphabetically by title.





You may organize your results for better viewing.

The "Table View" shows the results more closely to what you might see in an actual email inbox. Sorting by date helps approximate the order in which emails were sent and received.

[8	[Sorted by: Date]					. ↓			
	Brief view Table view Full view						Sort by: Date +		
F	Records 1- 20 of 35			/			12		
	Title	Creator	Date	pid	Subject	Parent	Object		
1	Attorney Client Privilege	Roberts, Larry (From:)	2007-04-28 22:06	430370					
2	McDonnell Statement on National Interest Electric Transmission Corridor Proposal for Virginia	Tiller, Jeff (From:)	2007-04-26 18:41	678780					
3	OAG Contact	Kaine, Tim (From:)	2007-04-26 13:39	331757					
4	OAG Contact	Kaine, Tim (From:)	2007-04-26 13:39	430264					
5	OAG Contact	Roberts, Larry (From:)	2007-04-26 13:28	430261					

More information on alternate views of results is available in Tip Sheet: Changing Views.

