

ONBASE

FULL-TEXT SEARCH

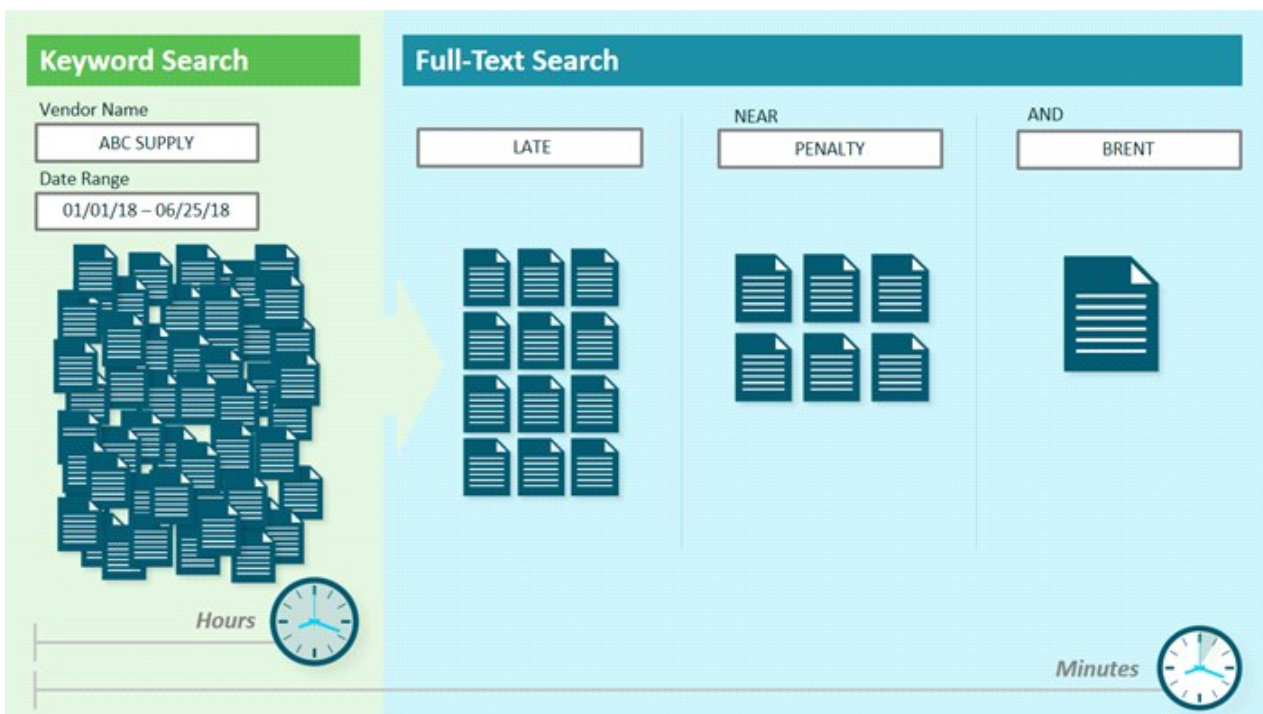
SUMMARY

Full-Text Search provides a simple, unified interface for retrieving textual information stored in OnBase documents. This module extends native OnBase search capabilities to both structured and unstructured data. Advanced searches can be performed based on keywords and phrases that exist within OnBase documents to quickly and easily locate relevant content. Full-Text Search is extremely scalable and highly performant (fast!) when indexing and searching large volumes (millions!) of documents.

BENEFITS

- **Reduces search time** by narrowing results to a manageable set and highlighting each occurrence of the search term (s).
- **Allows full-text search** of business driving documents, including images, emails, PDFs, Microsoft Office files and electronic 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 eforms searchable.
- **Provides efficient searching** of previously mis-indexed and under-indexed documents from a backfile conversion.

