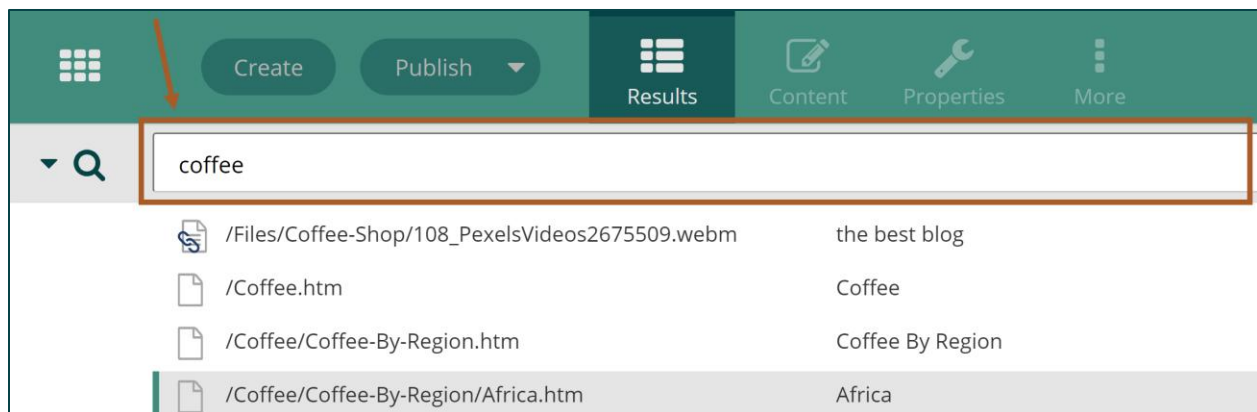


# Search Crumb + Workstation Search

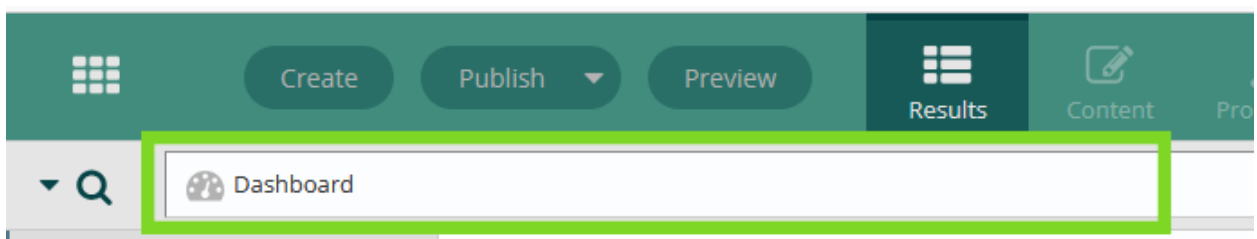
## Search Crumb

Below the App Ribbon is the new Titan CMS Search Crumb. You can use keywords and other meta data from item Properties to search for an item. This search will not search block content.



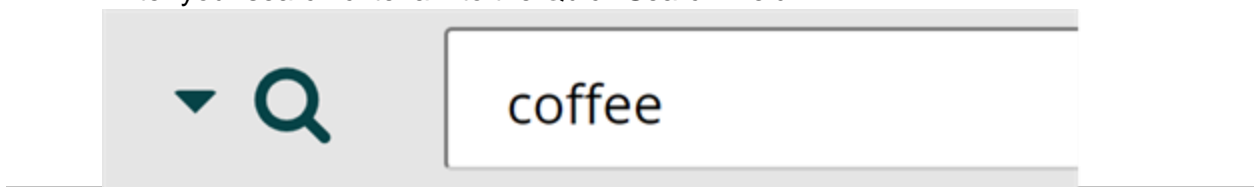
## Quick Search

The Quick Search allows you to search for items in the Nav Tree from the Search Crumb:

