

Smart Search Enhancements in v7.4

Smart Search is accessible in the Module Selector options in the Titan CMS Workstation.



Smart Search features a redesigned main dashboard where you can see your search indexes, with columns for:

- Number of searches within the last year, the last month, or today
- Number of managed terms, as well as the dates they were created and who they were created by

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🚯 Dashboard								
Dashboard Default Index for CDN Of Default Index for Northw Of Default Index for Northw	Titan CMS Smart Search Welcome to Smart Search. These sc you what site visitors are searching	:h reens allow you for and the effe	to configure ar ctiveness of the	d manage the search results	site search expo they receive.	erience for your websit	es. Smart Search al:	so tells
। বি Default Index for ReFlex । বি Developers	lo Search Index	# of Searches Last Year	# of Searches Last Month	# of Searches Today	# of Managed Terms	Created By	Date Created	
Digital Academy	Default Index for CDN	0	0	0	0	Default (nwssup	11/07/2018	
	Default Index for Northwoods 2	3	3	0	106	Default (webmas	09/25/2018	
P Q Hitan CMS 2021 FOG Den	Default Index for Northwoods 2	533	0	0	116	Default (Eric.Whi	05/09/2020	
	Default Index for ReFlex Block E	0	0	0	0	Default (Eric.Whi	10/05/2021	
	Developers	149	0	0	0	unknown	unknown	
	Digital Academy	0	0	0	0	unknown	unknown	
	Intranet 2023	845	0	0	0	unknown	unknown	
	Titan CMS 2021 TUG Demo	521	0	0	17	unknown	unknown	
	 What is a Search Index? A search index is a collection of con Titan CMS, we automatically create Admin. You can also create your ow 	tent pages, files a Search Index f m index by clicki	and data recor or you. You can ng the "New" b	ds that can be edit the settin utton in the too	returned as res gs for the index olbar.	sults in your site search by expanding the Inde	. When you create a x in the tree and cli	a site ir icking

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Index Dashboard

To look at an index, select it from the left-hand nav. When it opens, you'll see the new Index Dashboard.



(1) Date Filters

Date range options appear at the top of your index dashboards. Here you can manually set start and end dates. In the Select Range dropdown you can choose from the preconfigured ranges, such as the Last 60 Days or Last 7 Days.





When you select a date range the data in the dashboard widgets updates to reflect that date range.

(2) Dashboard Widgets

Your Index Dashboard shows several widgets automatically. At the top you have a graph of the **Search Activity** on your site (2). By default, the graph shows the number of searches performed on your site for the whole range of time it has data for, starting from the date you created that index. If you change the range, you change the scale of the graph with it.

You can dive deeper into your graph data by clicking on any dots to see the activity for that data point (for that month if the scale of the previous chart is years, or that day if the scale is past 3 or 6 months).

Click anywhere in the empty space on the graph to go back to the view you clicked in from.

Below the line graph, the default widgets for the index dashboard are:

(3) - Popular Unmanaged Terms: search terms with no manual intervention of the available results

(4) - Search Log: a list of the terms most recently searched for on your site and timestamps of those searches.

(5) - Recently Managed Terms: search terms with manually set results, sorted by last update time.

To change which widgets appear, delete one using the trash icon in the upper right of each widget, or add one with the **Add New Widget** dropdown menu **(6)** in the top right corner of the dashboard. Drag and drop the widgets to rearrange the order.

Index Views

Expand the index in the tree (below) to see your list of filters: Managed Results, Unmanaged Terms, Searches Without Results, and All Search Terms.





Index View Columns

Each index view will show columns for number of searches on a term, the percentage of all searches that represents, and when that term was last searched within a given date range.

