

# ONBASE

## FULL-TEXT INDEXING SERVER FOR AUTONOMY IDOL

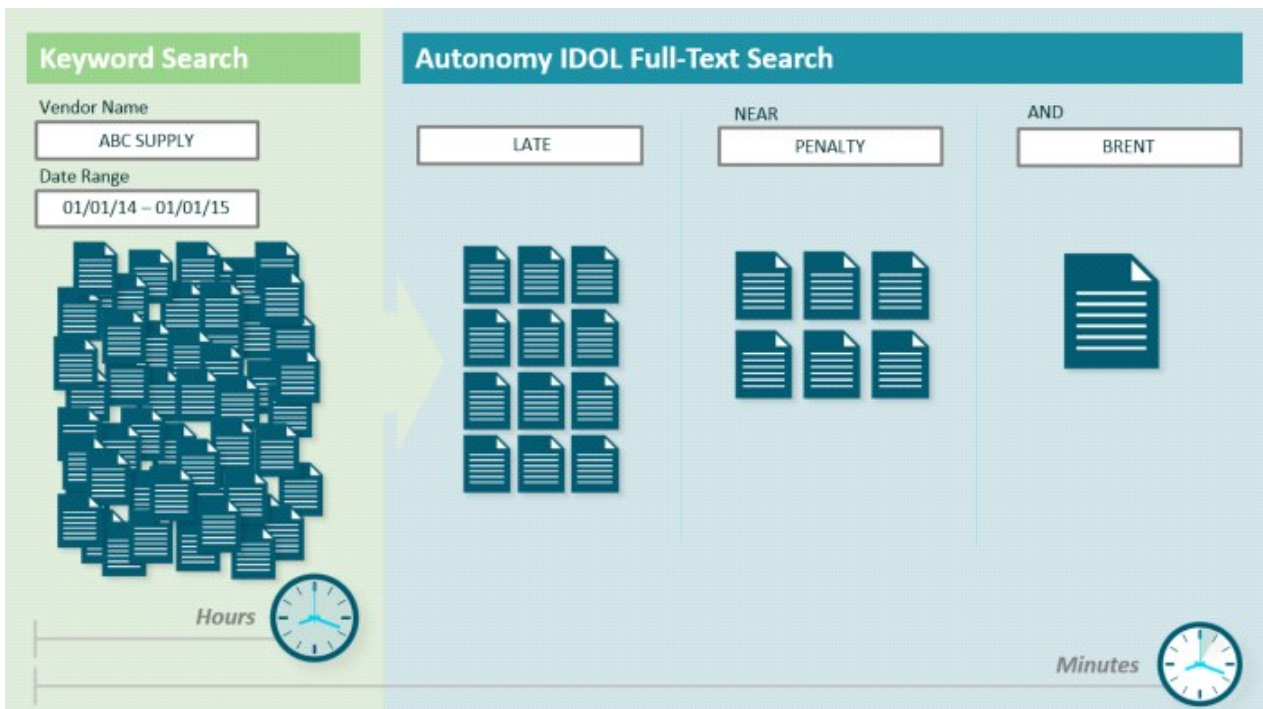
### SUMMARY

The OnBase Full-Text Indexing Server for Autonomy IDOL provides a simple, unified interface for retrieving textual information stored in OnBase. This integration extends native OnBase search capabilities to both structured and unstructured data. Advanced searches can be performed based on both document keywords and words or phrases that exist within OnBase documents to quickly and easily locate relevant content.

### BENEFITS

- **Reduces search time** by narrowing results to a manageable set and highlighting each occurrence of the search criteria.
- **Allows full-text search of business driving documents**, including images, text, e-mail, PDF, Microsoft Office documents, and OnBase e-forms.
- **Increases search flexibility** by providing advanced search options beyond keywords to meet changing business requirements.
- **Minimizes indexing requirements** by making all text within designated OnBase documents and e-forms searchable.
- **Provides efficient searching** of previously mis-indexed and under-indexed documents from a backfile conversion.

