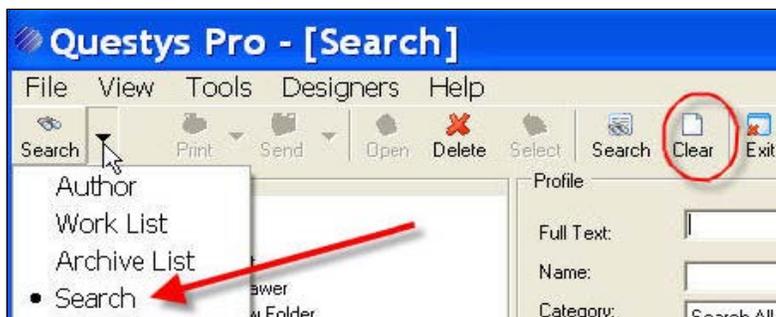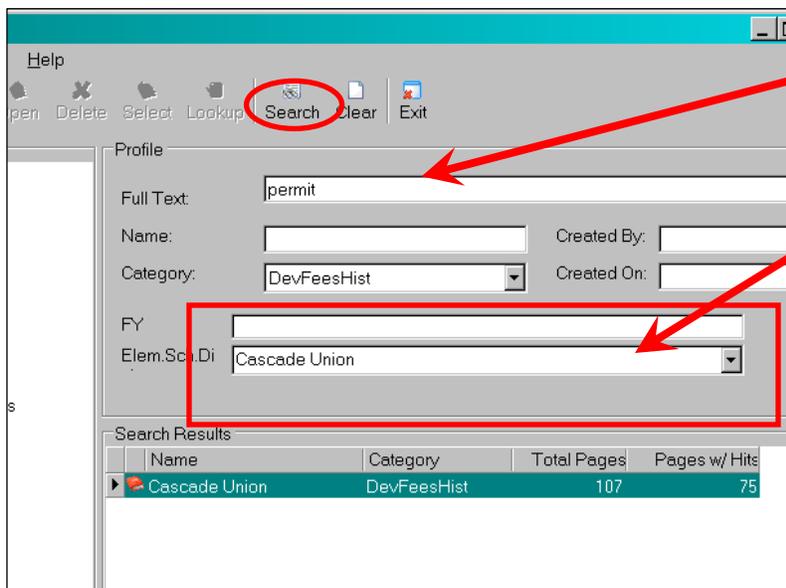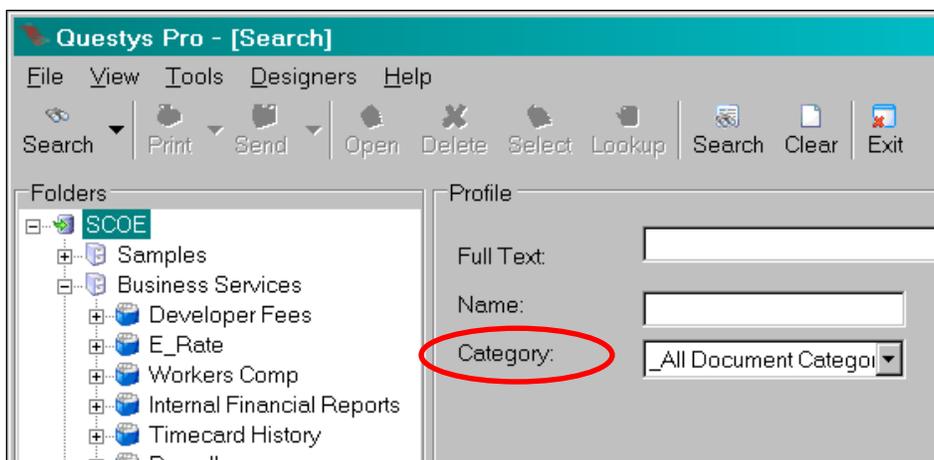# QUESTYS SEARCH