Create Sav	ve Results	Content Settin	gs			C 7	? 🕩
Intranet 2023 > Unmar	naged Terms						
🚯 Dashboard	Filter Results		- Start Date	End Date	- Select Range	Select a View	
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▶ 🔄 Default Index for Northwood							
▶ 🔄 Default Index for Northwood	Actions O selected	i				Showing 150 of 342	*
▶ 🔄 Default Index for ReFlex Blo	Search	Phrase		# of Searches	% of Searches 🔻	Last Searched	
▶ 🔄 Developers	nage			47	56	03/10/2023 2:54 PM	- 1
Digital Academy		-		24	4.0	05/05/2022 11-16 AM	
v 🖸 Intranet 2023	L upgrau	c		24	4.0	03/03/2025 T1.T0 AW	



In all the filtered views except Managed Results, you can sort on any of these columns. Click on the column header text to sort – once for ascending, twice for descending. An up or down arrow appears next to the column title.

Download as an Excel Spreadsheet

Click on the down arrow icon in the upper right corner of any index view to download that list of search phrases as an Excel spreadsheet.

Create	Save	Results Content	S ettings				ລ	? 🕩
ि Intranet 2023 > ।	Inmanaged Terms							
🚯 Dashboard	- Filter Results	i —	St	art Date	End Date	Select Range	Select a View	
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▶ 🖸 Default Index for Northwoo								
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▶ 🔄 Default Index for ReFlex Blo		Search Phrase			# of Searches	% of Searches 🔻	Last Searched	
Developers		nage			47	5.6	03/10/2023 2:54 PM	
Digital Academy		ungrada			24	4.0	05/05/2022 11:16 AM	
- Intranet 2022		upgraue			34	4.0	05/05/2025 11:16 AM	

Managed Results

A Managed Result is one where you control the results of a search word or phrase. One or more icons appear to the right of every managed result that indicate what types of result appears above the organic search results for that term.



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Create Sav	re Resul	ts Content Settings				C ? 🕩
Titan CMS 2021 TUG Der	mo > Managed Re	sults				
Dashboard Default Index for CDN G Default Index for Northwoods 2	- Filter Results	T Start	Date / dd / yyyy 🛱	End Date mm / dd / yyyy	Select Range	~
Default Index for Northwoods 2	Actions 🔻	0 selected				Showing 10 of 10
Default Index for ReFlex Block E		Search Phrases	# of Searches	% of Searches	Edited By	Last Modified
▶ Q Developers	□★⊗	seo, titan seo features	30	3.00	Pat.Bieser@Northwoo	06/01/2023 10:46 AM
Digital Academy		7.4, Titan 7.4, Titan CMS 7.4	27	2.70	Pat.Bieser@Northwoo	06/01/2023 10:35 AM
The CMG 2021 THG Dame	□★	license, licensing	5	0.50	Pat.Bieser@Northwoo	05/31/2023 10:07 PM
Managed Results	□ N	support	6	0.60	Pat.Bieser@Northwoo	05/31/2023 1:09 PM
Q Unmanaged Terms	□★	northwoods	3	0.30	jaimie.somlai@North	07/07/2022 1:39 PM
Q Searches Without Results	□★	users	10	1.00	Pat.Bieser@Northwoo	05/26/2022 12:47 AM
Q All Search Terms	□★	how to set an anchor	3	0.30	Juliana.Best@Northwo	01/31/2022 9:33 AM
	□★	CMSAdmins, ContentAdmins, SmartSearchAdmins, UserAdmins	4	0.40	Juliana.Best@Northwo	01/31/2022 9:18 AM
		7.2	15	1.50	Amy.Kant@Northwoo	11/12/2021 11:20 AM
	□★	accessibility	9	0.90	Amy.Kant@Northwoo	11/11/2021 4:39 PM
ТІТА Nсмs 7.4						

- A star means there is a Featured Result highlighted.
- A card means a Card Result containing stylized HTML content will appear.
 - The forward arrow is a Direct Result that takes a user directly to a page.
 - The stack of blocks means a handcrafted Freeform Result appears.