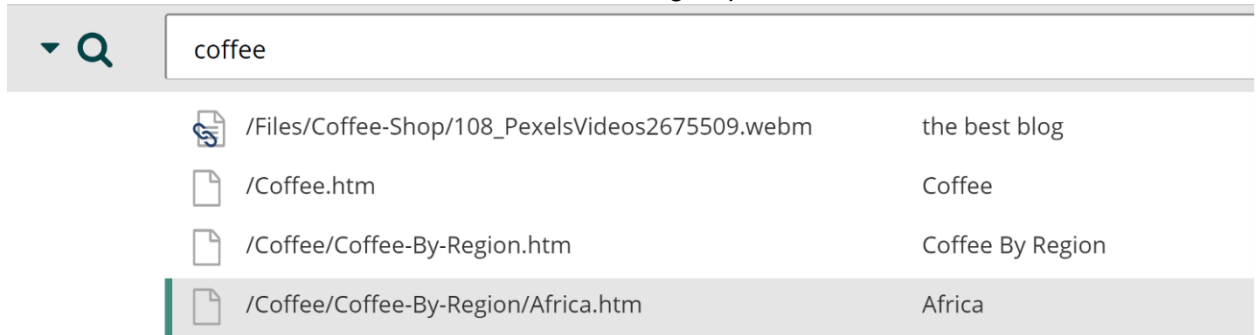


This feature will take the value entered in the text field (Search Crumb) and search the metadata fields for all active items in the Nav Tree. It will not include items in the Recycle Bin.

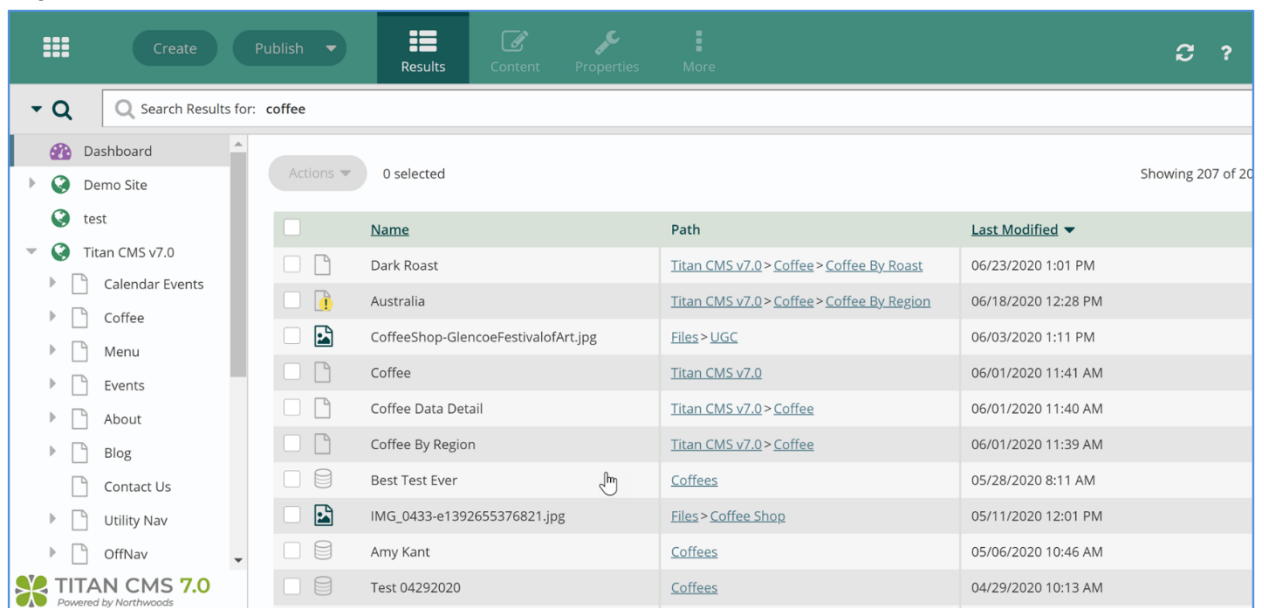
1. Enter your search criteria into the Quick Search Field.



- You will see a list of quick results appear below the Search Crumb. You can click to jump directly to a quick result by using the down arrow key to select it and hitting enter. To see a full list of results, hit enter without selecting a quick result first.



- The results of your search will display in the Browse View.



## Filtered Results

There is a new filter for searching within the workstation.

- Click the search icon to the left of the search crumb.

