

Search Crumb + Workstation Search

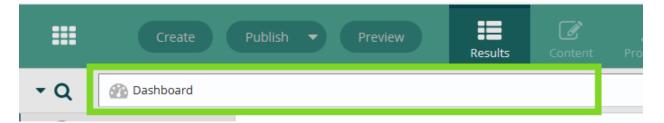
Search Crumb

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.

		sults Content	P roperties						
+ Q	coffee								
	Files/Coffee-Shop/108_PexelsVideos26755)9.webm the	e best blog						
	/Coffee.htm	Co	ffee						
	/Coffee/Coffee-By-Region.htm	Co	ffee By Region						
	/Coffee/Coffee-By-Region/Africa.htm	Afr	ica						

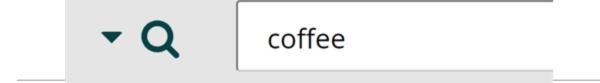
Quick Search

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.

- Q	coffee								
	/Files/Coffee-Shop/108_PexelsVideos2675509.webm	the best blog							
	Coffee.htm	Coffee							
	/Coffee/Coffee-By-Region.htm	Coffee By Region							
	/Coffee/Coffee-By-Region/Africa.htm	Africa							

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

Create Pi	ublish 🔻	Results Content Prope			£ ?						
▼ Q Q Search Results for:	Q Search Results for: coffee										
Dashboard Source	Actions 💌	0 selected			Showing 207 of 20						
🔇 test		Name	Path	Last Modified 🔻							
Titan CMS v7.0		Dark Roast	<u>Titan CMS v7.0</u> > <u>Coffee</u> > <u>Coffee By Roast</u>	06/23/2020 1:01 PM							
Calendar Events Coffee		Australia	Titan CMS v7.0 > Coffee > Coffee By Region	06/18/2020 12:28 PM							
Menu		CoffeeShop-GlencoeFestivalofArt.jpg	Files>UGC	06/03/2020 1:11 PM							
Events		Coffee	<u>Titan CMS v7.0</u>	06/01/2020 11:41 AM							
About		Coffee Data Detail	<u>Titan CMS v7.0</u> > <u>Coffee</u>	06/01/2020 11:40 AM							
▶ 🗋 Blog		Coffee By Region	<u>Titan CMS v7.0</u> > <u>Coffee</u>	06/01/2020 11:39 AM							
Contact Us		Best Test Ever	Coffees	05/28/2020 8:11 AM							
Utility Nav		IMG_0433-e1392655376821.jpg	Files > Coffee Shop	05/11/2020 12:01 PM							
OffNav		Amy Kant	Coffees	05/06/2020 10:46 AM							
Powered by Northwoods		Test 04292020	<u>Coffees</u>	04/29/2020 10:13 AM							

Filtered Results

There is a new filter for searching within the workstation.

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



2. The following filter options will appear:

• Q	Q Search Results for	: coffee	
Filters			
Type Any	e Type (Content, Files, I	Data)	~
	e Modified time		~
Advance	ed Search	Reset	Done

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

Create		Results Content			<i>C</i> ? 0
▼ Q Q Search Results	for: coffee 🝸 Fil	tered by: Content			
DashboardOemo Site	▲ Actions ▼	0 selected			Showing 15 of 15
🚱 test		Name	Path	Last Modified 🔻	
Titan CMS v7.0		Dark Roast	Titan CMS v7.0 > Coffee > Coffee By Roast	06/23/2020 1:01 PM	
Calendar Events Coffee		Australia	Titan CMS v7.0 > Coffee > Coffee By Region	06/18/2020 12:28 PM	
Menu		Coffee	<u>Titan CMS v7.0</u>	06/01/2020 11:41 AM	
Events		Coffee Data Detail	Titan CMS v7.0 > Coffee	06/01/2020 11:40 AM	
About		Coffee By Region	<u>Titan CMS v7.0</u> >Coffee	06/01/2020 11:39 AM	
Blog		Arabica (Coffea arabica)	<u>Titan CMS v7.0 > Coffee > View All Coffee (A-Z)</u>	02/06/2020 2:17 PM	
Contact Us		Africa	Titan CMS v7.0 > Coffee > Coffee By Region	02/05/2020 2:19 PM	
Utility Nav		Antoccino	Titan CMS v7.0 > Coffee > View All Coffee (A-Z)	02/05/2020 2:19 PM	
OffNav	-	Central America	Titan CMS v7.0 > Coffee > Coffee By Region	02/05/2020 2:19 PM	
FITAN CMS 7.0		Coffee By Roast	<u>Titan CMS v7.0 > Coffee</u>	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.