A Card Result (left) and a Freeform Result (right) on a page with no organic results:

Powered by Northwoods	Key Features	Licensing, Hosting & Support	Customer Stories	Industry Insights	C About Us	Request a Demo
Documents 1 to 10 of 202 matching <i>Titan 7.4</i>	_TS					
Titon CMS 7.4 Ve Enhancements Titan CMS 7.4, released June 2023, featur SmartSeach Module. We completed a UX many usability improvements, faster acc improved date range filters, a thesausaru more improvements.	es a focus on the (and IA overhaul ess to managed t us of word stems a	l With terms, and many	Yey Feature – Smart S Improved Usabilit New Main Dashb New Index Dashb Sortable Column: Results and Searr New Free Form R Easier Manageme Release Date: July	Search 2.0 by and User Interface oard xoard – Better Date F s, Configure New Viet ch Term Editing Impr esults ent of Search Indexet y 2023	ilters, More W ws ovements s	fidgets

Featured results above organic search results:

Search Engine Information	Key Titan CMS SEO Features
Properties Overview	Metadata
Make sure you have page titles, metatag keywords, and metatag descriptions on every page. These are critical pieces to your search	Alt Tagging
engine ranking.	Snippets Manager
	Redirects
	Canonical URLs
	• XML stemap
Content Best Practices Content is more than just text on a page. You have to consider search enginge rankings, content that drives engagement and utimately conversions. Here are some top tips on how to better optimize your content.	An Overview of Titan CMS SEO Features
¹² Matter <u>Everview of Titan CMS SEO Features</u>	

Grouped Results

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Unlike the list of individual terms that appear in Unmanaged Terms, Managed Results shows grouped searches as one set of results for improved ease of use.

	Search Phrases	# of Searches	% of Se
🗌 ★ 💩	seo, titan seo features	30	3.00
🗌 🛤 🗞	7.4, Titan 7.4, Titan CMS 7.4	27	2.70
□ ★	license, licensing	5	0.50

In the picture above, searching "seo" or "titan seo features" will take you to the same set of results. A search for "7.4", "Titan 7.4", or "Titan CMS 7.4" will yield the same results. The number of searches and percentage of searches displayed are for the cumulative set of those terms. To group terms, you can edit one of the results you want linked by double-clicking on it or selecting and clicking Content (see 2 below.)

Edit a Managed Result

To edit a managed result, double-click it or select it and click Content in the app ribbon.





The top gray box (1) shows the search keyword (Example: *seo*). and any linked keywords (here: *titan seo features*).

Below the currently linked keywords are suggestions for additional terms you might want to link **(2)**. The suggestions are pulled from terms people have already searched for on your website. To link any of these terms, click the + magnifying glass icon. The term will move up to Linked Keywords and will be linked upon save.

Below the gray box is the list of results that will be shown for that search term or set of search terms. Up top, you'll see the results you have managed (3), and below those you'll see the organic results (4).



Adding a New Result

To add a new featured result for a search, click the Actions button and select "Add New Result" from the dropdown menu.



This will open the Search Results Editor.

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Ca		*	M	8==	æ			
Dashbo Dashbo Dashbo Dashbo	Select Content	Featured	Direct	Card	Freeform	3		~
🕨 💽 Default	Index for I							
। 🔍 Default	Index for I Adding New R	lesults						
। 🤄 Default	Index for I ? You ca	n create a search result fro	om existing content by sult types	r selecting it below usin	ng the Content Explor	er and then		
। 👌 Develop	ers Alterna	itively, you can manually b	build a Freeform resu	lt.				
। 🛛 Digital A	cademy	,,,,						
ि Intranet	2023							
ण्य 🖉 Titan CM	IS 2021 TL Select Content							
Q Man	aged Resu			Size	~	Browse		
Q Unm	anaged Te					2	es Clicks	-
Q Sear	ches Without Result:					Ŭ		
Q All S	earch Terms Direr	https://nws-tug-tita	ancms-dev.titanclient.	com/Licensing-Hostin	g-Support#support	0	0	

Select Content (1) will be highlighted by default. You can create a search result from existing content by selecting it using the Content Explorer (2) and then choosing Featured, Direct, or Card (which are greyed out until content is selected) as the type. Alternately, you can manually build a Freeform Result (3).