### DESIGN



Full-Text Indexing Server for Autonomy IDOL extends search beyond keyword and date information, using advanced criteria to build complex searches of the entire text. The results list is quickly narrowed down to a manageable set of documents, reducing search time from hours to minutes.

## APPLICATIONS

**Legal (Contracts):** Contracts contain a variety of information, including product details, services offered, payment terms, etc. An organization may need to search existing contracts quickly to determine the agreed upon terms for late shipments or out-of-stock items. Full-text search allows for complex searches that quickly isolate the single relevant paragraph in a multi-page document.

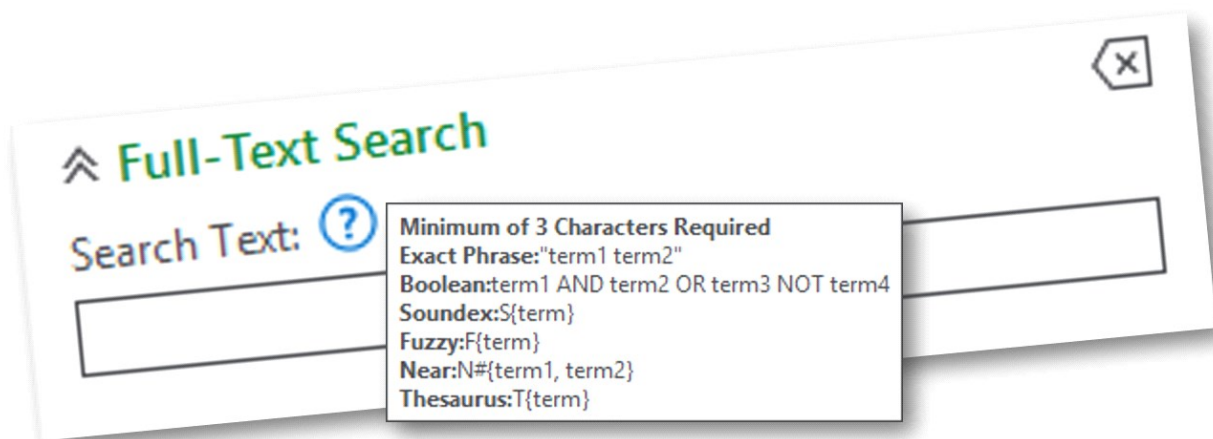
**Legal (eDiscovery):** Subpoenas require the timely and accurate production of case-related documents and electronic data to avoid fines and court sanctions. Full-text search allows organizations to quickly search their entire set of potential evidence with one search, exhaustively locating every relevant piece of evidence in the repository. Because full-text search is automated and fully auditable, litigation handling costs are reduced by eliminating manual paralegal labor to locate, collect, and produce evidence.

**Human Resources:** Employment applications, resumes, cover letters and reference letters contain pertinent information about an applicant. Many applications are submitted through an online form. The search for the right candidate is expedited by full-text indexing all application materials. Applying advanced search features enables a hiring manager to find candidates with the desired background, skill set, and experience.