Search Basics

1. Load Search Mode
2. If there is an existing search on the screen, click on Clear.
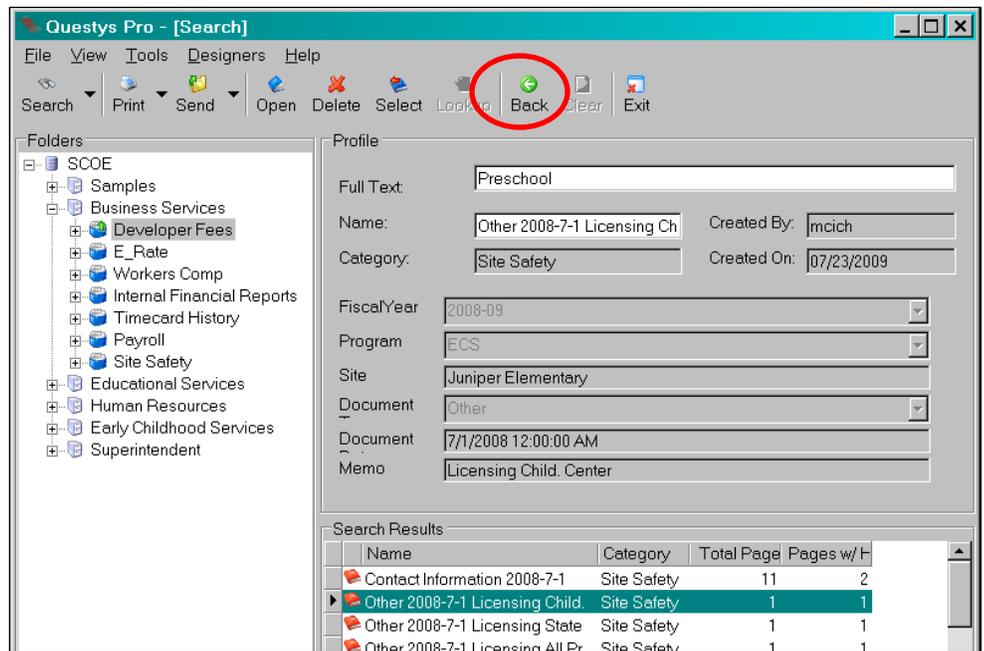