2. The following filter options will appear:

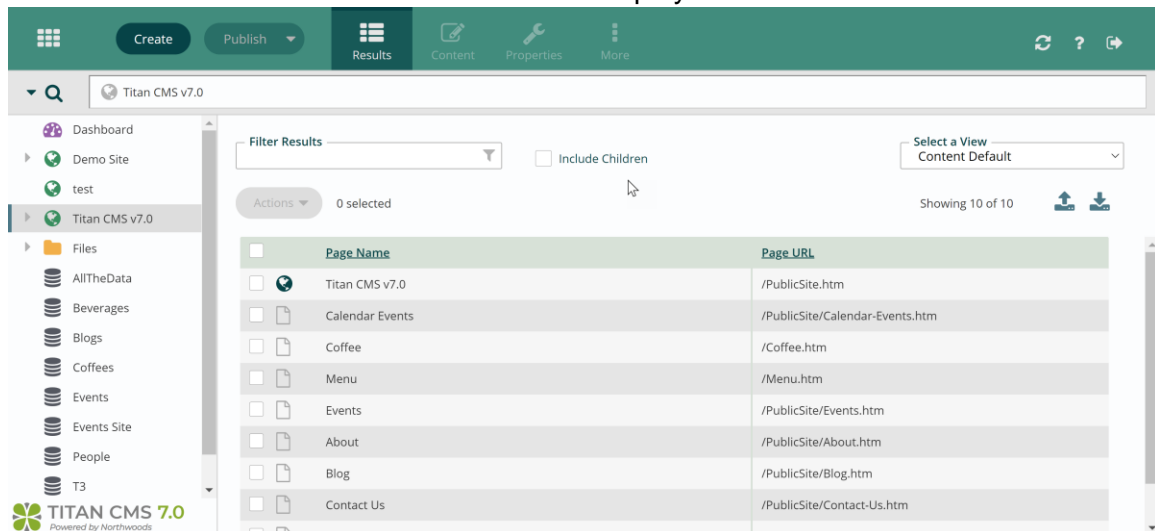
3. If you choose to filter by Type > Content, you will notice both the results list and the search crumb will update.

Name	Path	Last Modified
Dark Roast	Titan CMS v7.0 > Coffee > Coffee By Roast	06/23/2020 1:01 PM
Australia	Titan CMS v7.0 > Coffee > Coffee By Region	06/18/2020 12:28 PM
Coffee	Titan CMS v7.0	06/01/2020 11:41 AM
Coffee Data Detail	Titan CMS v7.0 > Coffee	06/01/2020 11:40 AM
Coffee By Region	Titan CMS v7.0 > Coffee	06/01/2020 11:39 AM
Arabica (Coffea arabica)	Titan CMS v7.0 > Coffee > View All Coffee (A-Z)	02/06/2020 2:17 PM
Africa	Titan CMS v7.0 > Coffee > Coffee By Region	02/05/2020 2:19 PM
Antoccino	Titan CMS v7.0 > Coffee > View All Coffee (A-Z)	02/05/2020 2:19 PM
Central America	Titan CMS v7.0 > Coffee > Coffee By Region	02/05/2020 2:19 PM
Coffee By Roast	Titan CMS v7.0 > Coffee	02/05/2020 2:19 PM

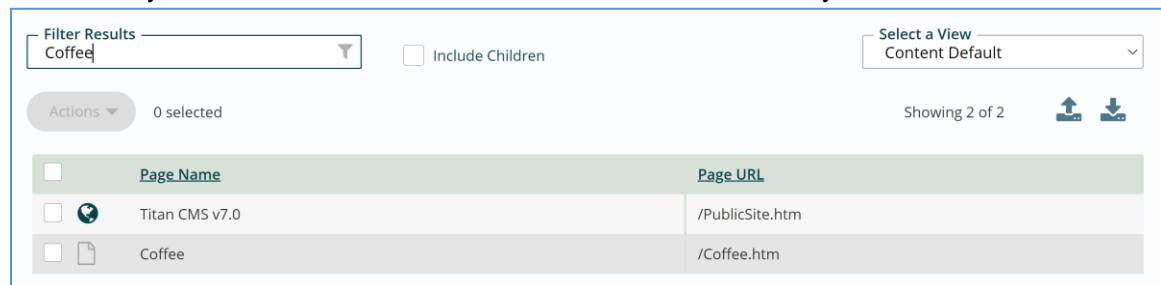
## Filter Results in Browse View

You can filter results that appear in your browse pane on the right, by adding a keyword or choosing to “include children.”

