



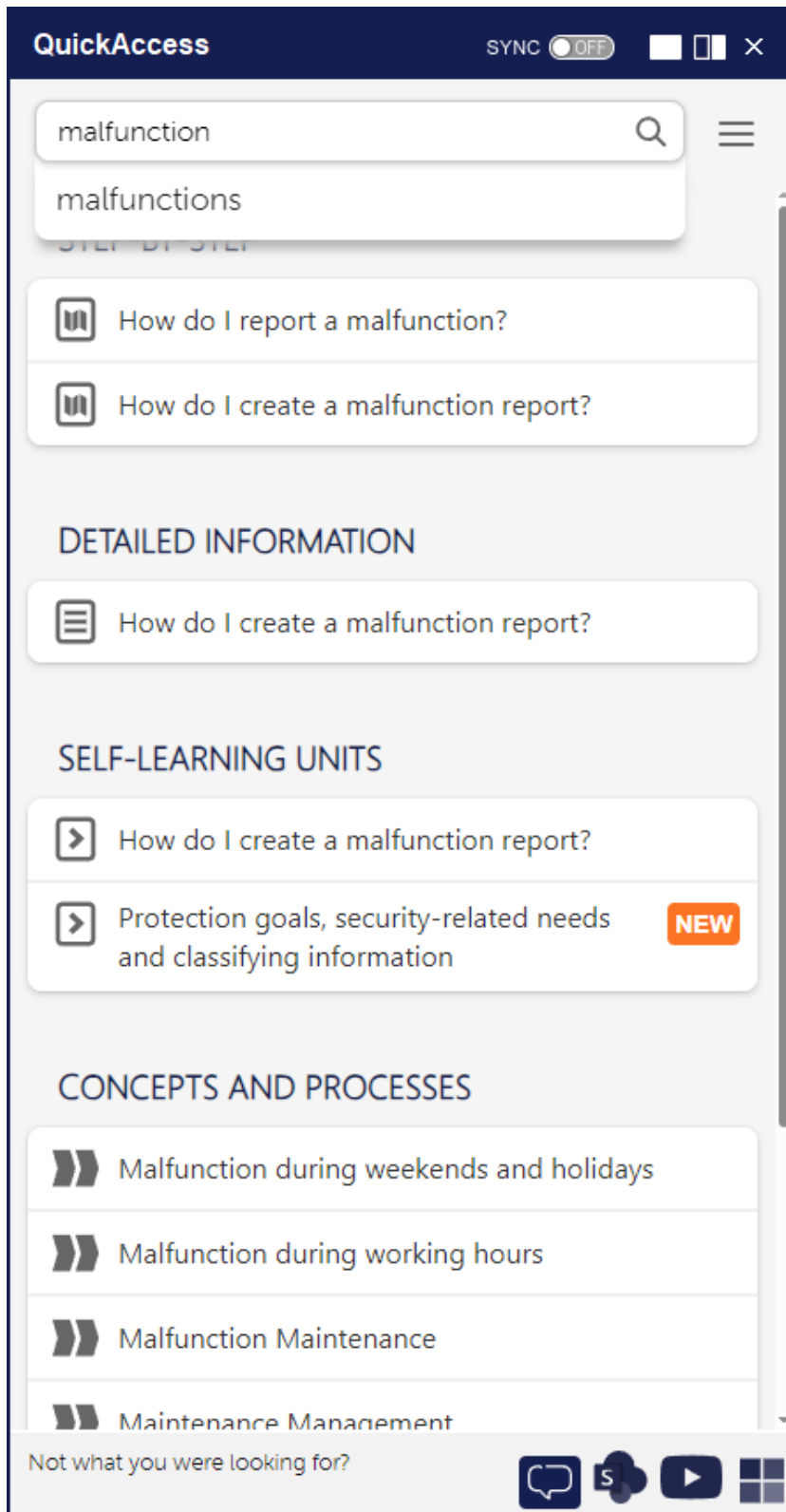
The search function in QuickAccess

Keep reading to find out more about the operation and features of the search function in QuickAccess.

1 The actual search

QuickAccess offers a search function that allows you to search for specific terms. To do so, simply enter the desired **search term** into the **search field**. You have the option of entering only the actual search term, as demonstrated in this example, or you can supplement the determined **context** by adding additional **search terms**. Both methods are supported.

-  A search deactivates the automatic provision of content for the application that is being used. To reactivate this, set the **SYNC button** back to **green (ON)**.
-  Please refer to the help document titled "The context in QuickAccess" for further information on the context.



If several search terms are entered during a search in QuickAccess, a so-called "AND search" is carried out. This means that only those hits that contain all the entered search terms are

displayed in the hit list. Furthermore, the search function searches through all available languages and finds hits in every language.

The search uses a stemming procedure. Stemming is the process of reducing inflected (or sometimes derived) words to their common word stem, base or root form. For example, the words "terminate", "termination", "terminating" and "terminated" can all be reduced down to their common word stem "terminate", or the conjugations "saw" or "seen" are reduced to their base form "see". Stemming leads to improved and more relevant search results.


All metadata fields of all existing documents and structural elements are searched during a search. In the case of Producer documents, the content of the document is also searched. The search results are then prioritized based on their hit frequency and quality, and displayed in the hit list below the search field.

2 Sorting the hit list

The order in which the search results are displayed in the hit list indicates the extent to which the individual results match the original search query. The search results are sorted in descending order of relevance.

The following rules apply to this:

- 1. Weighting based on the importance of the field:**
The title of a document has the highest weighting, i.e. a hit in the title is rated higher than a hit in other metadata, such as the description.
- 2. Weighting based on language:**
The hits that match the language selected in the QuickAccess settings are displayed first. In a QuickAccess that is set to English, the English hits are displayed first. Likewise, in a QuickAccess that is set to German, the German hits are displayed first. Then the hits in the secondary language – which can be set individually for each company – are displayed.
Hits in all other languages are shown at the bottom.
- 3. Weighting based on rating:**
If two results have the same relevance, they are sorted in descending order of rating. However, the rating function must be active for this to work.

 For more detailed information on the search behavior of QuickAccess, you should refer to the document titled "Search Logic QuickAccess". Please contact our consultants for further information.

3 Search options


3.1 Grouping

It's possible to group search queries with the help of quotation marks. This helps to refine a query, e.g. the query "Create order" finds all documents in which the phrase "Create order" occurs.

3.2 Wildcard modifier (placeholder)

The search function supports the use of wildcards instead of one or more characters. A question mark (?) is used to depict a single character during a wildcard search. When searching, the program will interpret the question mark as standing for any single character. By entering the search term `te?t`, you would therefore locate all documents featuring the words "text" and "test", for example.

An asterisk (*) is used to depict several characters during a wildcard search. When searching, the program will interpret the asterisk as standing for any number of random characters. By entering the search term `order*`, you would therefore locate all words starting with the word "order", such as "ordering". A search term such as `pa*t` would locate the word "part" but also words such as "packet".

 It's not possible to use the ? and * wildcard characters at the start of a term. Queries such as `*der` are not supported and therefore lead to an error message.