DESIGN

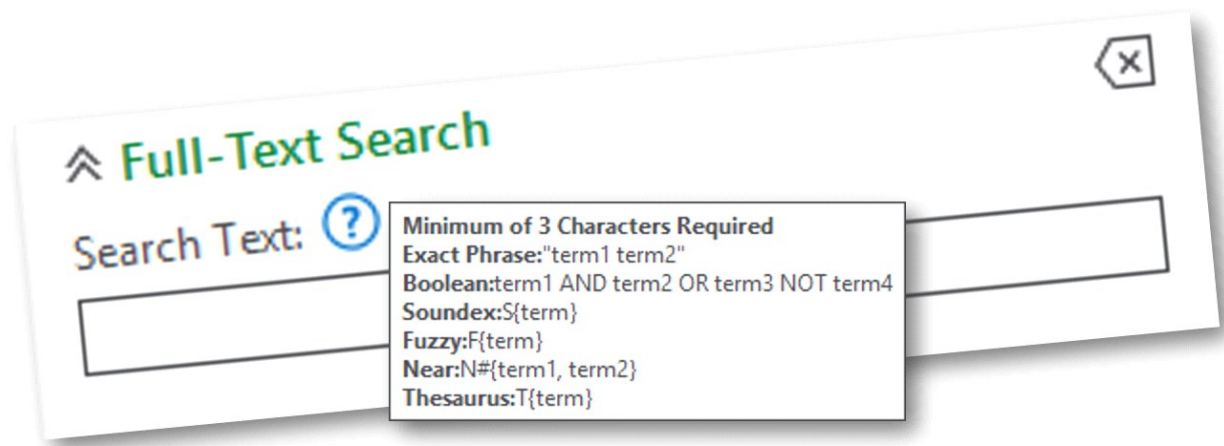


OnBase Full-Text Search extends search beyond Document Type, Date and Keyword information, using advanced criteria to build complex searches of the entire text. The results list is quickly narrowed down to a manageable set of documents, reducing search time from hours to minutes.

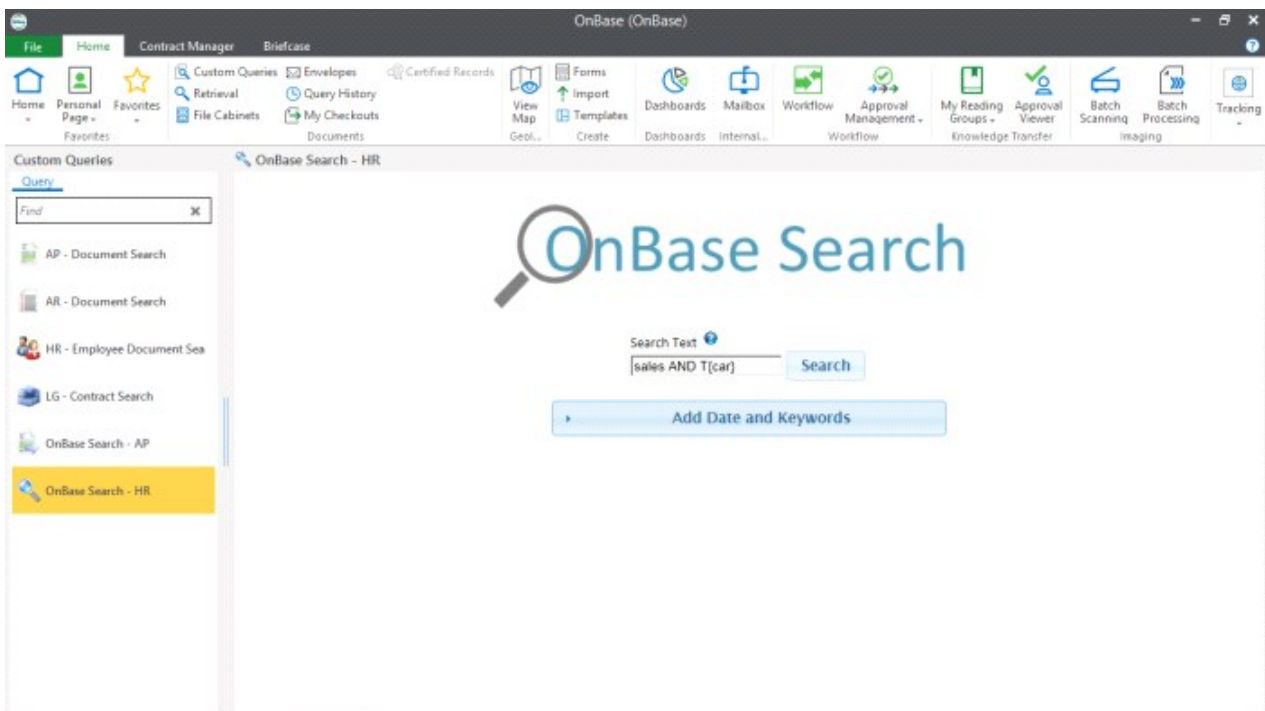
KEY FEATURES

- **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 files, images, PDFs, email (including EML & MSG), DWG and OnBase E-Forms and Unity Forms.
- **Additional search result information** including Score, File Type and Summary in list display columns.
- **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)

OnBase (OnBase)

