

Search

This guide helps you to use the Search module in Wide Narrow. **Search** is available for all Wide Narrow users.

Quick search

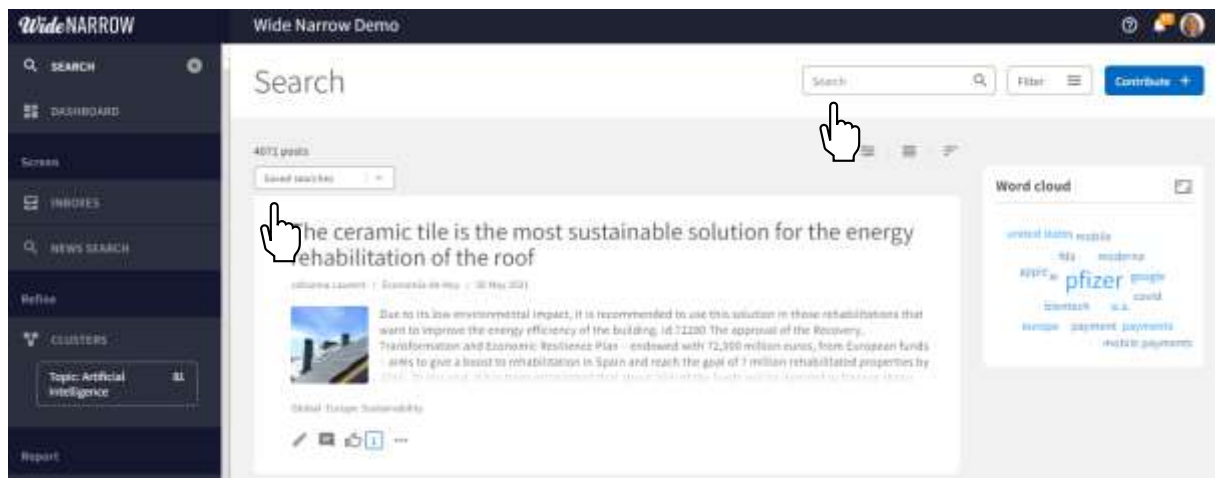
Use the free text **search field** to search all the information in the current view.

Search in - Delimits the search to title/header, description/abstract, complete content, posts with comments or posts attached files file name.

Use one or several keywords or paste ready to use search strings.

Refine your search using one or several keywords combined with the Boolean operators AND, OR, and NOT.

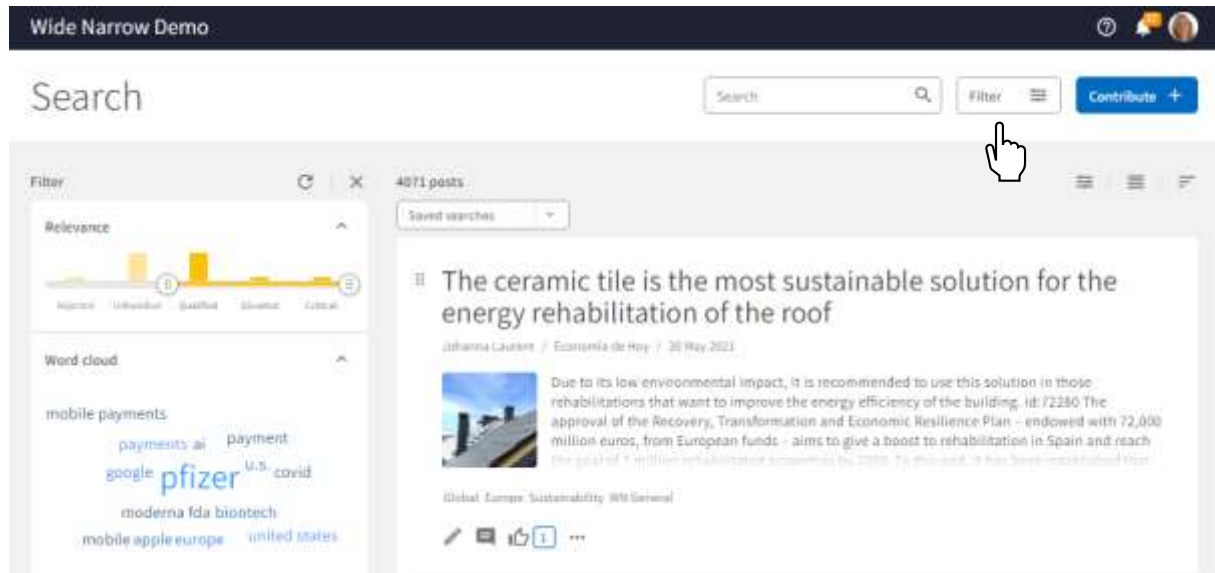
Search results are live - the search result changes while typing.