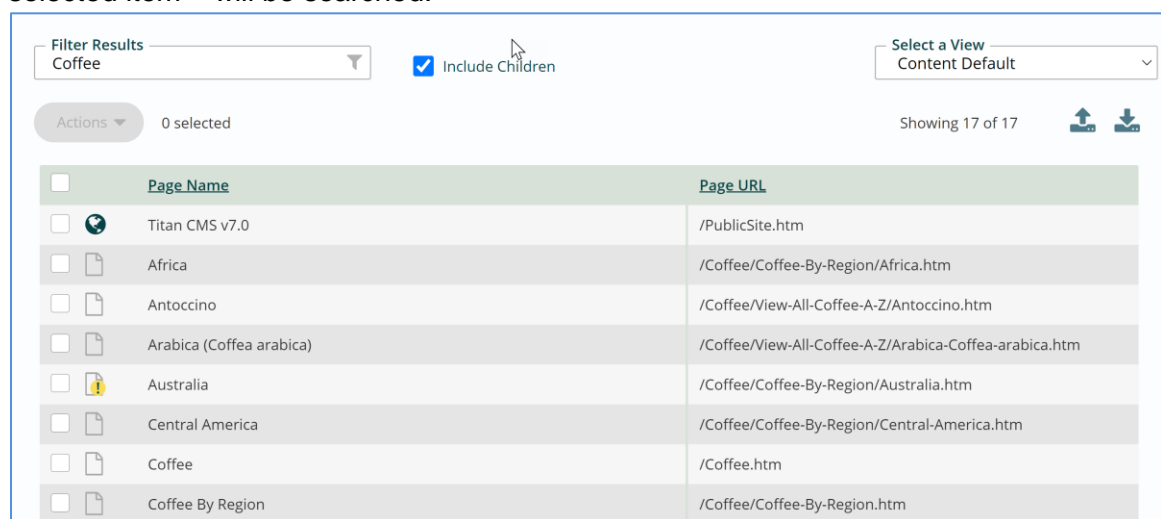
1. Click on an item in the Nav Tree. Results will display in the browse results screen.



2. Enter a Keyword into the text field. The results will automatically be further searched.



3. Check Include Children to include all child pages or files. All child items – under the selected item – will be searched.



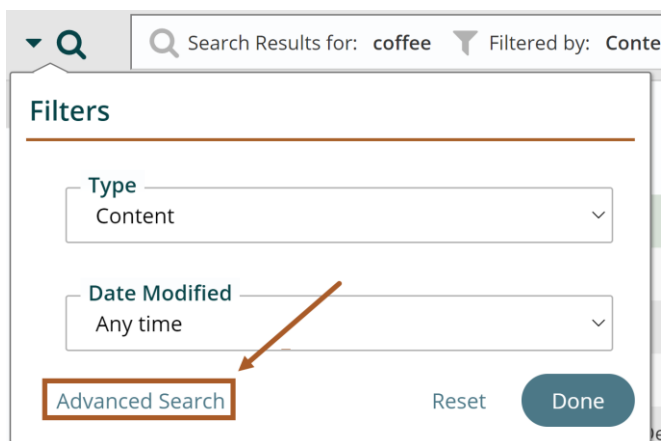
# Advanced Search

The “Search” option within Advanced Search will allow you to perform a text search or search for specific page attributes and allow you to navigate to or “edit” the page from the results list.