File Home Contract Manager Briefcase Document

Home Personal Page Favorites Custom Queries Retrieval File Cabinets Envelopes Query History My Checkouts Documents Certified Records View Map Maps Forms Import Templates Reporting Internal M... Workflow Approval Management My Reading Groups Approval Viewer Batch Scanning Batch Processing Tracking

Custom Queries

Query Filter

Name

Position Applied

- MARKETING DIRECTOR 1
- SALES 2
- SALES MANAGER 4
- SALES REPRESENTATIVE 4
- SALES SUPPORT REPRESENTATIVE 1

Department

- (blank) 10
- MARKETING 1
- SALES 5

Document Date

1/29/2011 3/23/2017

Reset

OnBase Search - HR - Search Results: 6 Document(s) matched of 16 found

OnBase Search - HR

Document Type	Name	Position Applied	Department	Score	File Type	Summary
HR - Resume	JOHN MALLORY	SALES REPRESENTATIVE	SALES	98	Image	CLEVELAND OH 44115 440 888 0999 1 LLI UL A SALES POSITION 1
HR - Resume	MARY NELSON	MARKETING DIRECTOR	MARKETING	2	Image	WHERE I CAN PUT TO USE MY EXTENSIVE MARKETING AND SALE

Document Viewer

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

OnBase (OnBase)

File Home Contract Manager Briefcase Document

Home Personal Page Favorites Custom Queries Retrieval File Cabinets Envelopes Query History My Checkouts Documents Certified Records View Map Maps Forms Import Templates Reporting Internal M... Workflow Approval Management My Reading Groups Approval Viewer Batch Scanning Batch Processing Tracking

Document Retrieval

Document Types and Groups

- Human Resources
- HR - Procedure
- HR - Reference
- HR - Rejection Letter
- HR - Resume

Keywords and Date Range

From 6/29/2016 To 6/29/2018

Applicant ID

Email

Position Applied

SALES

Full-Text Search

Search Text: sales experience

Note Search

Text Search

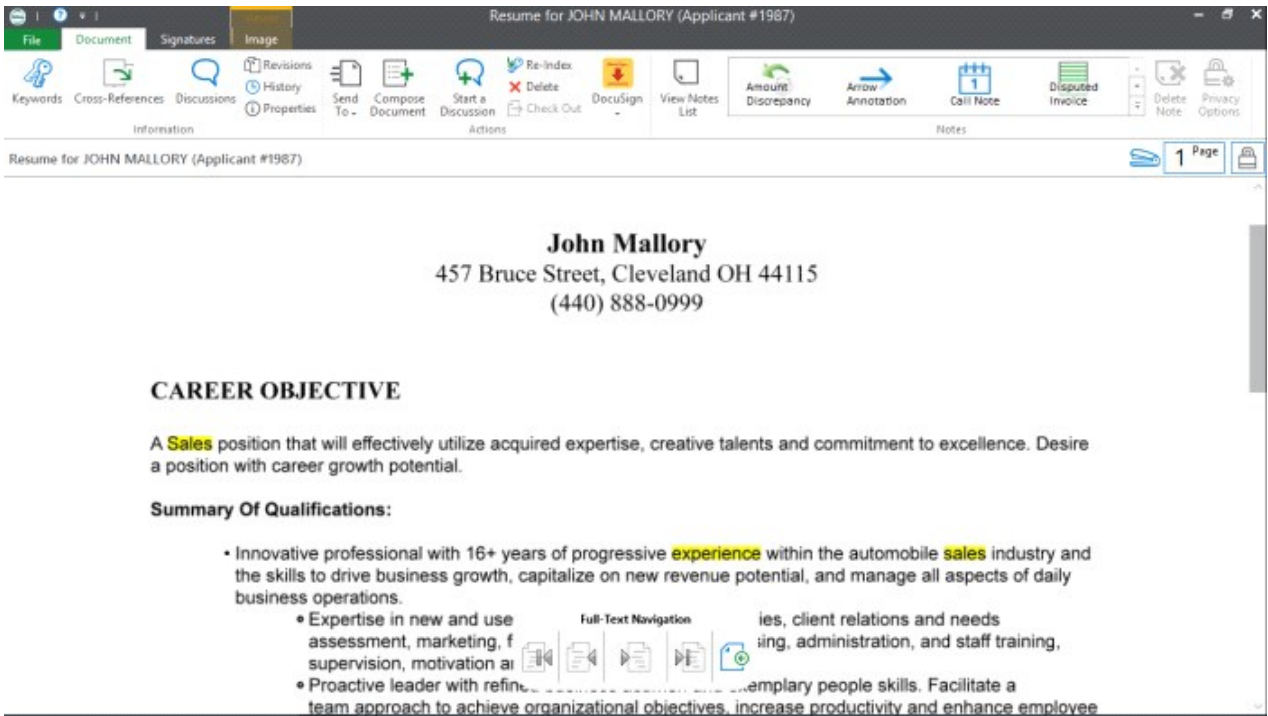
Find

Search Results: 3 Document(s)

