



Search Recommendations

To further [optimise search results](#) in Claromentis, your team can set up search recommendations.

Choose which results should be pushed to the top when users search particular terms.

Create search recommendations for any popular or important content that you need users to be able to find easily if searching.

The alternative is to put the content as a [main menu item](#) or [button](#) for users to click on instead of searching.

Creating recommendations

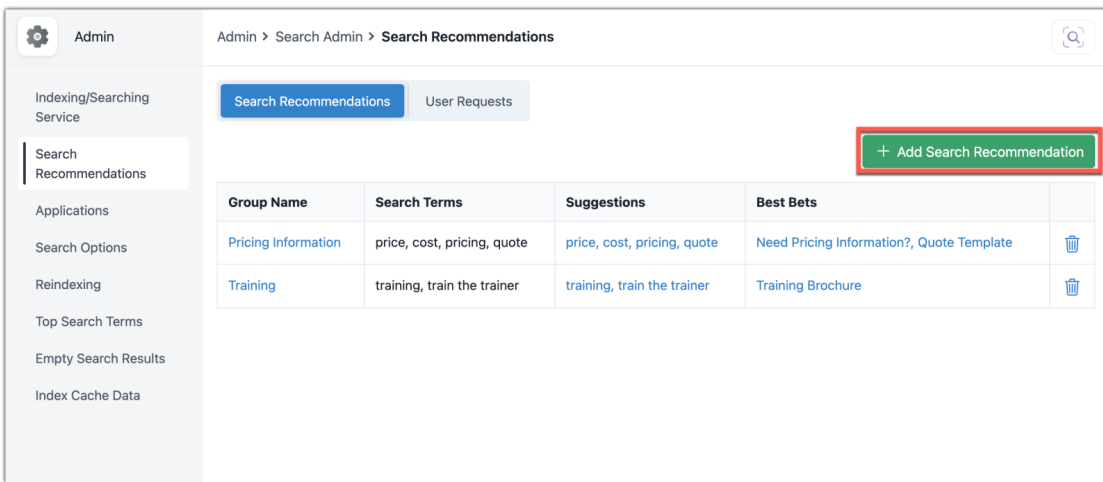
An [application administrator](#) of Search can follow these steps.

1. Head to Applications > Admin > Search > Search recommendations

A screenshot of the 'Search Admin' interface. The left sidebar shows a menu with 'Search Recommendations' highlighted in a red box. The main content area displays search statistics and a 'Reindex data' link.

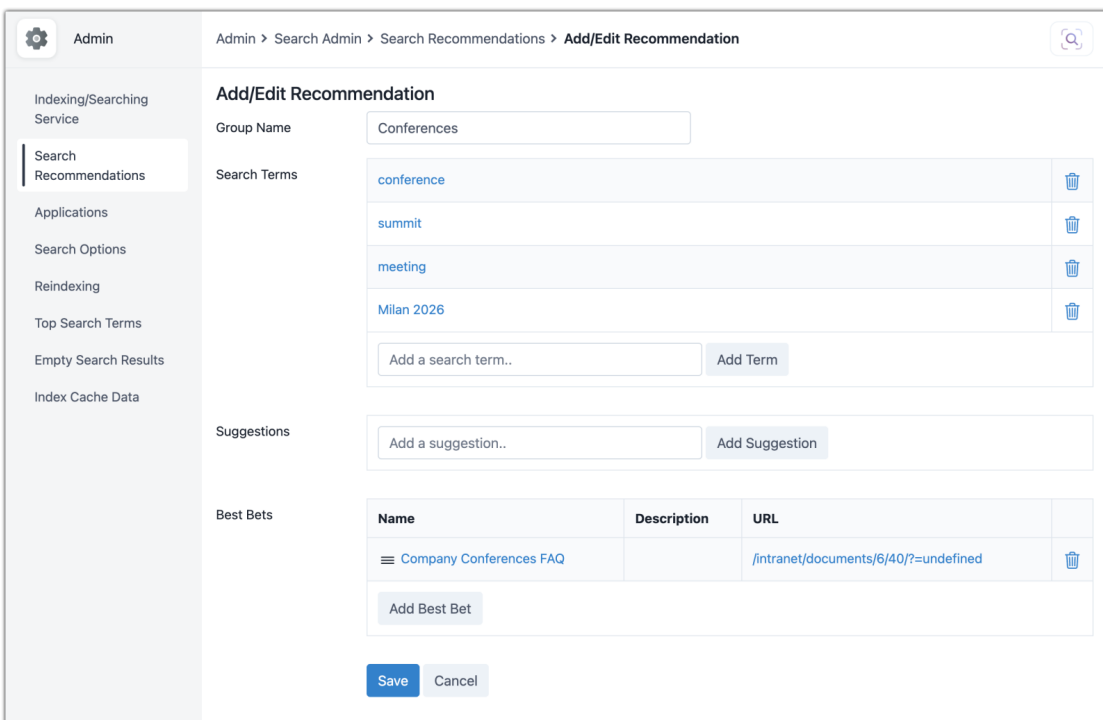
Admin > Search Admin	
Status	OK
Requests in queue	0
Reindex data	Reindex...
Index name	hkd-demo.myintranet.com
Index size	693.76 Mb
Number of records	4,150 (1 deleted)

