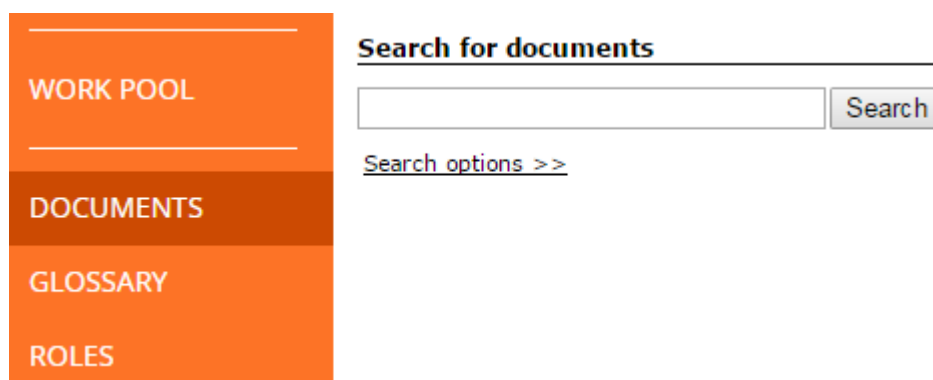


# Document search

The document search function allows you to quickly and easily find existing documents. Keep reading to discover more about this function.

## 1 Searching for documents

The **Documents** menu option in the **Curator** should be selected for the maintenance of all existing documents. The "Documents" view is the place to go to search for documents.



**Search for documents**

[Search options >>](#)




Your search term can be entered directly into the input field. The particular term you enter will then be searched for in all attributes of the document properties (metadata) and also in the content when dealing with Producer documents. When searching in English or German, inflections – such as the plural form – are also taken into account. To fine-tune your search, click the hyperlink for additional **Search options >>**.

### Search for documents

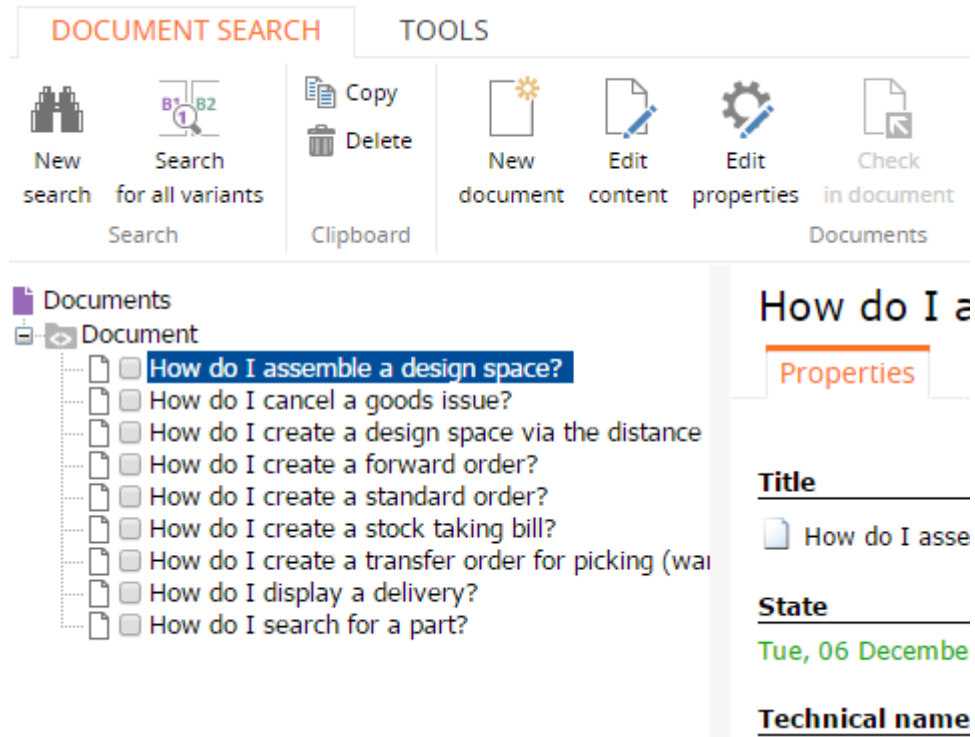
Search

Search options <<



- Document type
- Title
- Description
- Content language
- Transaction code
- Author
- Keywords
- qaContext
- Configuration
- Date
- Technical name
- Workflow status
- Owner
- Assignee
- Repository
- Content type

-  Here you have the option of precisely specifying a document's various attributes. It's also possible to make a multiple selection (for example, you can search for several content languages simultaneously). Furthermore, you can also restrict the search based on the date or workflow status.
-  A document's attributes can be freely configured in the software's system settings. The default setting offers only the Document type, Title, Date, Technical name, Owner / Assignee and Repository attributes. All other attributes are customer-specific and therefore may differ from those in your version of the program.
-  The results of the search are updated while you are still typing in the search word: A message, informing you how many documents match the search criteria you just entered, appears in the status line just below the main search field.

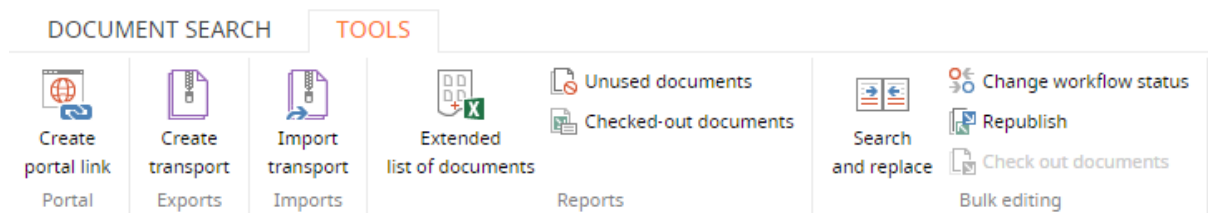
## 2 Search results



The search results are displayed in the tree structure on the left. The documents that are found are displayed arranged according to their document types. The properties of the selected document are displayed on the right of the screen.

 The  **Search for all variants** button in the **Search** function group allows you to quickly determine all variants of the document that is selected in the tree. Furthermore, the "Variants" tab on the right of the window displays all variants of the document that is currently selected in the tree.

You can use the **Documents**, **Variants** and **Contents** function groups on the **Document Search** tab to edit documents.



The **Tools** tab includes other functions that can be applied to the elements selected in the tree:

You can create a portal link or perform an **export** or **import**, create a **report** and do some **bulk editing**.

## 3 Expert functions for the search

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".

### 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 AND 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.

### **- (Forbidden 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.