3. Select document category if applicable

4. Enter your search string in the **Full Text** field for text search on OCR documents, or in **index fields** for category index "**metadata**" search
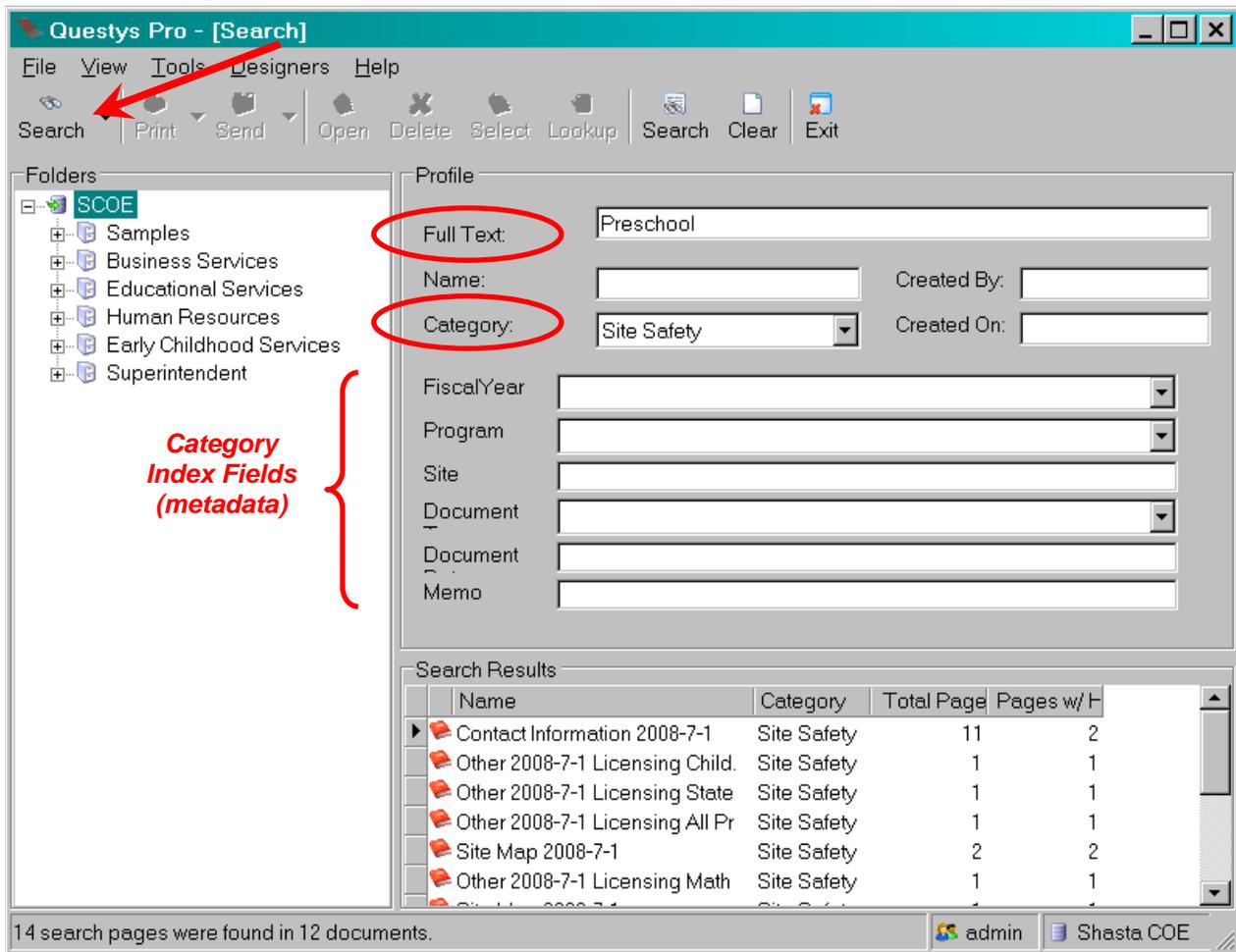
5. Press the "**Search**" button

6. Search results will appear in the results pane. Mouse click into the results pane to open documents

7. To return to the search dialog press the "back" button.

Search Types

| Type of Search	Description	Searches Within	Enter into:
Search Mode **Full Text**	Find word or words within the text of your documents Use wildcards for partial searches: ➔ *data for "ends with" ➔ data* for "starts with" ➔ *data* for "contains"	Archived only Text must be OCR	Full Text
Search Mode **Index Field / Metadata**	Find documents based on their index (metadata) fields from the Document Category ➔ Select category from drop down to see the index fields	Archived only OCR not required	Category Index fields
Author Mode **Relational Search**	Searches index fields (metadata). Select Author mode. Select **Tools / Relational Search** from the tool bar menu to open the popup.	WIP + Archived OCR not required	Popup dialog

Show Text Abstract

You can preview the text within a document that has been OCR-ed from the search results pane.