Co	onte	ent Explorer			484			Cancel Done
•	۹	③ Titan CMS 2021 > Key Fea	tures					
Sel	ect	Root	1 resu	llts			Select View:	Information
1	Ø	Intranet 2023		Name	Last Modified 🔻	Туре	Size	
[-)	Ø	Northwoods 2020	٥	Key Features	6/14/2023	Page		
- I	Ø	ReFlex Block Examples						
1	Ø	Titan CMS 2021						
		💊 Key Features						
1		Licensing, Hosting & Suppo						
	Þ	Customer Stories						
1	Þ	Industry Insights						
		About Us						

Browse pulls up the Content Explorer. Search for the page or file you need in the search bar or navigate to it in your nav tree. Select it and click Done.

Managing a New Result

	Search Result Editor	Cancel Done	<i>C</i> ? (+)
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	A Featured Result allows you to create unique title in search results lists.	es and descriptions for this result that only display	
Intranet 2022 Intranet 2022 Intranet 2022 Intranet 2022 Managed Re	Result Title Key Features	Ose Page Title	rs
Q Unmanaged Q Searcher 3	Result Description	✓ Use Default Description	n Clicks
Q All Search		0 character	rs 0
	7.4 Licensing, Hosting & Sup Licensing-Hosting-Support	<u>pport</u>	0 0 🗸

The newly created search result will default to being a Featured Result (1). The default Result Title (2) and Result Description (3) will be inherited from the Page Title and Default Description



of the page or file. You can change these values by unchecking the corresponding checkbox and providing a new title or description.

Selecting Direct will show you the chosen destination.



Selecting Card will display the source of the card and a preview of how it will appear. A Card Result displays the content of this page in search results instead of providing a link. This provides the user with immediate information without navigating to the full page.



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বি Titan CN			
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▶ 🔄 Default Index for	2 A Card Result displays the content of this page in search	results instead of providing a link. This provides	
Developers	 the user with immediate information without navigating 	to the full page.	
Digital Academy			
। Intranet 2023	Card Result Source		
🔻 🛕 Titan CMS 2021 T	C /Key-Features		
Q Managed Resu			
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Selecting Freeform will give you a blank freeform box. Click in the white space to open your standard freeform editor.

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	A Freeform Result displays custom content entered below (not pul providing a link.	lled from the page itself) instead of	
C Titan CMS 2021 T Q Managed Res. Q Unmanaged T Q Searches With	- Freeform Kesult	re	Clicks
Q All Search Ter	https://nws-tug-titancms-dev.titanclient.com/Licen	sing-Hosting-Support#support 0	0

Once a new search result has been added, you can format it. Then click Done in the Search Results Editor. You will now see the result you've added at the top of the list of results (1). You can move it higher or lower in the result list with the arrows next to the Actions button (2). Click Save when you're finished.





Unmanaged Terms

Unmanaged Terms shows the terms visitors have searched for on your site where managed results have not been created.

Create Save Results	Content				C ? 🕩
Default Index for Titan CMS 2021 > Unmana	ged Terms				
Dashboard Default Index for CDN	- Filter Results	Start Datemm/dd/yyyy	End Date mm/dd/yyyy	Select Range	✓ Select a View Search Log ✓
G Default Index for Northwoods 2019 G Default Index for Northwoods 2020	Actions 🗸	0 selected			Showing 150 of 481
Default Index for ReFlex Block Examples		Search Phrase	# of Searches	% of Searches	Last Searched
The Default Index for Titan CMS 2021		72	1	0.1	05/31/2023 1:11 PM
Q Managed Results		DROP DOWNS	1	0.1	05/17/2023 3:16 PM
Q Unmanaged Terms		anchor link on different page	1	0.1	05/17/2023 12:02 PM
Searches Without Results		titan security	1	0.1	05/12/2023 2:05 PM
All search Terms		SPF	1	0.1	05/11/2023 9:42 AM
Developers		tags in sitemap	1	0.1	05/04/2023 4:34 AM
Intranet 2023		404	1	0.1	05/03/2023 12:16 PM
		robots	4	0.4	05/03/2023 10:53 AM
		item administrator	2	0.2	05/02/2023 10:01 AM
		xsl	1	0.1	05/01/2023 4:40 PM
		content editing is not supported	1	0.1	05/01/2023 12:23 PM
		server requirements	1	0.1	04/25/2023 2:23 PM
		workflow	21	2.2	04/25/2023 11:46 AM
		calendar	3	0.3	04/21/2023 1:08 PM
		edit dropdown	1	0.1	04/13/2023 12:48 PM
		- sales force	1	0.1	04/10/2023 10:03 AM

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It's best practice to check for common searches within your unmanaged terms. If there is one that appears often, consider creating a managed result to help users quickly get the information they are looking for. You can do this by double-clicking on a search phrase to edit it.

