

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:

claromentis	Q What ar	e you lo	oking f	or?	5	00:35		യ 🗖		<u>ب</u>	• 0
HOME COMPANY ♥ DEPARTMENT ♥ FORMS ♥ LEARNING PROJECTS	SUMMER	EVENT	BC	OK A F	PERSON	NALISEI	D DEMO	D LEAR	N MORE	131	
Good Evening Claromentis Administrator Welcome to Claromentis			3ook a	Persona	al demo)			Prie	cing	
			ļ	August	1			Poll			
	M 27	T	W 29	T 30	F 31	S 1	S 2	Office or			
V V	•						•			is behind us, w working	hat
New: Polls & Surveys application	3 4 5 6 7 8			8	9	would be your ideal working arrangement?					
20 July 20 <mark>20 new features</mark>	10	11	12	13	14	15	16	Results s	o far:		
Check out the new Polls & Surveys application, designed to help you gather	- 1 ·			-			•	Working	from home	permanently	- 1
amployees feedback in an easy intuitive way!	17	18	19	20	21	22	23	**Orking	nom nome	permanentry	

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.

Search	*						
employee	٩						
All Documents People News Knowledge Base Pages InfoCapture Cours	es2 More -						
47 results (0.273 seconds) Can't find what you're looking for? Im Motivate and reward employees with Badges Let us know 13 February 2020 • General Show your staff how much you value them with our Badges app. Our employee recognition tool empowers you to reward employees with badges that showcase their achievements, qualifications, and successes to the rest of the team. Our new Badges app Submit							
Employee Of The Month Summary This is a simple form, whereby users are able to nominate a colleague for an achievement or during the month. Nominations will not be visible to non-managerial staff. Permissions The table below particular project. Please read the guide here to gain an understanding of how permissions work within you belong to the Users role which means you are not permitted to see nominations submitted by other	v lists the permissions of this n Infocapture. As a demo user,						
Conception Set up Employee of the Month scheme and email details to team Discussion Task							
Induction /pages/induction resource management, overseeing various aspects of employment, such as compliance with labour law and employment standards, administration of employee benefits, and some aspects of recruitment and dismissal. We are here to make sure you have everything							

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 Searchhere

clo	brome	entis				Q What are you loo	king for?	m 02:26	ര			•	<u>.0.</u>	0
HOME	COMPANY 🗸	DEPARTMENT 🗸	FORMS 🗸	LEARNING	PROJECTS	SUMMER EVENT	BOOK A PER	RSONALISED [DEMO	LEARN	MORE	131		
Adm	ninistration 🔞)												
				searc			٩							
	٩													
	Search													

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 his article.

Admin / Search Admin		٩
Indexing/Searching Service	Status	ОК
Search Recommendations	Requests in queue	0
	Reindex data	Reindex
Applications	Index name	demo-millie89plus-demo.myintranet.com
Search Options	Index size	18.51 Mb
Reindexing	Number of records	3,736 (69 deleted)
Empty Search Results	Humber of records	21.20 [02 deleted]

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.

Admin / Search Admin / Search Recommendations								
Indexing/Searching Service	Search Recommendatio	Search Recommendations User Requests						
Search Recommendations	+ Add Search Recommendation							
Applications	Group Name	Search Terms	Suggestions	Best Bets				
	Pricing Information	price, cost, pricing, quote	price, cost, pricing, quote	Need Pricing Information?, Quote Template	亩			
Search Options	Training	training, train the trainer	training, train the trainer	Training Brochure	亩			
Reindexing								
Empty Search Results								

Here is an example search recommendation:

Admin / Search Admin / Se	Admin / Search Admin / Search Recommendations / Add/Edit Recommendation						
Indexing/Searching Service	Add/Edit Recommendation						
Service	Group Name	Pricing Information	ing Information				
Search Recommendations	Search Terms	price	-				
Applications		cost					
Court Online		pricing			<u>.</u>		
Search Options					â		
Reindexing		quote			ш		
Empty Search Results		Add a search term	Add Term				
Empty Search Results							
	Suggestions	price			â		
		cost			â		
		pricing			ā		
		quote			ā		
		Add a suggestion	Add Suggestion				
	Best Bets	Name	Description	URL			
		■ Need Pricing Information?		/intranet/news/view.php?id=7	â		
		■ Quote Template		/intranet/documents/16/99	ā		
		Add Best Bet					
		Saus Cancel					
		Save Cancel					

Applications

This determines which applications appear here and in what order:

Search							
	test	٩					
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 t	Can't find what you're looking for? Let us know						
m Essentials Test	Submit						
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.							

Admin / Search Admin / Ap	plications		٩
Indexing/Searching Service	Search Tabs Order These applications will be displayed as tabs on the Search page in the order you set below.		
Search Recommendations	= Documents	×	Note
Applications	= People	×	Any apps below the 'More' separator appear in a drop-down menu to the right of the main
Search Options	= News	×	tab list.
Search Options	= Knowledge Base	×	
Reindexing	= Pages	×	
Empty Search Results	= InfoCapture	×	
	= Courses2	×	
	= More		
	= Policy Manager	×	
	= Forum	×	
	= Publish	×	
	= Blog	×	
	= Events	×	
	= Discuss	×	
	Hidden Applications Applications in this list are not shown on the Search results page. Add an application into search: Communication		

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.

Admin / Search Admin / Se	earch Options	٩
Indexing/Searching Service	Recent Searches Display recent similar searches by other users	
Search Recommendations	Results per Page	
Applications	20 V User Search Suggestions	
Search Options	Allow Users to submit search suggestions	
Reindexing	Save	
Empty Search Results		

Reindexing

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

Admin / Search Admin / Rei	indexing		٩
Indexing/Searching Service	Reindexing Select areas to reindex		
Search Recommendations Applications	Warning: Be careful with this feature Recreate the index and all mappings		Note Reindexing your data needs careful consideration and planning as your store size
Search Options		✓ Check all Uncheck all	can vary the time it takes to complete. If you wish to clear all your indexes then selec 'Recreate the index and all mappings'. This will delete all indexes from the database so
Reindexing	Document	Recreate mapping Reindex	that the entire system would then need reindexing.
Empty Search Results	Folder	Recreate mapping Reindex	If you wish to reindex a specific application then select the appropriate option and press
	User	Recreate mapping Reindex	'Start'.
	News	□ Recreate mapping □ Reindex	Once you receive a message saying that reindexing is in progress, navigate to the
	Blog	Recreate mapping Reindex	Indexing Service page to monitor progress.
	Forum_message	Recreate mapping Reindex	
	IC_issue	Recreate mapping Reindex	
	IC_project	Recreate mapping Reindex	
	Comms_message	Recreate mapping Reindex	
	Gallery_gallery	Recreate mapping Reindex	
	Gallery_image	Recreate mapping Reindex	
	KB_article	Recreate mapping Reindex	
	KB_category	Recreate mapping Reindex	
	KB_question	Recreate mapping Reindex	

Empty search results

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

Admin / Search Admin / Empty Search Results								
Indexing/Searching Service	Empty Search Results Search terms that have returned r	mpty Search Results arch terms that have returned no results in the last 90 days.						
Search Recommendations								
Applications	10 🗸 entries per page	10 v entries per page Q Search						
Search Options	Search term	User		Date				
Reindexing	cabbage Claromentis Administrator			20-08-2020 02:28				
Empty Search Results	Refresh				Delete Se	elected		

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.