The search function in the Portal

This documentation will tell you all you need to know about the search function in the Portal. It will explain the search options and search results, along with the Portal's facet feature.

1 The actual search

The search bar in the Portal is available in every view. You can open the **search bar** with the search field via the magnifying glass icon to the right of the buttons for the various Portal views.


Simply enter the desired **search term** into the **search field**. You have the option of entering just one search term or using several **search terms** to refine your search results.

If several search terms are entered during a search in the Portal, a so-called "OR search" is carried out. This means that only hits that contain one of the search terms entered 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   Search results and the facet feature
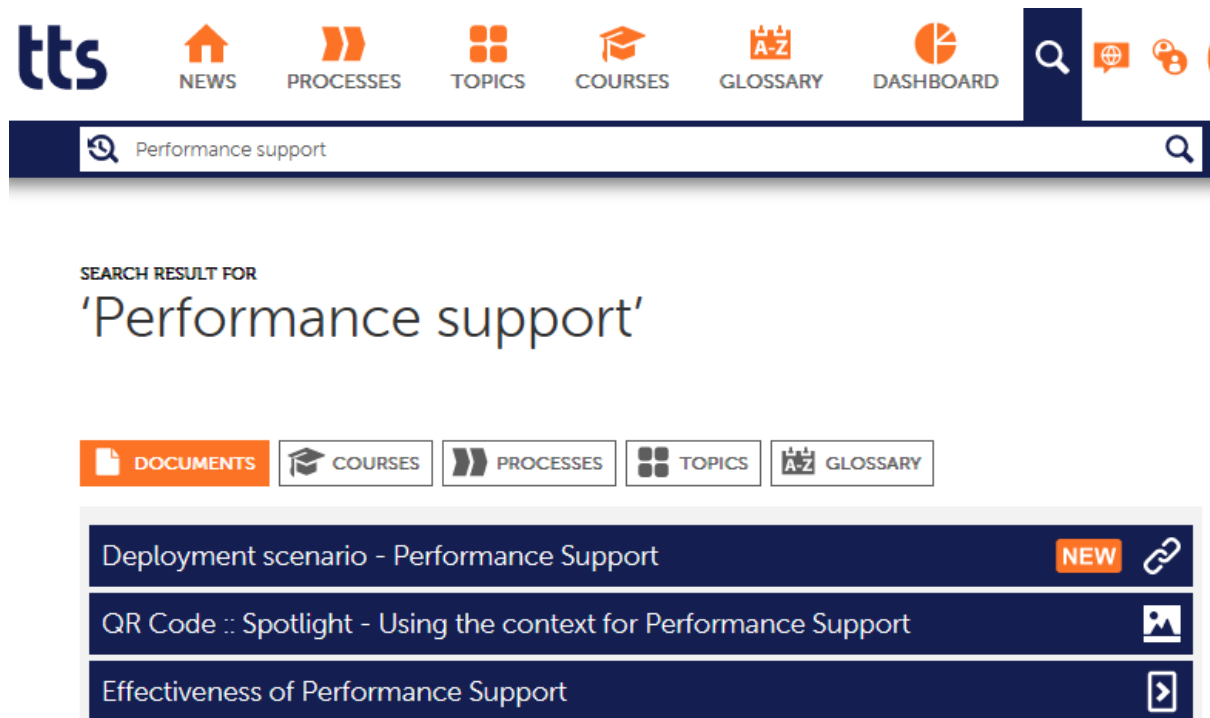
You can further narrow down the search results by clicking the various facets that appear above the search results. The search will then only display the results within the selected facet.

3   Search options

The search divides a search query into terms and operators. There are two types of terms:

- A simple term involves a single word, such as "order" or "create".
- A phrase involves a group of words that is grouped together by quotation marks, such as "create an order".

3.1   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.

3.2 Boolean operators

By using Boolean or logical operators it's possible to combine terms to form complex search queries. The search function supports the AND, OR, NOT, + and - operators.

AND (And operator)
If an AND operator is used, all documents are located in which the terms both before and after the operator appear. In other words, the text instances that are located will include both terms as they have been linked by AND.

OR (Or operator)
When an OR operator is used, all documents will be located which feature the term either before or after the operator.
  This is the default operator when searching for terms. Whenever two terms are separated by a space, this operator is therefore applied automatically. The search queries order notification and order OR notification are therefore identical and both would result in the location of all text instances in which the word "order" or the word "notification" appear.

NOT (Not operator)
The NOT operator excludes all instances of text in which the term, which is directly after the NOT operator, appears. The search query
order NOT notification would locate all text instances in which the word "order" appears but not the word "notification".

+ (Necessary operator)
The term after the plus sign has to appear in the located text. A search for
+order notification would therefore locate documents in which the word "order" definitely appears and the word "notification" possibly appears.

- (Prohibit operator)
The term after the minus sign may not appear in the located text. A search for "order notification -create" would therefore locate documents in which the words "order" or "notification" appear, but where the word "create" definitely does not appear.

⚠️ All Boolean operators have to be written entirely in capital letters as they would otherwise be regarded as normal words.

3.3 Grouping

It's possible to group search queries with the help of simple brackets. This can be of assistance in checking the Boolean logic of a query. This facilitates the merging and linking of grouped queries. The query ("create order" OR "create notification") -invoice for example,

would locate all documents in which the phrases "create order" or "create notification" appear, but in which the word "invoice" definitely does not arise.

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