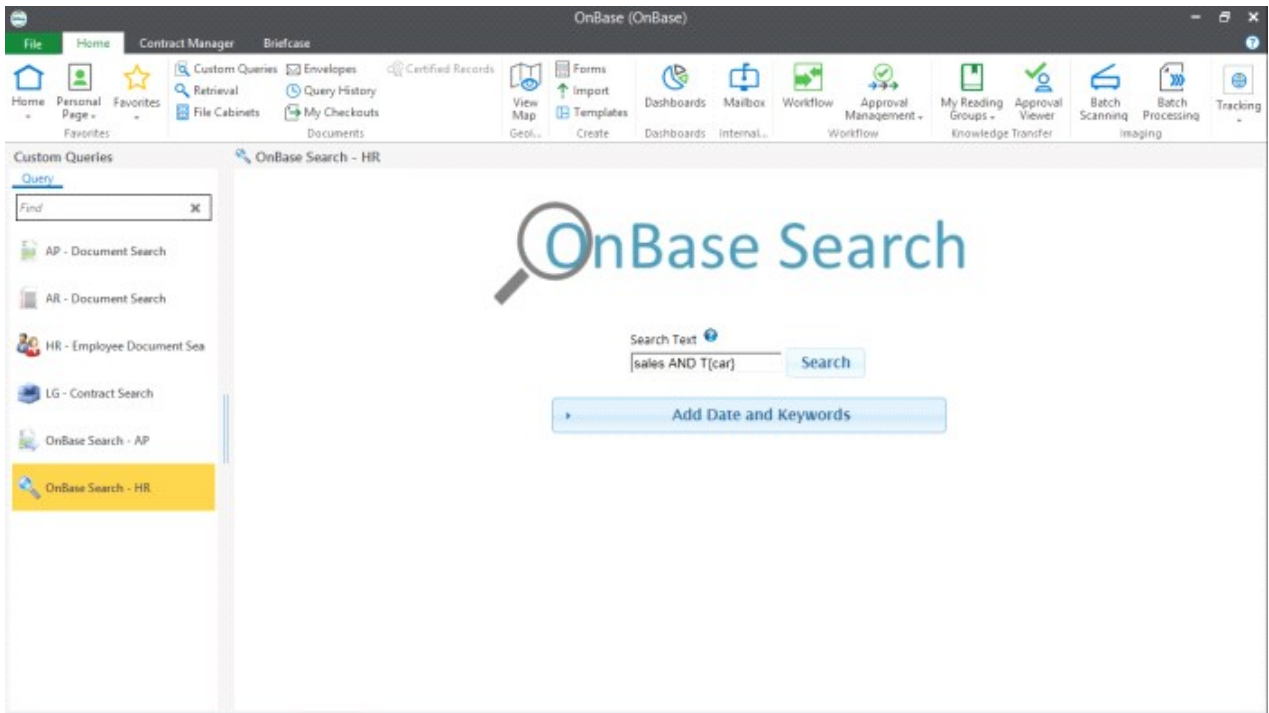
## KEY FEATURES

- **Combine date, keyword and full-text search** to quickly return precise, accurate results.
- **Perform powerful advanced search functions** using stem, exact (""), fuzzy, thesaurus, near, soundex, wildcard (\*, ?), and boolean (and, not, or) operators to quickly and accurately locate specific documents.
- **Search common business file formats** out-of-the-box, including Microsoft Office, text, images, PDFs, e-mail, CAD and OnBase E-Forms and Unity Forms.
- **Hit-highlight display and page navigation** of each occurrence of search criteria within the text of the document.
- **Respects OnBase security** by returning search results based on user rights and permissions.