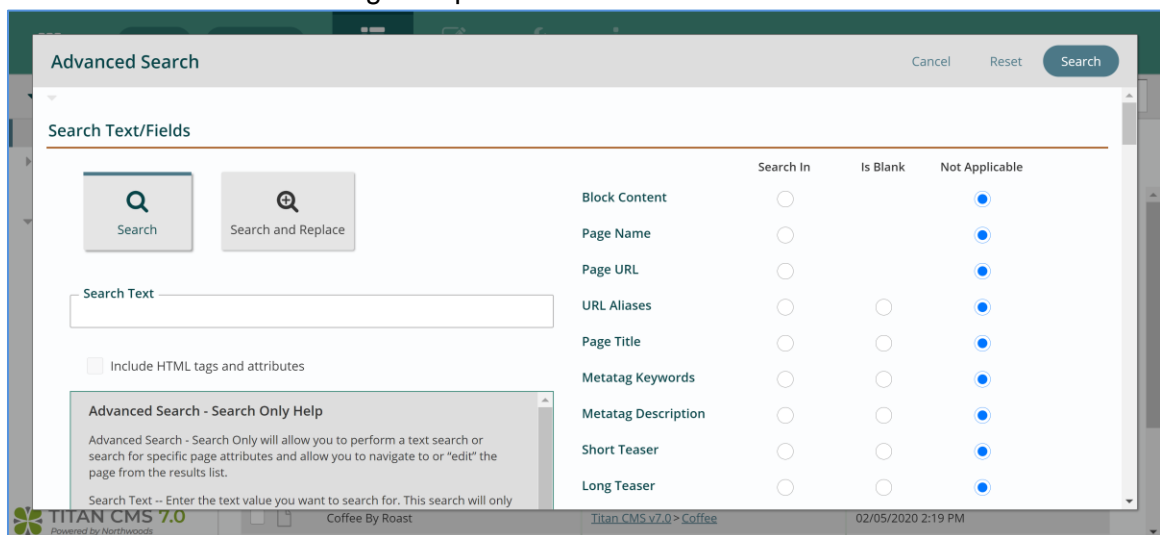
You may also search for various configurations within Page Properties, Workflow, Display Security and Tags, associated with Titan Data items (pages, files and events). All your selected Property field selections must be 'true' before a Titan item will be returned in the search results.

Find item(s) in the workstation using the parameters you designate. *Note: The workstation does not use dtSearch indexes to find items in Advanced Search.*

1. Click on the search icon next to the Search Crumb.
2. Click on the **Advanced Search** link.



3. The Advanced Search dialog will open

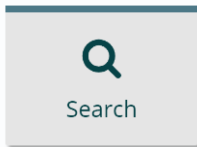


4. Enter your Search Text.

Search Text

coffee

5. Click on Search



6. Set your search parameters:

- a. Click the radio buttons in the right column to select which fields to search.

Search

Search and Replace

Search Text

coffee

☐ Include HTML tags and attributes

Advanced Search - Search Only Help

	Search In	Is Blank	Not Applicable
Block Content	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Page Name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Page URL	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
URL Aliases	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Page Title	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Metatag Keywords	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Metatag Description	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

- b. Select the Source(s) you wish to search (this is required).

Search Sources

Select Root

☐ Demo Site  
☐ test  
☐ Titan CMS v7.0  
☐ Files  
☐ AllTheData  
☐ Beverages  
☐ Blogs  
☐ Coffees  
☐ Events  
☐ Events Site  
☐ People  
☐ T3

c. Select the Properties you wish to search (if applicable).

Properties

File Format

Page Layout

Page Title

☐ Matches Page Name

☐ Does not match Page Name

☒ Don't Care

Search Dates

Last Modified Date

After

mm/dd/y

Before

mm/dd/y

Start Date

After

mm/dd/y

Before

mm/dd/y

End Date

After

mm/dd/y

Before

mm/dd/y

☐ Is Blank

Fav Icon

Browse

☐ Is Blank

Credited Author

Display Order

Bottom

☐ On

☐ Off

☒ Don't Care

Breadcrumb

☐ On

☐ Off

☒ Don't Care

Left

☐ On

☐ Off

☒ Don't Care

TOC

☐ On

☐ Off

☒ Don't Care

Top

☐ On

☐ Off

☒ Don't Care

Utility

☐ On

☐ Off

☒ Don't Care

Titan CMS 7 Documentation

Page 7

- d. Select the Workflow, Display Security, and Tags you wish to search (if applicable).

**Workflow, Display Security, and Tags**

Workflow Type  
Any Workflow Type

**Workflow Roles**

Author  
Editor1  
Editor2  
Editor3  
Item Administrator

**Available Values**

Find:

15 of 19 [Show All](#)

AmandaAalpoel (Name: Aalpoel, Amanda)  
AmyKant  
amykantridenour (Name: Kant, Amy)  
beepers (Name: Kant, Amy)  
cmsAdminProxy  
coalkbase (Name: Baser, Coalk)

**Selected Values**

**Security Roles**

UsersAndGroups

**Available Values**

Find:

15 of 19 [Show All](#)

