



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

Can't find what you're looking for?

Let us know...




Submit

Applications

 Learning

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

Created on 28 April 2014 by [Hannah Door](#). Last modified on 6 December 2023
Tags: [search](#), [user guide](#), [recommendation](#), [best bet](#)