2. Click 'Add Search recommendation'



3. Give the recommendation group a title and click 'Save' to proceed.

4. Fill out the fields shown to set up the recommendation:

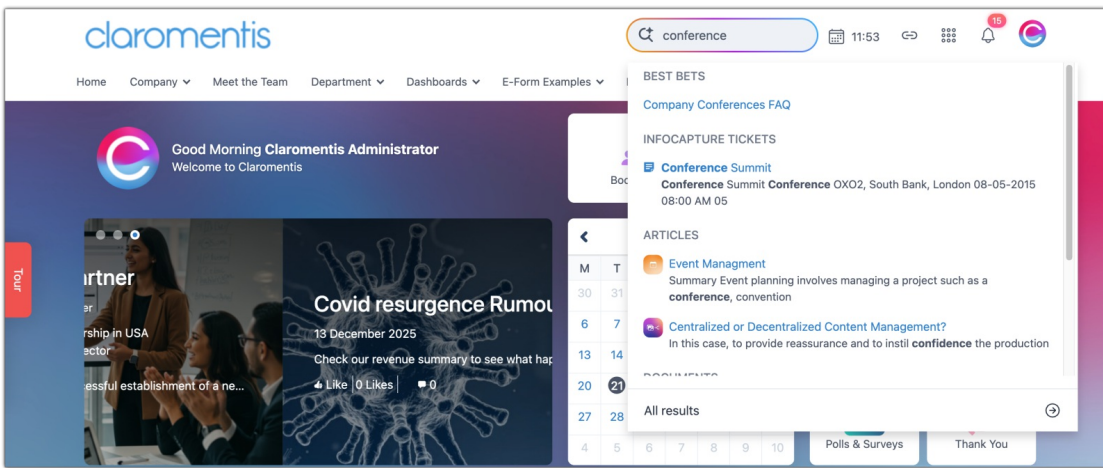


- **Search terms:** Add in all keywords or terms that you want to capture
- **Suggestions:** Add in all related keywords or terms that you want the user to be shown if they have entered a captured search term
- **Best bets:** Select the best result(s) that the user should be shown when they enter any of the search terms, usually an Intranet page, document or other

5. Click 'Save' to apply and create the recommendation

6. Test

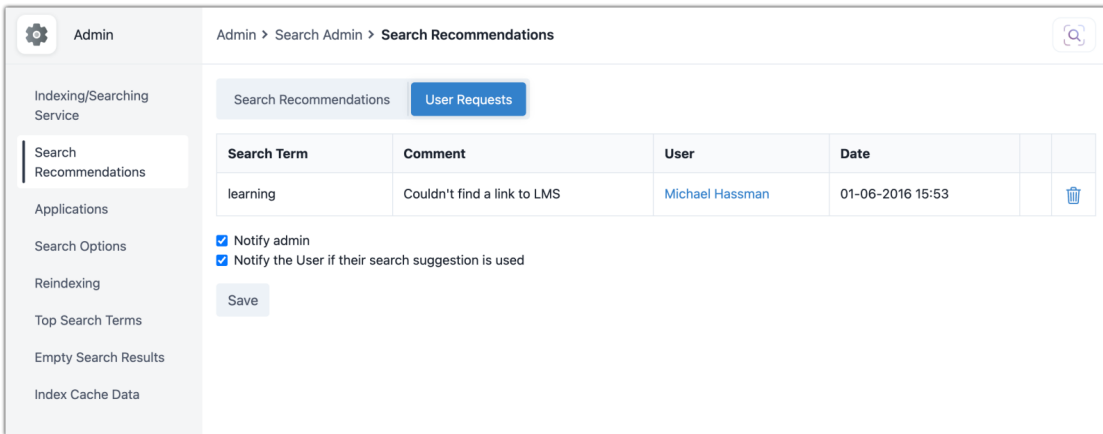
When the search terms are entered into the global search, the system will show the suggestions and best bets set up at the top, so its easier for the user to find the most appropriate content for those terms.



7. Manage the recommendations over time.

Application administrators of search can regularly review searches made using the [audit log](#), or by enabling user suggestions, so they can report any gaps or issues with locating items.

Based on this new recommendations can be created or those existing tweaked to best fit the terms and results as needed.



Created on 10 February 2026 by [Hannah Door](#). Last modified on 21 April 2026

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