AmandaAalpoel (Name: Aalpoel, Amanda)  
AmyKant  
amykantridenour (Name: Kant, Amy)  
beepers (Name: Kant, Amy)  
cmsAdminProxy  
coalkbase (Name: Baser, Coalk)

**Selected Values**

**Tags**

A to Z  
Amy test  
Block Type  
Coffee By Region  
Coffee Drink Type  
Coffee Flavors Add-Ins  
Coffee Region  
Coffee Roast  
Milk

**Available Values**

Find:

15 of 27 [Show All](#)

ALL  
A  
B  
C  
D  
E

**Selected Values**

7. Click the Search button at top of page.

**Advanced Search**

Cancel Reset **Search**

cmsAdminProxy  
coalkbase (Name: Baser, Coalk)



8. View results.

Actions ▾

0 selected

Back to Search

Showing 28 of 28

Search Criteria Summary

Search Text: coffee

Search In: Block Content, Page Name, Page URL

Roots: DocID:1

	Name	Path	Site
<input type="checkbox"/>	Freeform	/PublicSite/Blocks/Freeform.htm	Titan CMS v7.0
<input type="checkbox"/>	Dark Roast	/Coffee/Coffee-By-Roast/Dark-Roast.htm	Titan CMS v7.0
<input type="checkbox"/>	Events	/PublicSite/Events.htm	Titan CMS v7.0
<input type="checkbox"/>	Australia	/Coffee/Coffee-By-Region/Australia.htm	Titan CMS v7.0
<input type="checkbox"/>	Titan CMS v7.0	/PublicSite.htm	Titan CMS v7.0

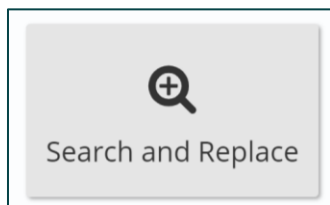
9. Click “Back to Search” to return to your advanced search.

10. Click the Reset button to clear your selections and start over.

## Search and Replace

This will let you item(s) in the workstation using the parameters you designate and then perform a replace of searched text. You have the option to replace with nothing. Note: If no Field for Text Search is selected, there will be no results.

1. Click on the search icon next to the Search Crumb.
2. Click on the **Advanced Search** link.
3. Select Search and Replace.



4. Enter your Search Text.

Search Text

coffee

5. Enter your Replace With text. This text will be used to replace the search text.

Search Text

coffee

☐ Include HTML tags and attributes

Replace with

banana


6. Set your search parameters:
- Click any or all the radio buttons under Fields for Text Search
  - Select the Source(s) you wish to search. \*Required
  - Select the Properties you wish to search.
  - Select the Workflow, Display Security, or Tags you wish to search.
7. Click the Search button at top of the dialog to view results.

Advanced Search

Cancel Reset Search

cmsAdminProxy  
cmsAdminProxy (Name: Basic Auth)

8. You now have the option of replacing the “search text” with “replace with” text.

Back to Search   Showing 87 of 87 matches in 28 documents (approx) 

**Search Criteria Summary**

Search Text: coffee

Replace with: banana

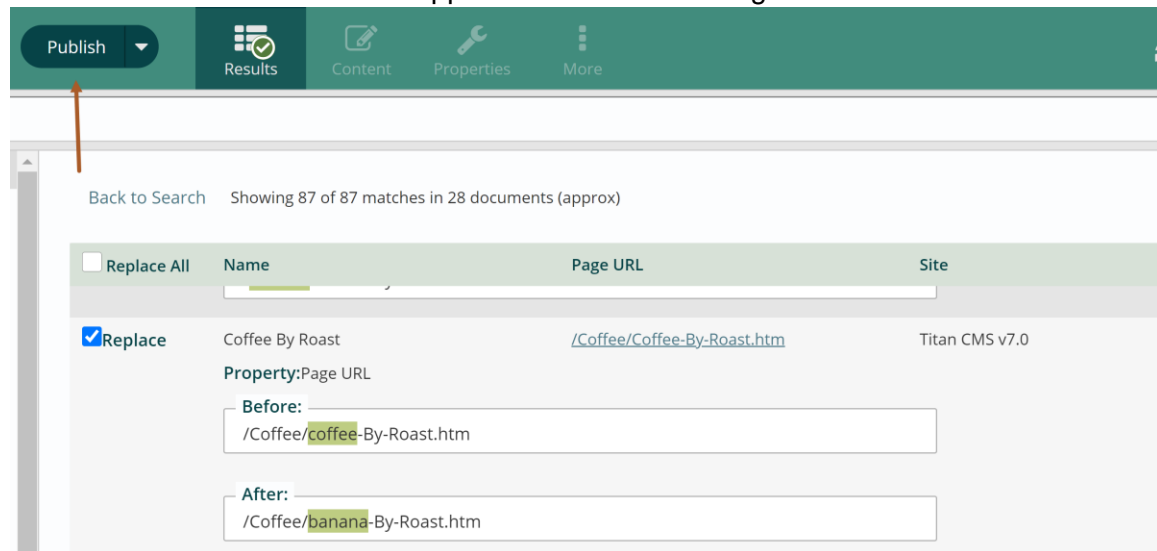
Search In: Block Content, Page Name, Page URL

