

## Making the contents of your documents more searchable

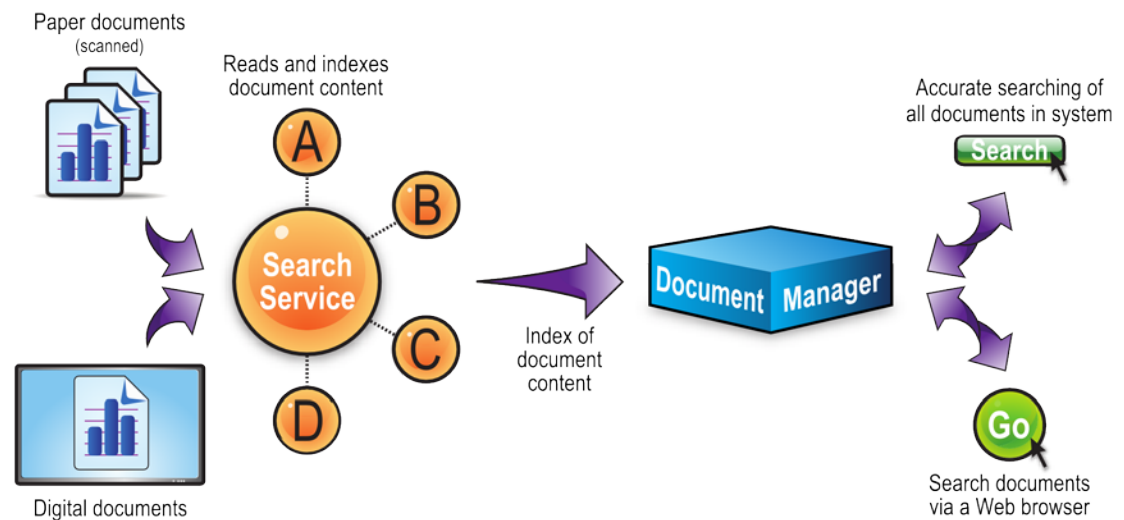
Users can perform simple free text searches or advanced searching that includes synonym and phonic search tools

The Document Manager Search Service allows users to perform full-text searches via the Document Manager Desktop or via a standard web browser using Document Manager Web.

The contents of application documents, emails, transaction files, Web pages and scanned documents are all automatically full-text indexed. Users can perform simple free-text searches or advanced searching that includes synonym and phonic search tools.

Searches can be saved and set to run on startup or at timed intervals. New documents added are automatically full-text indexed requiring no user or administrator intervention.

### Document Manager Search Service



### Document Manager Search Service automatically:

- Creates an index of all text within all incoming documents
- Indexes image documents read by Optical Character Recognition (OCR)
- Enables high-speed searching through gigabytes of text

### Index all the text within image (scanned) documents

The Search Service automatically reads and indexes all the contents of scanned documents, so users can perform index searching of all of the documents in their archive.

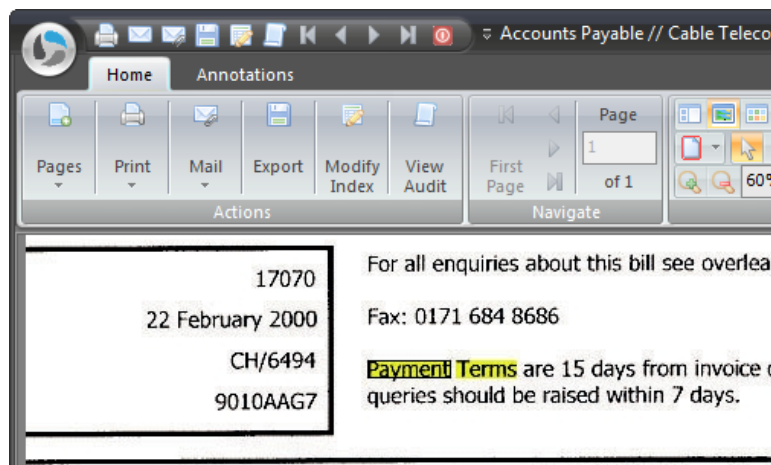
# Document Manager: Search Service

## Users search any words anywhere in documents

The Search Service makes it very easy to find documents, even if the user does not know details such as the 'supplier name' or 'invoice number'. In Document Manager, the user can simply enter the words they do know they are looking for and the search engine can search the index of the contents of every document in the archive. For example, searching for "Payment Terms" finds "Payment Terms" anywhere within the scanned invoice.

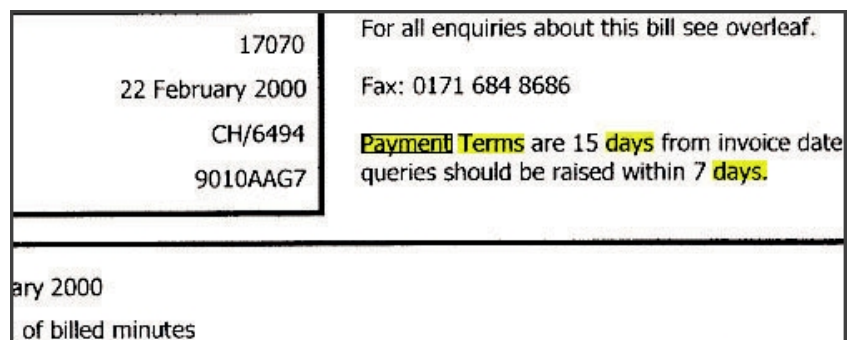
Field Name	Filter	Value
Doc Description		
Supplier	Contains	Cable
Invoice Number		
Invoice Value		
Invoice Date		
PD Number		
Date Created	Greater Than	1 April 1999
Sub Folder Name		
Document Id		
Checked Out To		
Properties		
Access From		

## Combine content and index searching for very specific searches



The user can search for specific text, and also limit the results to a particular company, or a type of document such as an invoice. The example screen on the left shows a search to find all invoices, created after April 1999, that contain the supplier name "Cable" and the words "payment terms".

If you don't know the exact search criteria, you can use a relative search, for example, "Payment Terms" within ten words of days.



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