:		Create	Publish 🔻	Results	Content	J Properties	More				ະ	?	٦
•	Q	Iitan CMS v7.0											
	-	Dashboard A	Filter Result	5	۲	T Inclu	ude Children			Select a View Content Default			~
	-	test Titan CMS v7.0	Actions 💌	0 selected			\searrow			Showing 10 of 10	1		Ł
)		Files		Page Name				Pa	g <u>e URL</u>				
		AllTheData		Titan CMS v7.0				/Pi	ublicSite.htm				
	-	Beverages		Calendar Events				/Pi	ublicSite/Calendar-Eve	nts.htm			
		Blogs		Coffee				/C	offee.htm				
	<u> </u>	Coffees		Menu				/M	lenu.htm				
	<u> </u>	Events		Events				/Pr	ublicSite/Events.htm				
	-	Events Site		About				/Pi	ublicSite/About.htm				
	<u> </u>	People		Blog				/Pr	ublicSite/Blog.htm				
V	<u> </u>	T3 • • • • • • • • • • • • • • • • • • •		Contact Us				/Pi	ublicSite/Contact-Us.ht	m			
\mathbf{X}		ered by Northwoods		Lielleschlass					tilitur Manu lataa				

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

Filter Result	S			Select a View Content Default		~	
Actions 🔻	0 selected				Showing 2 of 2	1	*
	Page Name			Page URL			
	Titan CMS v7.0			/PublicSite.htm			
	Coffee			/Coffee.htm			

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

Filter Result Coffee	sT	✓ Include Children	Select a View Content Default	
Actions 🔻	0 selected		Showing 17 of 17	1
	Page Name		Page URL	
	Titan CMS v7.0		/PublicSite.htm	
	Africa		/Coffee/Coffee-By-Region/Africa.htm	
	Antoccino		/Coffee/View-All-Coffee-A-Z/Antoccino.htm	
	Arabica (Coffea arabica)		/Coffee/View-All-Coffee-A-Z/Arabica-Coffea-arabica.htm	
	Australia		/Coffee/Coffee-By-Region/Australia.htm	
	Central America		/Coffee/Coffee-By-Region/Central-America.htm	
	Coffee		/Coffee.htm	
	Coffee By Region		/Coffee/Coffee-By-Region.htm	



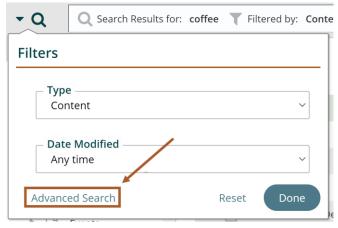
Advanced Search

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

				ancel Reset Searc
earch Text/Fields				
		Search In	ls Blank	Not Applicable
Q Q	Block Content			۲
Search Search and Replace	Page Name			۲
	Page URL			۲
Search Text	URL Aliases			۲
	Page Title			۲
Include HTML tags and attributes	Metatag Keywords			۲
Advanced Search - Search Only Help	Metatag Description			۲
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	Short Teaser			۲
page from the results list.	Long Teaser			



4. Enter your Search Text.

Search Text			
			J

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 Text/Fields				
		Search In	Is Blank	Not Applicable
Q 🔍	Block Content	۲		0
Search and Replace	Page Name	۲		0
	Page URL			0
Search Text	URL Aliases			۲
	Page Title			۲
Include HTML tags and attributes	Metatag Keywords			۲
Advanced Search - Search Only Help	Metatag Description	0	0	۲

