

CIsearch.Net User Guide



What is CIsearch.NET?

CIsearch.Net stands for “Content Indexing Search”. It is a file search engine which enables you to search through the contents of millions of your files in seconds to find exactly what you are looking for.

In this guide we will go through the two search pages that are available (namely the simple and advanced pages) and show you how to get the best out of them when searching for files on your computer system.

Getting started

The single most important field which must always be completed on both the simple and advanced search pages is the “What phrase's/keywords should the file contain?” field. This is where you say what text content the document you are looking for should have.

For the vast majority of searches this is also the only field that you will need to complete to find the file(s) you are looking for, but in general the more specific with the other fields you are as well the better.

For example if you are looking for a letter that was done in word, make sure you choose “Word Document” as the file type you're looking for.

Basic Searching

In 99.9% of cases you should be able to find what you are looking for by simply typing in a few key words into the “Keywords/Phrase – Contents” field and pressing enter.

Depending on how CIsearch has been configured you will also have the choice of which catalog to search, and possibly which locations in that catalog you wish to search.

By default CIsearch will look for documents that contain all of the keywords entered, as well as ‘fuzzy’ variants of those words. For example, if you enter the word ‘paint’, it will also find documents that contain the words ‘painted’, ‘painter’ and ‘painting’.

Numbers should be entered without separators e.g. enter ‘100000’ instead of ‘100,000.’

Advanced Searching (and words with special meanings).

CIsearch supports full 'Boolean' queries, which can give you complete control of your searches.

Boolean Searches are searches that use special words and characters to control how the search is executed.

For example, when you tick the 'Search for exact phrase' tick box on either of the search pages CIsearch puts a " at the beginning and end of your search keywords. So 'dog walk park' becomes ' "dog walk park" '. This tells CIsearch to only search for documents that contain the exact phrase 'dog walk park'.

Special words that can be used to join words together include 'or', 'and', 'not' and 'near'.

'OR' :- search for one word or the other, e.g. 'dog or park' would return all documents that contained either the word 'dog' or 'park'.

'AND' :- search for both words, e.g. 'dog and park' would return all documents that contained both the word 'dog' and the word 'park'.

'NEAR' :- this is a very powerful alternative to the word 'and'. It works in the same way as 'and', except that how close words are to each other impacts on how well they match a query and their position in the results.

'NOT' :- specifies documents containing the word should not be returned, e.g. 'dog walk park and not cat' would return all documents that contained the words 'dog', 'walk' and 'park', but not those that contained the word 'cat'

Symbols can also be used to further enhance a search.

" " :- quotes can be used to indicate an exact phrase that should be searched for.

() :- brackets can also be used to group criteria e.g. '(Client or Reference) and (Smith or John) and not (Phil or Martin)'

The Simple Search Page

Simple File Search

MLtek.co.uk

CSearch.NET
Centralized network file search engine

Catalog to search: Admin Files

Restrict to: All Available Locations

Keywords/Phrase - contents: *
 Search for exact phrase

Type of file: Any Type

Sort results by: Relevance

Max Number of Results ? 10

[Submit Search](#)

Enter your criteria and then click "Submit Search"

Links :

- [UserGuide](#)
- [Main Menu](#)
- [Advanced Search](#)

The simple page has been created to be as easy as possible to use.

“What phrase's/keywords should the file contain?” = This is where you enter the main part of your search as per the “General Searching” section above.

File Type = Here you can specify what type of file you are looking for, from a Word Document to a Publisher publication.

How do you want to sort your results? = You can sort results either by how well they match the text you entered in the “What are you looking for field” (default) or by the date the results were last modified, in ascending or descending order.

Number of Results = The maximum number of results to return.

The Advanced Search Page

CIsearch.Net Advanced Search

http://localhost/cisearch/default_advanced.aspx

MLtek.co.uk

Advanced File Search

CIsearch.NET
Centralised network file search engine

Catalog to search: Admin Files

Restrict to: All Available Locations

Keywords/Phrase - Contents:

Search for exact phrase

Keywords/Phrase - File Name:

Type of file: Any Type

Sort results by: Relevance

File last modified: Any Time (yy/mm/dd)

Author:

Size criteria: None Any (size in MB)

Max Number of Results ? 10

Enter your criteria and then click "Submit Search"

Links :

- [UserGuide](#)
- [Main Menu](#)
- [Simple Search](#)

Done Local intranet 100%

The “What phrase/s/keywords should the file contain”, “File Type”, “How do you want to sort your results” and “Number of Results” fields function exactly the same as they do in the simple search.

File Name Contains = Allows you to specify specific words that must appear in the actual file name.

Modified = Allows you to specify some Search criteria based on the time that the file was last modified (when a file is created it also counts as having been modified). You only need to fill in the right hand field if you have chosen “Since” in the left hand field.

Author = Allows you to enter the person that wrote the document you are looking for. The exact way you do this depends on how your system has been set up. You might have to use their full names, their usernames or their E-mail addresses. If Microsoft office hasn’t been set up so it is registered to a specific person, then the Author field will not work properly.

File size = allows you to specify size criteria, in kilobytes(1024 kilobytes to a megabyte)