Searches Without Results

Searches Without Results lists every term or phrase people have searched for on your site where there are no organic results.

	Create Save	esults	Content	‡ Settings						c	? 🕩
	Default Index for Titan CMS 2021 > Se	arches W	Vithout Results								
 ► ©	Dashboard Default Index for CDN		– Filter Results –		T Sta	t Date n/dd/yyyy	End Date mm/dd/yyyy	Select Range	~	Select a View	~
) ि । ।	Default Index for Northwoods 2019 Default Index for Northwoods 2020		Actions 🔻	0 selected						Showing 63 of 63	¥
) Q I	Default Index for ReFlex Block Examples			Search Phrase		# of Searches	<u>% of S</u>	earches	Last Searc	hed	
▼ Q 1	Default Index for Titan CMS 2021		- \star 💷	7.4		7	0.7		05/31/202	3 1:15 PM	
0	Managed Results			72		1	0.1		05/31/202	3 1:11 PM	
0	Unmanaged Terms			70		15	1.6		05/21/202	2 4 4 4 1 1 1 1	
0	Searches Without Results			1.2		15	1.0		05/31/202	3 1:11 PM	
0	All Search Terms			SPF		1	0.1		05/11/202	3 9:42 AM	
। । ।	Developers			404		1	0.1		05/03/202	3 12:16 PM	
। । ि	Digital Academy			jquery		1	0.1		03/28/202	3 12:09 AM	
। । ि	ntranet 2023			rfp		1	0.1		03/24/202	3 10:48 AM	
				Malware		1	0.1		03/16/202	3 12:57 PM	

If there is an important or common search that yields no results, you can manually intervene and make that search a managed result. In the picture above, there is a Card Result on "7.2" and Card and Featured Results on "7.4" – two important terms with no organic results.

To make a search phrase a managed result, double-click on it to edit, or select it and click Content in the App Ribbon. You will get a warning that you can't save without managing at least one search result for the selected phrase.



Create Save	Results Content Settings	£?? 🕩
Titan CMS 2021 TUG Demo > All S	jearch Terms > 7.5	
Bashboard Default Index for CDN Default Index for Northwoods 2019 Default Index for Northwoods 2019 Default Index for Northwoods 2020	A Managed Result is Required In order to save you need to be managing at least one search result for the collection of phrases.	
	Actions Image: Start Date mm/dd/yyyy End Date mm/dd/yyyy Select Range Image: Add New Result Add New Result	~
	Center Control Contro	
Q Unmanaged Terms Q Searches Without Results	"Filter Block" (A) "skip to content" (A) "social media" (A) 4 lessons (A) 403 (A) 404 (A) 404 reg	lirect 🗨
	404 redirect guides 😧 404 redirect tutorials 😧 7.3 😧 72 😧	
	Impres	sions Clicks
ТІТАЛ _{смs} 7.4	Getting Started There are no search results that match the selected phrase. Add your own Search Result	



To add a result, go to the menu for the Actions button, and click Add New Result. Follow the procedure listed on page 10 to work with the Search Result Editor that will pop up.

	Search Result Editor	Cancel Done	
Dashboard Dashboard Ca Default Index for Default Index for	Q Image: Content Select Content Featured Direct Card	& Freeform	nge v
Ca Default Index for Ca Default Index for Ca Developers	 Featured Result A Featured Result allows you to create unique titles and descriptions for this in search results lists. 	result that only display	
Digital Academ Digital Academ O Intranet 2022 O Titan CMS 2	Result Title Key Features	✓ Use Page Title 0 characters	
Q Managed Re Q Unmanaged Q Searcher 2	Result Description	Use Default Description	Clicks
Q All Search		0 characters	0
	Licensing, Hosting & Support 7.4 /Licensing-Hosting-Support	0	0

Now that you've selected your page or file, you will have it formatted as a featured result by default (1). It will default to using the page title (2) and page description (3) for that page, but you can uncheck the boxes on the right of each and edit the title and description in a way that is relevant to your search.