Roots: DocID:1

<input type="checkbox"/> Replace All	Name	Page URL	Site
<input type="checkbox"/> Replace	Freeform Block:Freeform	<a href="/PublicSite/Blocks/Freeform.htm">/PublicSite/Blocks/Freeform.htm</a>	Titan CMS v7.0
<p><b>Before:</b></p> <p>us in hac habitasse platea dictumst quisque. Arcu bibendum at varius vel pharetra vel. &lt;a href="/coffee.htm" linktype="2" target="blank"&gt;</p> <p><b>After:</b></p> <p>us in hac habitasse platea dictumst quisque. Arcu bibendum at varius vel pharetra vel. &lt;a href="/banana.htm" linktype="2" target="blank"&gt;</p>			
<input type="checkbox"/> Replace	Freeform Block:Freeform	<a href="/PublicSite/Blocks/Freeform.htm">/PublicSite/Blocks/Freeform.htm</a>	Titan CMS v7.0
<p><b>Before:</b></p> <p>ellus vestibulum lorem sed risus.&lt;/p&gt;&lt;p&gt;&lt;img alt="" data-quail-id="24" src="/Files/coffee-Shop/229_CentralAmerica.jpg?MediaId=1234567890" /&gt;&lt;/p&gt;</p> <p><b>After:</b></p> <p>ellus vestibulum lorem sed risus.&lt;/p&gt;&lt;p&gt;&lt;img alt="" data-quail-id="24" src="/Files/banana-Shop/229_CentralAmerica.jpg?MediaId=1234567890" /&gt;&lt;/p&gt;</p>			
<input type="checkbox"/> Replace	Freeform Block:Freeform	<a href="/PublicSite/Blocks/Freeform.htm">/PublicSite/Blocks/Freeform.htm</a>	Titan CMS v7.0
<p><b>Before:</b></p> <p>&lt;p&gt;&lt;img alt="" src="/Files/coffee-Shop/Contact.jpg" /&gt;&lt;/p&gt;</p> <p><b>After:</b></p> <p>&lt;p&gt;&lt;img alt="" src="/Files/banana-Shop/Contact.jpg" /&gt;&lt;/p&gt;</p>			

9. Click Replace All if all results should be changed or click Replace for each individual result if not all should be changed.

10. Click Save or Publish from the App Ribbon to retain changes.



11. Click Back to Search and reset selections to start new search.

## Workstation Help

- **Advanced Search - Search Only** – Will allow you to perform a text search or search for specific page attributes and allow you to navigate to or “edit” the page from the results list.
- **Search Text** – Enter the text value you want to search for. This search will only find exact matches in the fields listed in Fields for Text Search
- **Block Content** – will search text within all text fields of your blocks. This search will not search the text within a file/document or the table columns of a Data Site.
- If you wish to search for the presence or absence of text in the supporting fields, select one or more options in "Property Fields" or "Custom Fields." If you select multiple fields, Titan CMS will check for the presence of the text in any of the selected fields.
- **Search Sources** - Select one or more sources for your search. This is required for both Text searches and for Page Attribute searches.
- **Adv Search Options** - You may also search for various configurations within Page Properties, Workflow, Display Security and Tags, associated with Titan Data items (pages, files and Events). All your selected Property field selections must be 'true' before a Titan item will be returned in the search results.