



Creating Search Recommendations

Introduction

Creating search recommendations help users to find content within the intranet. You are able to set up key phrases and words that, when users type these in, will return certain content.

Creating the Search

To create the search recommendations you will need to go to:

Admin > Search

You will then need to click on 'Add Search Recommendation'

[+ Add Search Recommendation](#)

This will then prompt you to name the Recommendation.

[+ Add Search Recommendation](#)

Group Name	Search Terms	Suggestions	Best Bets	
Tracking User Activity	analytics, analyze, analyse, reporting, reports, tracking, audit, logins, statistics	Claromentis Analytics	Tracking User Activity Guide Version 7.0.pdf	
HTTPS	https, ssl, secure, encryption		Setting your site up with SSL	
Smart objects	smart, object, component, documents, tree, smart object, components, embed, document smart object, forum smart object, news smart object, document smart	Documents smart object, News smart object, News component, Forum smart object	Overview of Components and Smart Objects, Document Smart Object, News Smart Object, Overview of Components and Smart Objects, Forum Smart Object	
Menu Builder	menu builder, menu, links, folders, applications menu, application menu, relative, relative links		Adjusting the hierarchy of menu links, Managing the Applications Menu, Relative Links	
DMS Preview	preview, open office, document, document preview		Document Preview, Disabling document preview	
News	news, channel		Homepage Options, Commenting on News articles, News Smart Object	

Once this has been created you will be able to create terms, suggestions and best bets.

Search Term - These are words for which you wish to provide suggestions and/or recommend information to users.

Suggestions - These are words and phrases, which will be shown to the user after searching any of the search terms listed in the group.

Best Bets - These are resources such as pages and documents, which will be recommended to the user after searching any of the search terms listed in the group.

Example

This is an example of search criteria for 'Training'

Add/Edit Recommendation

Group Name

Search Terms

training	
train the trainer	

Suggestions

training	
train the trainer	

Best Bets

Name	Description	URL	
Training Brochure		/intranet/documents/11/42/	

On the front end

Users that search for terms set up within a recommendation will be provided with the related best bets and search suggestions, aiding their search.

Search ✕

🔍

All Documents People News Knowledge Base Pages InfoCapture Courses More ▾


Best Bets

Training Brochure

Recent searches like this one

ttraining

Applications

 Learning




Can't find what you're looking for?

Let us know...

Submit

17 results (0.318 seconds) 🔍 Advanced Search

Try also training, train the trainer

-  **Training Brochure.pdf**
Document Library > Marketing
-  **Training Document.docx**
Document Library > Human Resources
-  **Training Document.docx**
Document Library > Projects > CLA-02 Recruitment > Tasks > New roles - new job descriptions

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Tags: [search](#), [user guide](#), [recommendation](#), [best bet](#)