1. Right mouse click and select "Show Text Abstract"
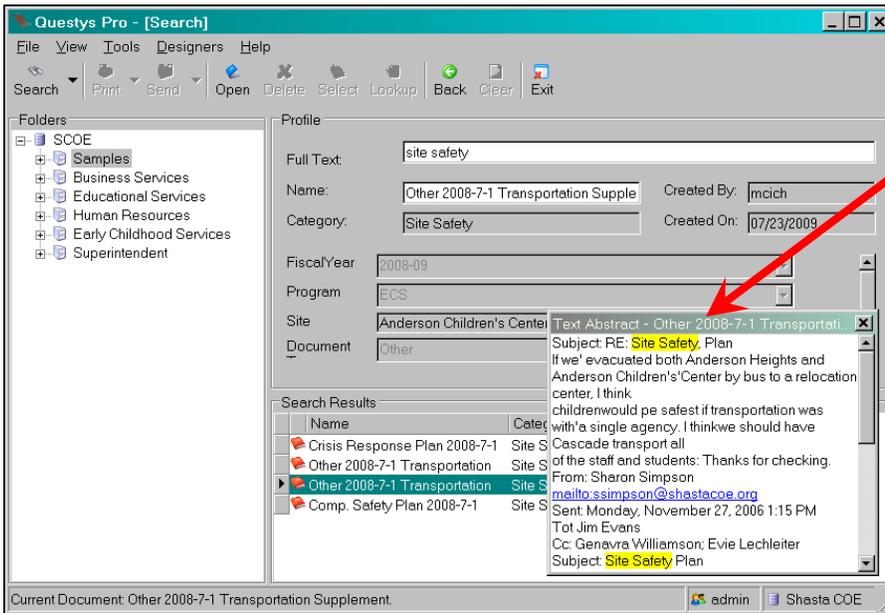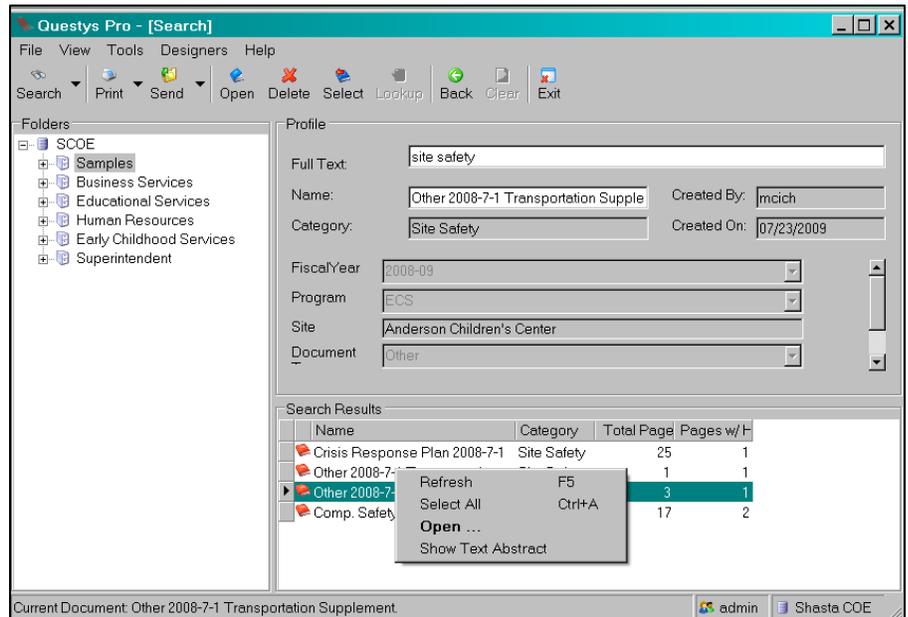
2. Text abstract for the selected file will appear in a popup window with search items highlighted.