Selecting Direct will indicate the Page URL of the chosen destination.



						_					
	Search Result Edito	r			Cancel Done	<i>C</i> ?	•				
Dashboard Default Index 1 O Default Index 1 O Default Index 1	Q Select Content Fi	* eatured	N Direct	▲ Ξ Card	Freeform	inge	~				
Q Default Index 1 Q Default Index 1	A Direct Result li results page enti	A Direct Result links users straight to the designated page for this result, skipping the search results page entirely.									
 ত্রি Digital Academ ত্রি Intranet 2023 ত্রি Titan CMS 202 	Direct Result Destination	ı									
	5 7.4					Im Clicks					

Selecting Card will show you the source of the card, and a preview of how it will appear.





Selecting Freeform will give you a blank freeform box. Double-click in the white space to open your standard freeform editor.

Cre	Search Result Editor	Cancel Done	£? 🕩
Dashboard Default Index for G Default Index for	Q★▶Image: Select ContentSelect ContentFeaturedDirectCard	Freeform	je
	Freeform Result A Freeform Result displays custom content entered below (not pulled fro providing a link.	om the page itself) instead of	
	Freeform Result	*	
Q All Search Ter	https://nws-tug-titancms-dev.titanclient.com/Licensing-H	<pre>v</pre>	r e Clicks

Click Done when you're finished with your selection and editing. You will now see the result you've added at the top of the list of results (1). You can move it higher or lower in the result list with the arrows next to the Actions button (2). Click Save when you're finished.







All Search Terms

Create Save	esults Content	Settings			C ? 🕩
Titan CMS 2021 TUG Demo > All Searc	h Terms				
	Filter Results	Start Date En mm/dd/yyyy D mm	d Date m/dd/yyyy	Select Range	Select a View Search Log ~
Default Index for ReFlex Block Examples	ŝ	Search Phrase	<u># of Searches</u>	<u>% of Searches</u>	Last Searched
 A Developers Digital Academy Intranet 2023 Intra CMS 2021 TUG Demo 	 ★ & s ■ & 7 ■ 	seo 7.4 workflow	31 20 23	3.1 2.0 2.3	07/14/2023 6:11 07/14/2023 6:04 06/07/2023 4:34
 Q Managed Results Q Unmanaged Terms Q Searches Without Results 		Fitan CMS 7.4 service icense	6 1 3	0.6 0.1 0.3	06/01/2023 9:16 06/01/2023 8:54 06/01/2023 8:54
Q All Search Terms	H s Image: Second	support 7.5 Titan 7.4	6 1 2	0.6 0.1 0.2	05/31/2023 10:55 05/31/2023 10:44 05/31/2023 10:43
	□ r	robots	6 2	0.6 0.2	05/31/2023 10:08 05/31/2023 5:00

The All Search Terms view shows you everything from the previous views together in one list. Anything that has been searched for on your site will show up here.

Views

For Unmanaged Terms, Searches Without Results, and All Search Terms, you can select different views from the dropdown menu in the upper righthand corner. The default view is the Search Log, which shows columns for "Search Phrase," "# of Searches," "% of Searches" and "Last Searched."

You can create your own view in the dropdown menu as well.



Create	Save Results	Create View Cancel Done	
Dashboard Default Index for CDN G Default Index for Northwood	Filter Results	Name	Select a View Search Log V Showing 3D of 30
Cetaut Index for NorthWoor Cal Default Index for ReFlex Blo Cal Developers Developers Digital Academy Cal Intranet 2023 Tran CMS 2021 TUG Demo	Sear blog add- Rese	Global Personal Fields Available Values Selected Values	Last Searched 07/18/2023 4:29 PM 07/18/2023 4:29 PM 07/18/2023 4:29 PM
Q Managed Results Q Unmanaged Terms Q Searches Without Result Q All Search Terms	Grou Grou Radu Expc Insig Form	Search Phrase User Results Found Result Page Log Date	07/18/2023 4:28 PM 07/18/2023 4:28 PM 07/18/2023 4:27 PM 07/18/2023 4:27 PM 07/18/2023 4:26 PM
ТІТА́ Nсмз 7.4	data.		07/18/2023 4:26 PM 07/18/2023 4:26 PM