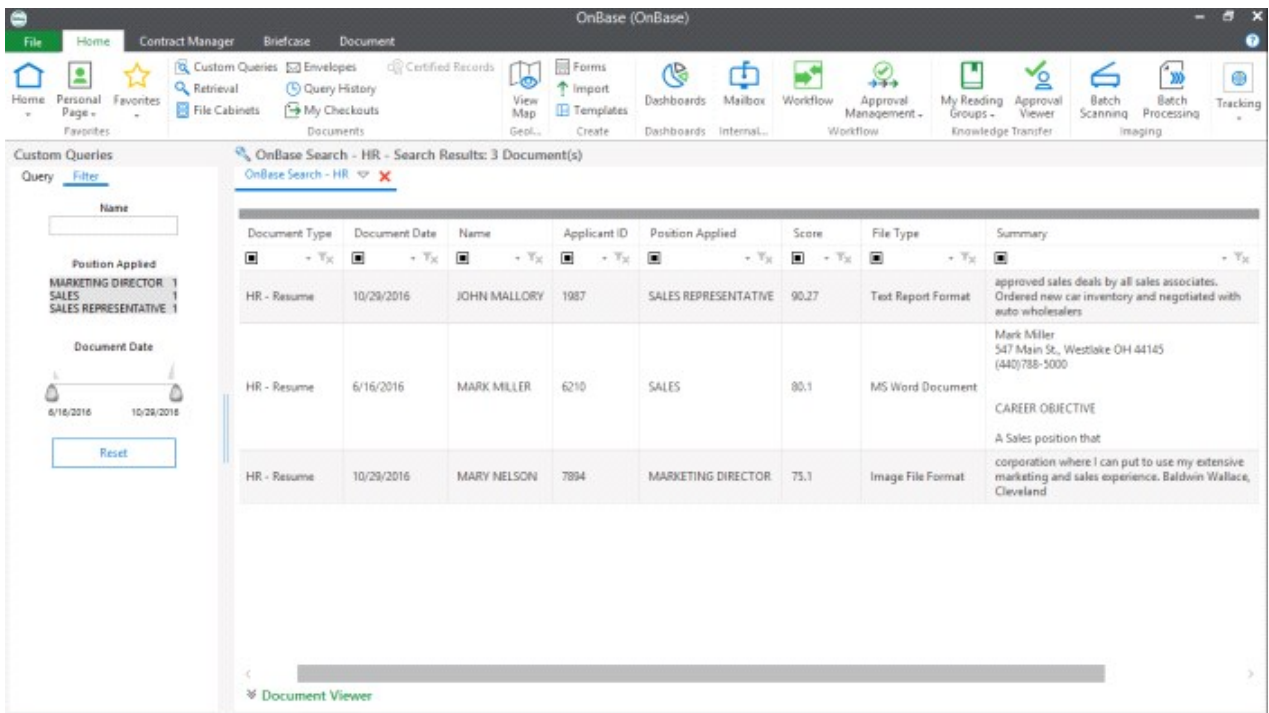
## INTERFACE



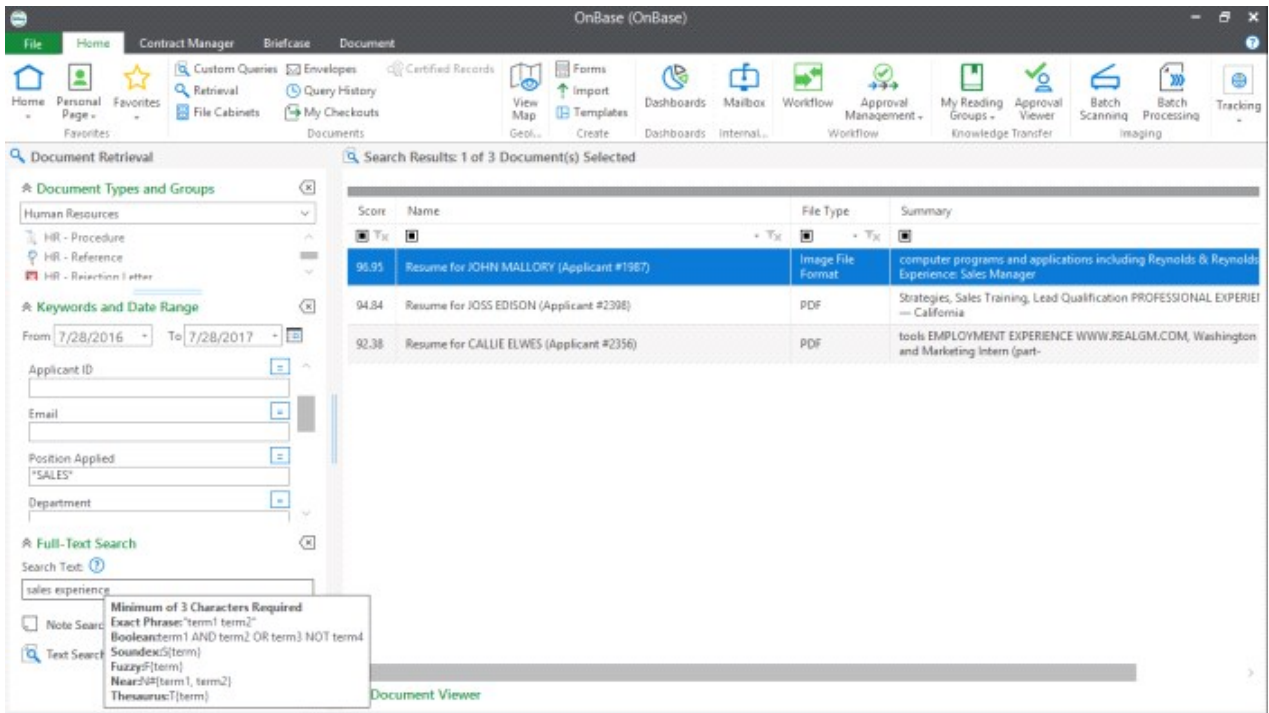
Full Text Search (with Advanced Search Help)



