The Search Application

Global search can be a handy tool for users to quickly locate relevant files and areas of the site they need.

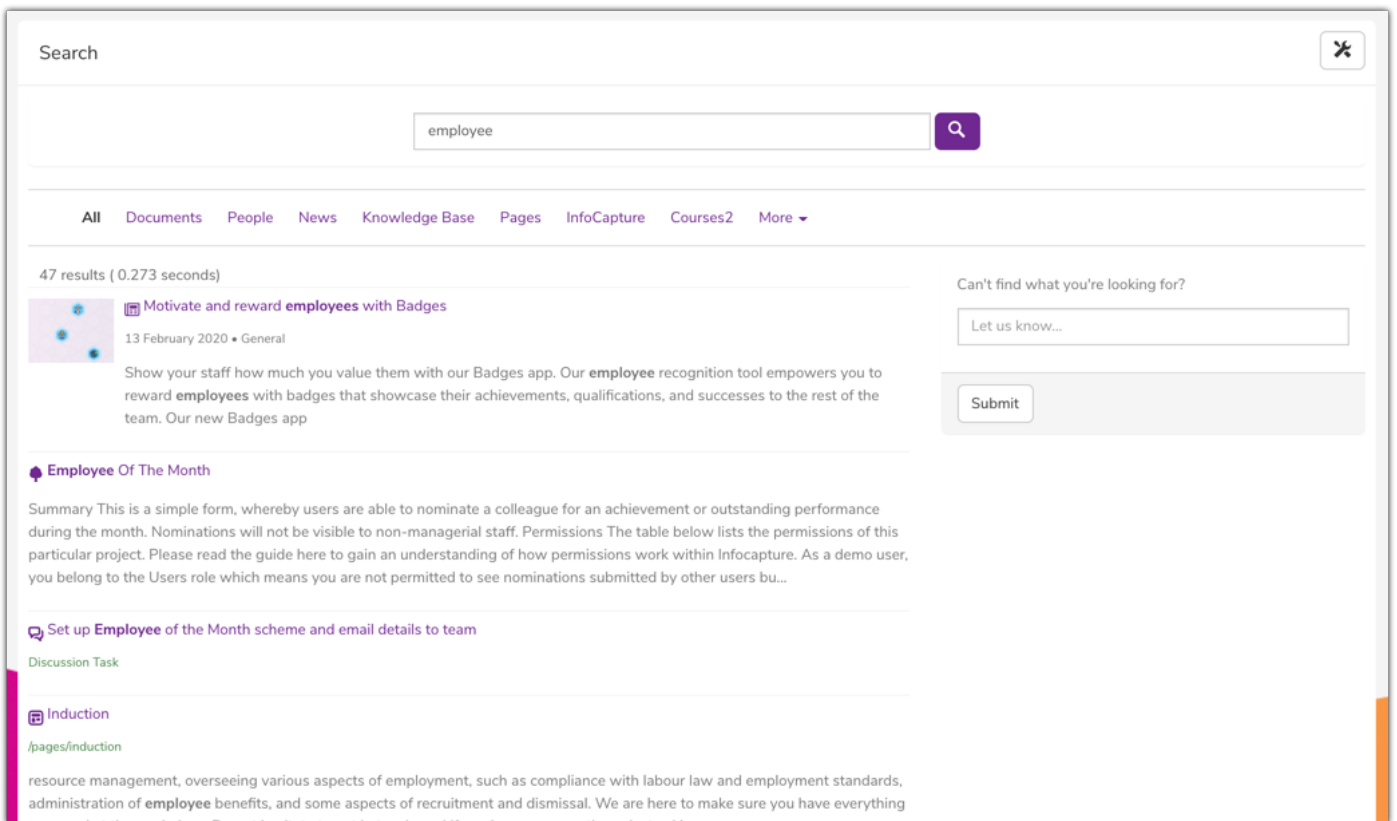This article covers how site search works and how it can be configured.