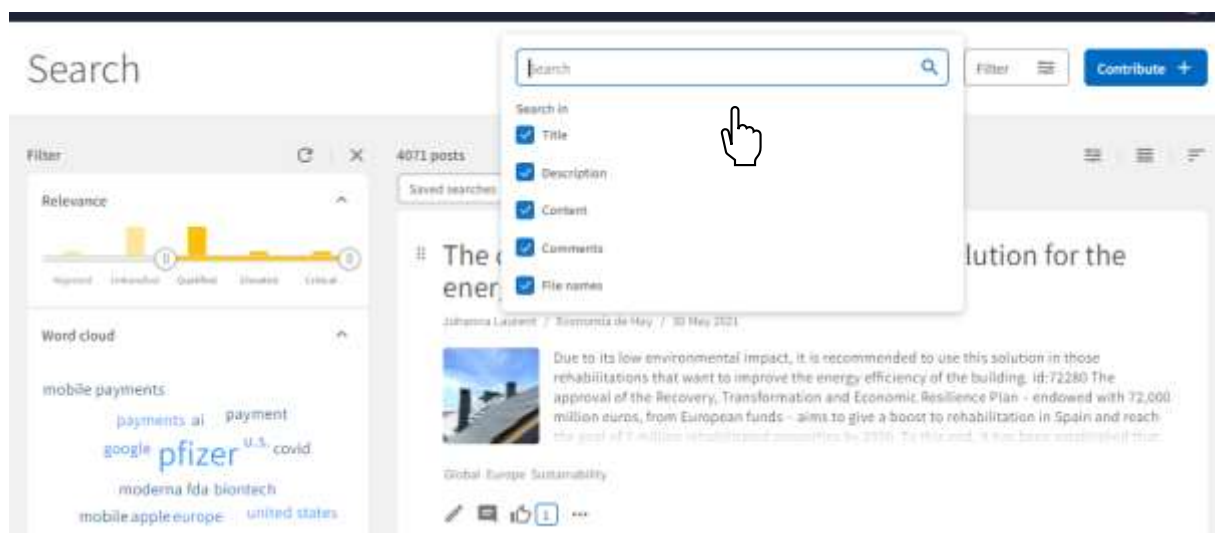
Saved searches - Lists all available personal, shared and System saved searches. Select a saved search in the drop-down list to filter the content by a saved search.

Filter Search

Click the **Filter** button to perform a live drill down in the search result by using one or several search filters in the filter menu.



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Relevance – Adjust the relevance slider to search in:

- Rejected (removed posts).
- Unhandled (posts still in inboxes).
- Qualified (posts approved as relevant).
- Elevated/Critical (qualified posts used in, for instance, newsletters and reports).

Word cloud – The word cloud shows keywords from the current post list. Delimit the search by selecting one or several keywords.

Time period – Set the period to show posts from the past 24 hours, week, month, year, any time, or set a custom range.

Topics - Topic facets drill down in categories corresponding to the predefined taxonomy and show only topics matching the current search. Switching to the Taxonomy filter will show the complete, predefined taxonomy.

Interaction – Delimits the search to posts with likes and comments or both.

Taxonomy – shows the complete, predefined taxonomy. Delimits the search to posts with the selected topics or a combination of taxonomy topics.

Selecting one or several topics from the taxonomy fields will delimit the search to only include posts categorized with those topics. The most common classification topics are Topics, Players, and Geography but may differ depending on your portal's taxonomy.

Selecting topics in the same Field will create an OR question between the topics. Choosing topics from different Fields will make an AND question between them.

Source – Delimits the search to a specific source of existing posts.

User – Filter on posts from specific contributors or qualifiers.

Inbox – Delimits the search to one or several inboxes.

Connection – Delimits the search to posts derived from one or several inbox Connections.

Save Search

Save filters for quick access using the option to save your search.

1. Click **Filter** and select the filters you wish to use.
2. Click the blue **Save search** button at the bottom of the filter menu.
3. Enter a name, select **Personal** and click Save.

The saved search is now available in the saved search drop-down list above the post list.

All users can create both **Personal** (only available for the user who creates the saved search) and **Shared** saved searches (available also for other users).

Superusers can also create **System** saved searches. The System saved searches are used in Newsletters 2.0 and administrative functions such as RSS feeds, dashboards, and shared Email subscriptions.

