2. Click on the gadget you want to display on your dashboard.
   The gadget is immediately added on the first available slot of your dashboard.
3. Move the widget in the dashboard at the place you want it to be displayed.

To remove a widget from your dashboard:

1. Click on the icon ✕ of the widget you want to delete from your dashboard.
2. On the window that pops up, click **OK** to delete the widget.
   The widget is removed from your dashboard.

Editing Widgets

At any time, you can edit widgets. You can change their title or colors to change the look of your dashboard.

To edit a widget:

1. Click on the icon ⚙.
2. In the window displayed, change the widget's parameters.

3. Click on **Save**.

You can also edit the settings of some Nuxeo's gadgets to indicate if the gadget should display documents from a specific domain of the application. By default, the search is done on the default domain. This setting is available on the following gadgets:

- My workspaces,
- Last modified documents,
- last published documents,
- my deleted documents.

To change the domain setting:

1. On the gadget, click on the **Settings** button displayed on the top right corner of the gadget.
   A "Content path" drop down list is displayed on the left of the "Setting" button.
2. Select the domain to which you want to restrain the search.
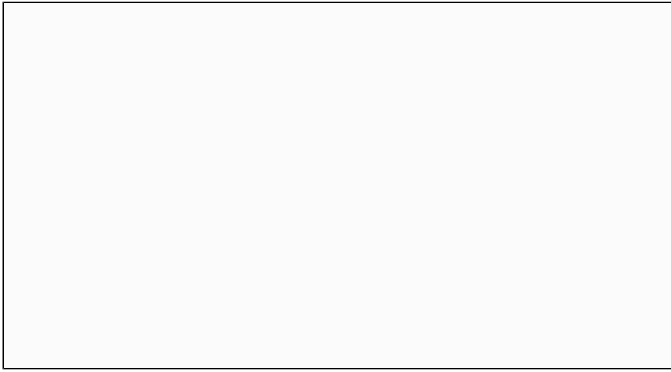
3. Click on the **Save** button.
   The content of your gadget is refreshed according to your selection.

Related pages
Dashboard
Social Workspaces Overview
Managing Dashboards
User Home

Navigation Trees

There are different navigation trees to access content in the Nuxeo Platform, so that users can access your documents either by going through folders (physical navigation) or using virtual navigation.

Navigation through Folders

The default navigation tree displayed on the left hand side of the pages is the folders navigation tree. It displays all the domain structure from the root. It enables you to easily access any space in the application structure.
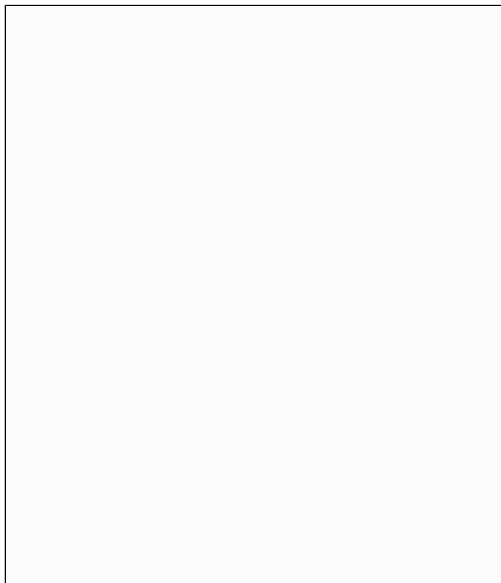
<table>
<tr><td>

On this page

- Navigation through Folders
- Virtual Navigation

</td></tr>
</table>

Virtual Navigation

> ⓘ **Virtual navigation availability**
> Virtual navigation is available on the Document Management module.

Another way to access documents is using virtual navigation. Virtual navigation consists in using a navigation tree based on metadata to access documents. Metadata are information about the documents, like the document's theme for instance, or its last modification date.

By default, two virtual navigation trees are available in the Nuxeo Platform: geographical cover navigation tree and subject navigation tree. You can use them for instance to access all the documents about the IT subject.
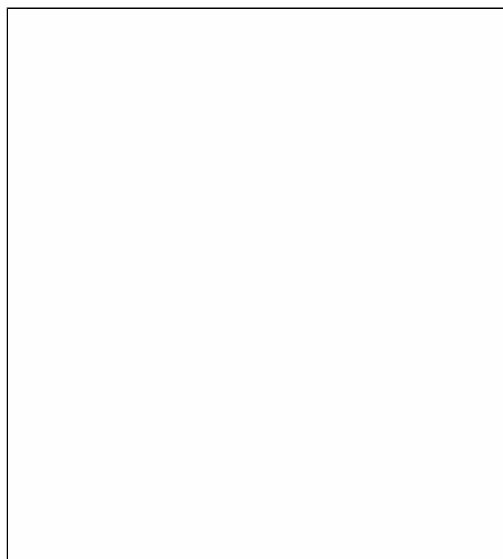
You can replace or edit existing virtual navigation trees with you organization's own vocabularies. Thus, you'll be able to adapt the Nuxeo Platform to your organization's structure and way of working.

See also pages Editing the document's content and metadata and managing vocabularies.


Related pages

- Consulting and Editing Assets
- Navigation Trees
- Editing a Workspace
- Editing Content
- Managing Vocabularies

Want to customize navigation trees?

- Add a New Virtual Navigation Entry (Nuxeo Platform Developer Documentation)
- Disable by coverage and by subjects virtual navigations (Nuxeo Platform Developer Documentation)

Tag Cloud

The Document Management module includes tagging of documents, which enables users to apply their own labels on documents. The tag cloud lists all tags on documents, with their size growing as the tag is applied on several documents.
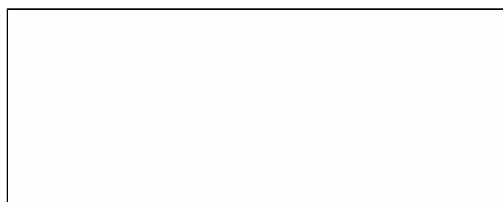
To see all documents tagged with the same label, click on the tag in the tag cloud.

Related topics
📄 Tags
📄 Tag Cloud
📄 Navigation Trees

Want to customize tags?
• No content found for label(s) tag.

Searching the Nuxeo Platform

The Nuxeo Platform provides several ways to search the content of the application, which can be used differently:

- suggestion search and simple search are usually used to find content quickly using only keywords. These types of search can generate a lot of noise if you search for very generic keywords;
- faceted search enables you to search on keywords and additional criteria, such as the location in the application or the author. Faceted search comes with the Document Management module;
- advanced search is the most complete search: it enables to search on all the metadata of the documents and also allows to customize the way search results are presented.

Documents are indexed using their title, description, content (note field, attached files), and metadata. But these different search forms don't have the same behaviors and may not give you the same results. They can provide text fields in which you can type keywords, date fields in which you can select a date to define a period, lists from which you can select values. Text fields can be full-text search fields or exact match fields.

General Principles

Stemming

Full-text search uses stemming. Stemming is a process that reduces words to their uninflected root, which is not necessarily a word. This means that full-text search will return documents containing words that have the same stem as the word you entered into the search field. For instance, if you type "arguing" in a full-text search field, search results will return documents with "argue", "argued", "argues". In that case, the stem is "argu". But "argument" and "arguments" reduce to the stem "argument".