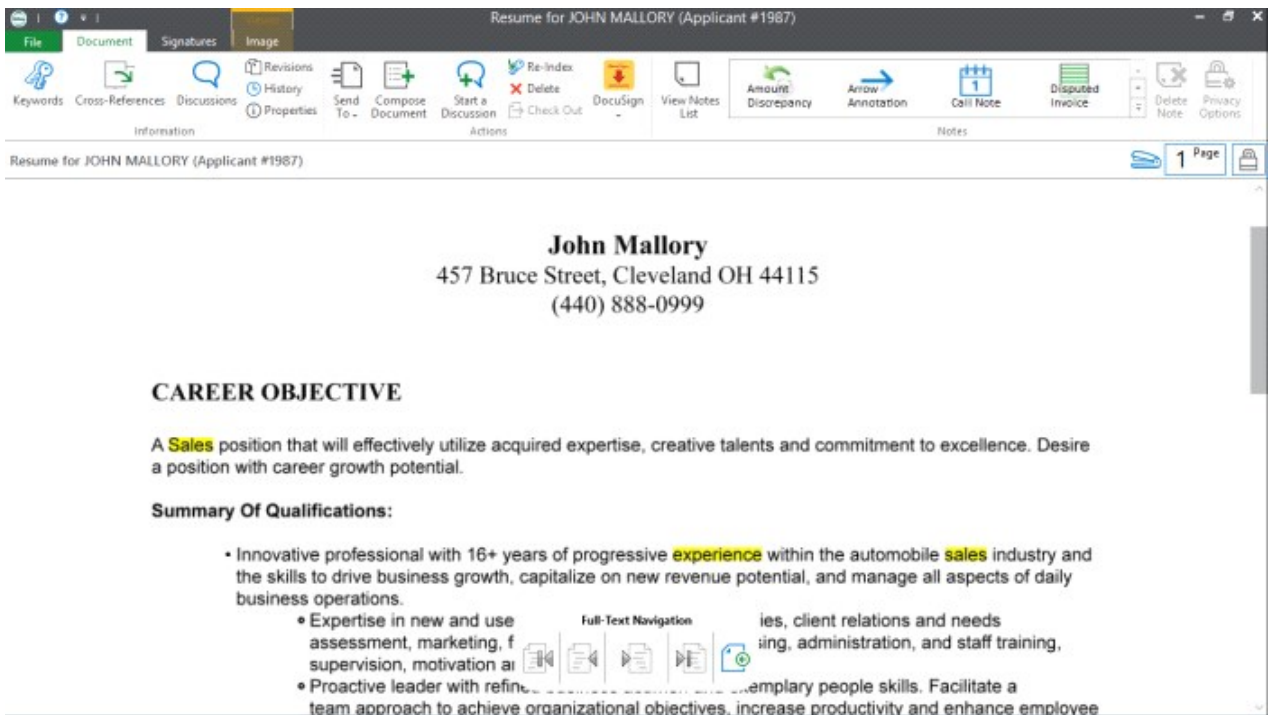
OnBase Search (Full-Text HTML Custom Query)



Custom Query Search Results (including Score, File Type, Summary)



Keyword plus Full-Text Search and Results via Document Retrieval



Hit-highlight Display (of image) with Page Navigation

Learn more at [Community.Hyland.com](http://Community.Hyland.com)