Name your view and set it as Global if you want all users to be able to access it; set it as Personal if not. You can choose Search Phrase, User, Results Found, Results Page, and Log Date as columns. Click done when you're finished, and it will show up in the dropdown menu.

Settings

The Settings tab in the App Ribbon allows you to change the configuration for a Smart Search index.





Select Root (1) allows you to pick which globes and/or pages will be available to be indexed and show up in search results if selected. For an item to be included in the index it must be selected in the Smart Search Settings and have the Index checkbox set on the Properties tab for the specific page, data item, or file in the Content module. As a reminder, none of these settings apply to outside search engines (Google, Bing, etc.).

Index Name (2) should be something clear and easy to understand.

Index Type (3) – the available types of index are "Metadata" (based on things in the properties tab) or "dtSearch", which is a 3rd party utility that does a full content index of the sites you've selected. Additional search providers can be developed and managed via the Admin module.

Under **Associated Jobs (4)** you'll see the Background Tasks that will run to create and update this index. In this case, there's an incremental update every 24 hours and a full rebuild every 7



days. If you click on one, you'll be taken to the dtSearch index. Learn more about that in the dtSearch Index section at the end of this document.

dtSearch Indexing Information (5) gives you options for how dtSearch performs its search. Enabling any of these will expand the number of search results you get back.



Stemming – extends a search to cover grammatical variations on a word. For example, a search for applied would also find applying, applies, and apply.

Phonic search – looks for a word that sounds like the word you are searching for and begins with the same letter. For example, a phonic search for Smith will also find Smithe and Smythe.

Index numbers - causes numerical content to be stored as a numeral so it can be found when searching with custom range queries.

Fuzzy – fuzzy searching allows you to get results for things that are misspelled.

Search string matching – determines whether a search must find all words in a string or any of the words, and if Boolean operators are useable.



dtSearch Index

If you click on one, you'll be taken to the dtSearch index, which shows all the jobs it runs.

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0	Activate Pending Doc	Run Status					
0	Data Privacy Module	Tasks	Job Name	Schedule	Next Run	Last Run	Last Status
0	Database Backup	10515	Developers - Create	Manual Start	Manual Start		Never Run
0	Database Cleanup		Developers - Update	Manual Start	Manual Start		Never Run
Ø	DocMgmt File Sweep		Intranet 2023 - Create	Every 7 Days 01:00 AM	7/20/23 1:00 AM	7/13/23 01:08 AM	Completed
Ø	dtSearch Disk Refresl		Intranet 2023 - Update	Every 4 Hours 12:00 AM	7/18/23 8:00 PM	7/18/23 04:00 PM	Completed
0	dtSearch Index		Northwoods 2020 - Create	Every 7 Days 12:00 AM	7/24/23 12:00 AM	7/17/23 12:02 AM	Completed
0	Global Search and Re		Northwoods 2020 - Update	Every 4 Hours 01:00 AM	7/18/23 5:00 PM	7/18/23 01:00 PM	Completed
Ø	Import Files Task		<u> Titan CMS 2021 - Create</u>	Every 7 Days 02:00 AM	7/23/23 2:00 AM	7/16/23 02:02 AM	Completed
Ø	Rebuild Image Sizes		Titan CMS 2021 - Update	Every 24 Hours 03:00 AM	7/19/23 3:00 AM	7/18/23 03:00 AM	Completed
0	Rebuild Where Used 🖕						
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If you click on the relevant one, you can see and change the configuration settings. Do not update the configuration settings unless you are familiar with the code. Incorrectly updating these settings can break the search index and cause the site search to not return results.



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If you scroll down to execution history, you'll see the last time it ran, and the next time it's set to run, as well as the changes that were made.

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