Global search is found in the top banner of the page:

When a search is run, you will see a screen similar to the below image. The most relevant results are listed first, and you can use the application headings to narrow your search to within these areas.
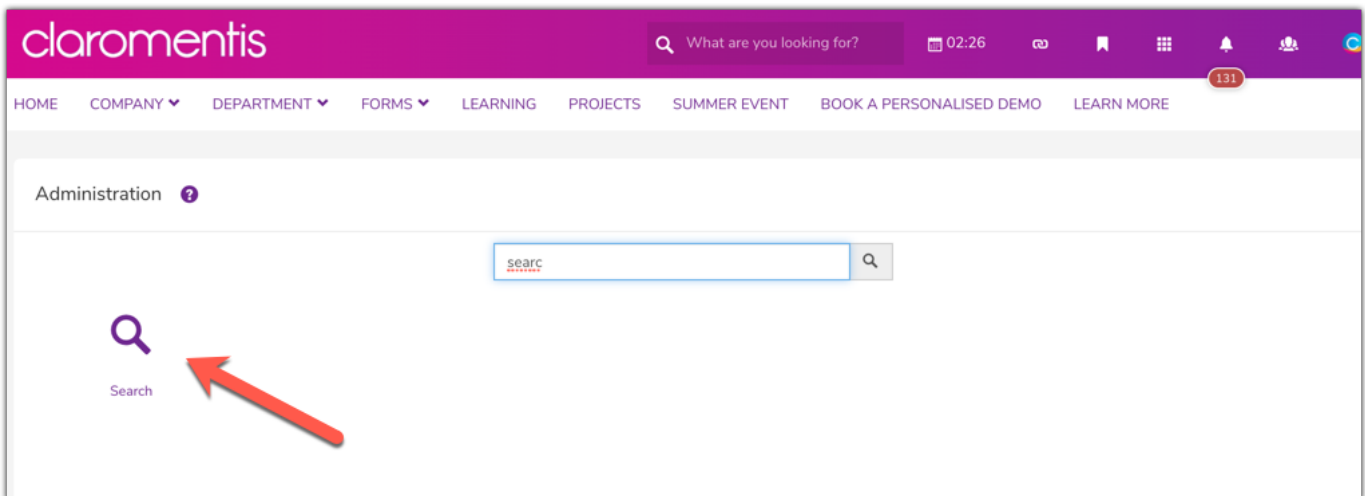
You will also see a box on the right for when users are unable to find what they are looking for, this is to alert admins of this.

The search results will show the most relevant results containing that word or search terms.

Search also has a dedicated application so site admins can adjust and configure the search to be more effective.

Read more about optimising your Search here

Indexing/Searching service

This tab gives an overview of your current search status, if you notice any areas here looking odd or a large index queue, please have read of this article.

Search recommendations

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.

There is a full guide on adding recommendations here.

Here is an example search recommendation:

Add/Edit Recommendation

Indexing/Searching Service

Search Recommendations

Applications

Search Options

Reindexing

Empty Search Results

Group Name Pricing Information

Search Terms

price	🗑
cost	🗑
pricing	🗑
quote	🗑

Add a search term..   **Add Term**

Suggestions

price	🗑
cost	🗑
pricing	🗑
quote	🗑

Add a suggestion..   **Add Suggestion**

Best Bets

Name	Description	URL	
≡ Need Pricing Information?		/intranet/news/view.php?id=7	🗑
≡ Quote Template		/intranet/documents/16/99	🗑

Add Best Bet

Save **Cancel**

Applications

This determines which applications appear here and in what order:

Search 🛠

test 🔍

All   Documents   People   News   Knowledge Base   Pages   InfoCapture   Courses2   More ▾

530 results (0.163 seconds)

This is a test.ppsx ▾

Drop Zone

This is a **test** This is also a **test** This is also a **test** End of **test**

Essentials Test

E-Learning Module

This 5 question test will determine whether or not you have understood the fundamentals of the Claromentis software. Each question is worth 20 points. You must gain a minimum of 60 points to pass the test.

Can't find what you're looking for?

Let us know...

Submit

You can prioritise apps you know are used more than others.

Search Options

Determine how many results are shown per page and if you would like users to submit search suggestions.

Reindexing

Reindexing means deleting your current search database and recreate a new one. If you want to do this, please first review this article again.

Empty search results

Here you can get a feel for what people are searching for and if it is producing no results.

If users are regularly using search to find the same sort of items, for example, a specific documents folder or certain key policies, you could set up fast access buttons to these areas on the homepage instead - instructions on this can be found here.