Viewing the Document
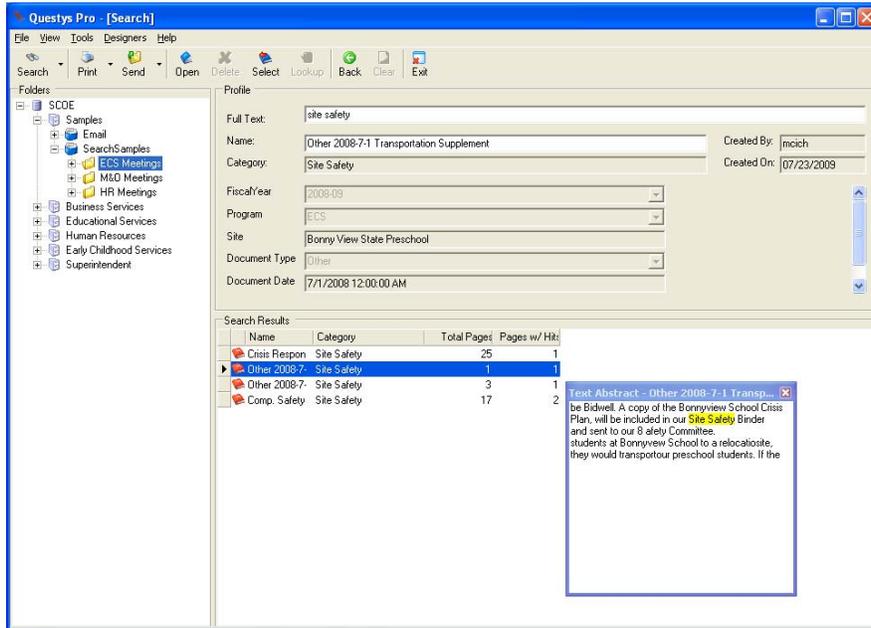
1. Click on the document in the search panel to open

2. If the document has been OCR-ed text will show in the Text pane to the right with the search words highlighted. Toggle the **Text** button to turn the display on and off.

3. Move between pages by using the navigation buttons on the top or by selecting the thumbnails on the left panel.

4. Toggle the page thumbnails on the left panel from the **List** button.
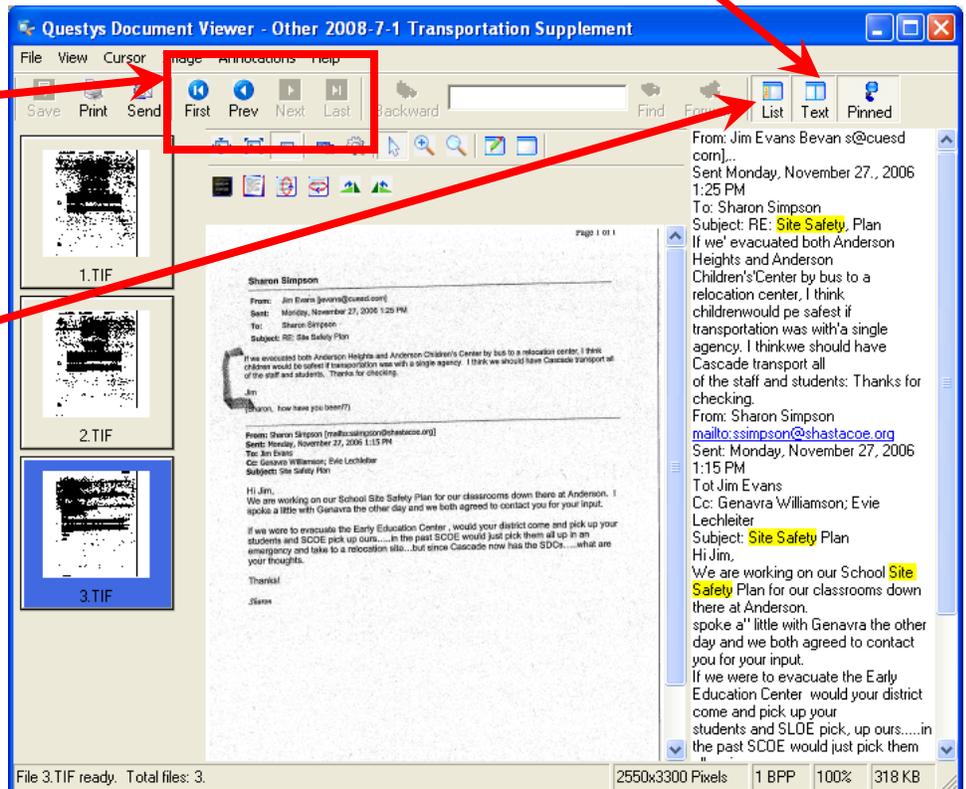
Relational Database Search