Score	Name	File Type	Summary
98	Resume for JOHN MALLORY (Applicant	Image File	CLEVELAND OH 44115 440 888 0999 1 LLI UL A SALES POSITION THAT WILL EFFECTIVELY U
92	Resume for JOSS EDISON (Applicant #2398)	PDF	555 454 7767 L I E TOPSELLEREMAIL COM QUALIFICATIONS TOP RANKED SALES MANAGER
33	Resume for CALLIE ELWES (Applicant #2356)	PDF	A BACHELOR OF BUSINESS ADMINISTRATION AND TWO YEARS OF INTERN EXPERIENCE PI

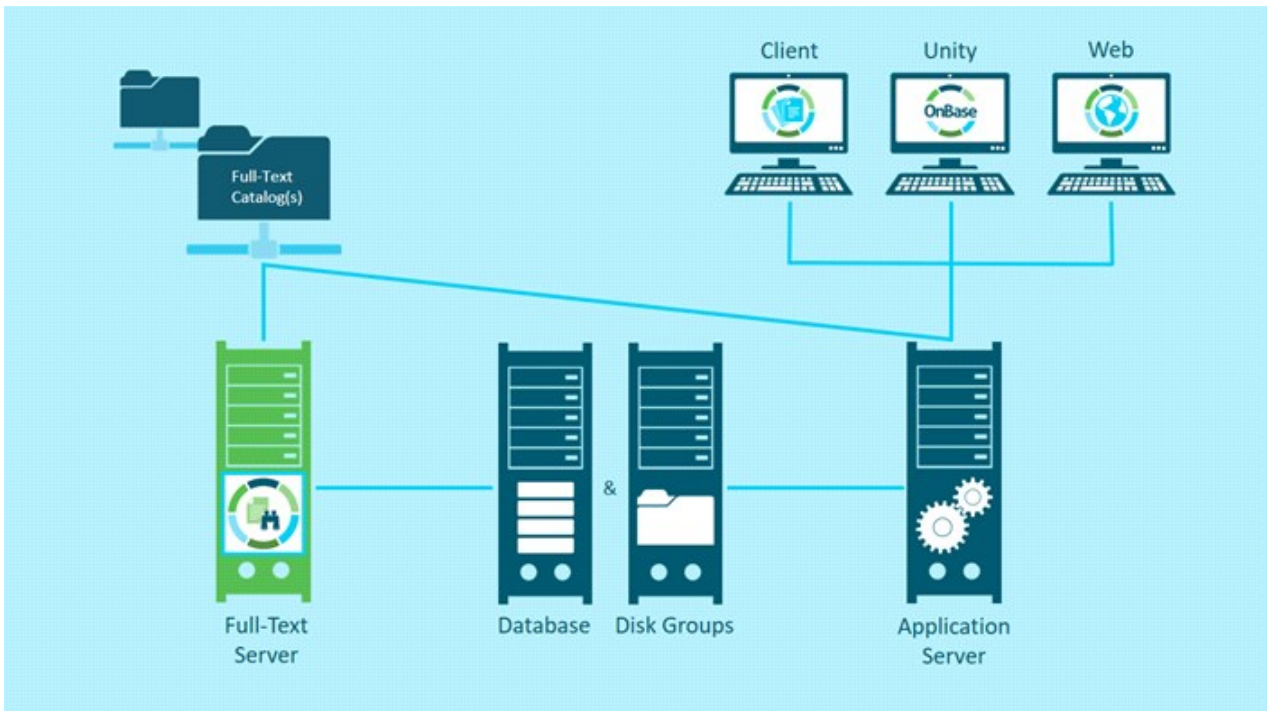
Document Viewer

Keyword plus Full-Text Search and Results via Document Retrieval



Hit-highlight Display (of image) with Page Navigation

ARCHITECTURE



The Full-Text Server performs OCR (on image files) and creates indexes (for all documents), which are stored in the Full-Text Catalogs. At time of retrieval, the Application Server combines document type, date, keyword and full-text search criteria--and pairs results with permissions--to display document hit-list from Database and Disk Groups to users in Client, Unity and Web interfaces.

Learn more at Community.Hyland.com