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

Sea	rch So	urces					
Sele	Select Root						
Þ		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	Is Blank Fav Icon		Browse		
Don't Care Search Dates Last Modified Date After mm/dd/y	Is Blank Credited Author				
Before	Display Order				
Start Date	Bottom On Breadcrumb	Off	Don't Care		
mm/dd/y	On Left	Off	● Don't Care		
mm/dd/y	On TOC	Off	● Don't Care		
After	On Top	Off	Don't Care		
Before	On Utility	Off	Don't Care		
······································	🔘 On	Off	Oon't Care		



ny Workflow Type			
Workflow Roles	Available Values		Selected Values
Author	Find:		
Editor1	15 of 19 Show A		
Editor2			
Editor3	AmandaAaipoel (Name: Aaipoel, Amanda)	→	
Item Administrator	AmyKant	1	
	amykantridenour (Name: Kant, Amy)		
	beepers (Name: Kant, Amy)		
	cmsAdminProxy		
	conthoane (Mamer Doane, Cool)		
Security Roles	Available Values Find:		Selected Values
UsersAndGroups			
	15 of 19 Show A	l	
	AmandaAalpoel (Name: Aalpoel, Amanda)		
		→	
	AmyKant	1	
	amykantridenour (Name: Kant, Amy)		
	beepers (Name: Kant, Amy)		
	cmsAdminProxy		
	contheans (Name: Deans, Conth		
0-			
Tags	Available Values Find:		Selected Values
A to Z			
Amy test	15 of 27 Show A		
Block Type	ALL		
Coffee By Region	A		
Coffee Drink Type	В	≯	
Coffee Flavors Add-Ins	C		
Coffee Region			
Coffee Roast	D		

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

7. Click the Search button at top of page.

Advanced Search		Cancel	Reset Search
	cmsAdminProxy		



8. View results.

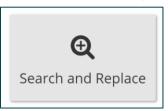
Actions 🔻	0 selected Back to Search		Showing 28 of 28
Search (Criteria Summary		
Search Te	ext: coffee		
Search In	: Block Content, Page Name, Page URL		
Roots: Do	ocID:1		
	Name	Path	Site
	Freeform	/PublicSite/Blocks/Freeform.htm	Titan CMS v7.0
	Dark Roast	/Coffee/Coffee-By-Roast/Dark-Roast.htm	Titan CMS v7.0
	Events	/PublicSite/Events.htm	Titan CMS v7.0
	Australia	/Coffee/Coffee-By-Region/Australia.htm	Titan CMS v7.0
	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:
 - a. Click any or all the radio buttons under Fields for Text Search
 - b. Select the Source(s) you wish to search. *Required
 - c. Select the Properties you wish to search.
 - d. 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	•	



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)	1
Search Text: co Replace with:b	banana :k Content, Page Name, Page	URL	
Replace All	Name	Page URL	Site
Replace	After:	<u>/PublicSite/Blocks/Freeform.htm</u> tea dictumst quisque. Arcu bibendum at varius vel pharetr tea dictumst quisque. Arcu bibendum at varius vel pharetr	
Replace	After:	/PublicSite/Blocks/Freeform.htm sed risus. <img "="" alt="" data-quail-id="24" src="/File</td><td></td></tr><tr><th>Replace</th><td>After:</td><td>/PublicSite/Blocks/Freeform.htm
iles/coffee-Shop/Contact.jpg"/>	Titan CMS v7.0

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.

Pu	blish	Results Content Properties	More	:
A	Back to Search	Showing 87 of 87 matches in 28 documents	s (approx)	
	Replace All	Name	Page URL	Site
	Replace	Coffee By Roast	/Coffee/Coffee-By-Roast.htm	Titan CMS v7.0
		Property:Page URL		
		Before:		
		/Coffee/ <mark>coffee</mark> -By-Roast.htm		
		After: /Coffee/ <mark>banana</mark> -By-Roast.htm		

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.