A Relational Search allows you to find both WIP (Work in Progress) and Archived documents by their index fields (metadata). Load the Relational Search Screen by selecting **Tools / Relational Database Search**
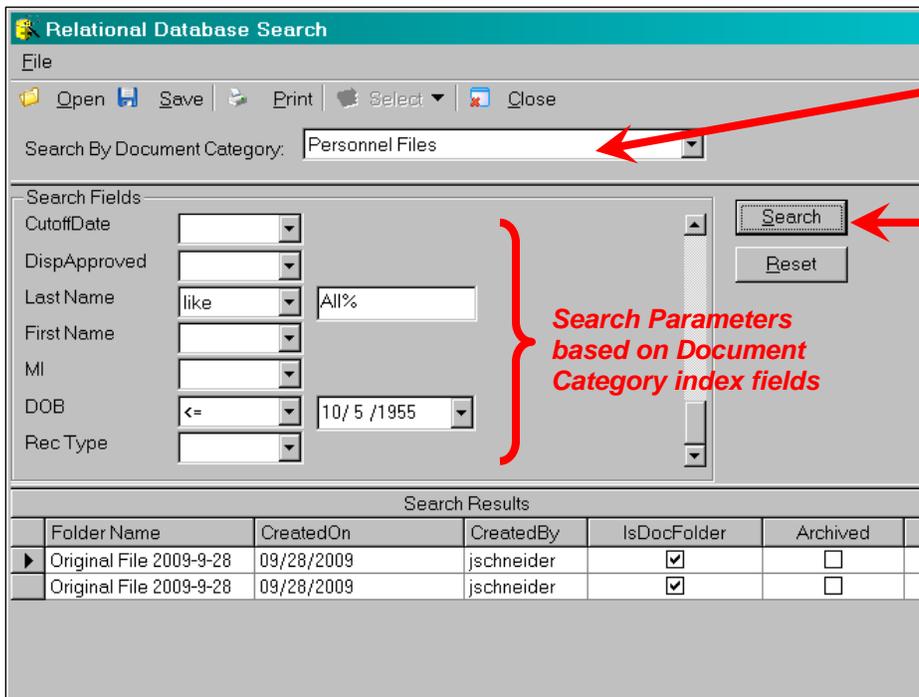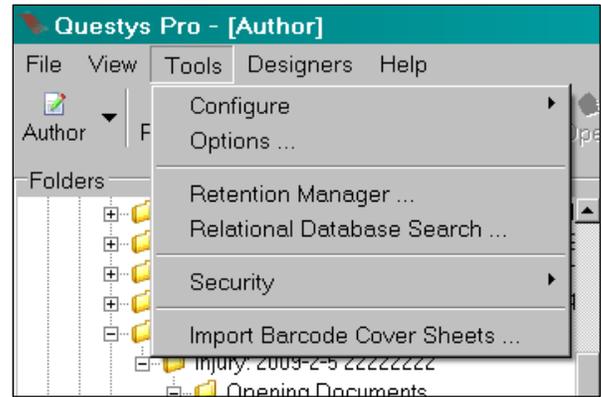
1. Select a **Document Category** from the dropdown list
2. Enter your search parameter(s)
3. Click on the **Search** button

Search Parameters based on Document Category index fields

Search Parameters:

You can search for items equal to, greater than, less than, between, or like the search value. When selecting "like:" use the **percent sign (%) f**or the wildcard.

Open the Document:

1. Position your mouse on the folder you want to select to highlight it
2. Press the Select button and choose **Select Folder in Tree** or **Select Folder in Tree and Close Dialog**
3. The folder will open in the Questys folder