



# HULBEE ENTERPRISE SEARCH

User Manual v. 2.00.15.17

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# 1 Introduction

Hulbee Enterprise Search (HES) is a search system that provides an opportunity to find the different types of files in different data sources with reference to the activities of the company.

For the use of HES 2.2, besides the enterprise file system other types of resources are also available (e.g. web resources, mail service, etc.). The sources that are available for searching as well as individual memory within a source are added to the system and referred by administrator of the company. Access rights of the specific users are also taken into consideration.

The present Manual is designed to introduce a user to the HES functionality. It describes both basic and special features of the search engine that serve a quick and efficient work:

- A comprehensive search for all popular formats.
- Search in different memory locations.
- DataCloud for accurate search results.
- Personalized settings of the DataCloud on the home page.
- Filter and an advanced search to narrow down the search area.
- Summary of documents.
- Quick overview of the search results in the preview window.
- Added Desktop Manager tool to open documents.
- User's personal settings.
- Language of search queries.
- Improved language support.
- Available on mobile devices.

HES system user interface is browser-based. A user just needs to run a browser on any device and be within the same net with the search server to get access to search functions. To use all functions of HES while working with documents, a user will need to have a Windows-PC, running in the same enterprise domain as common documents of the enterprise.

Requirements to HES client side:

- Windows 7 SP1 or later, with installed updates.
- .Net Framework 4.5.1 or later.
- Latest browser version (FireFox or Chrome, or Internet Explorer latest versions are recommended).

HES provides support and processing of different file formats. Formats that are supported<sup>1</sup> by the search engine HES are listed in the table below.

File format	Extension(s)	Extract texts	Extract meta tags	Extract attachments
Text	txt, rtf, doc/dot, odt, wri, sxw	✓		
	docx/docm/dotx	✓	✓	
Publishing	pdf	✓	✓	
	xps	✓		
Hypertext	html, htm, xml	✓		
	mht, shtml	✓	✓	
Table	xsl, xslt, xls, ods, csv	✓		
	xlsx	✓	✓	
Presentation	pptx	✓	✓	
	ppt, pps, odp	✓		
Graphic	bmp, jpg/jpeg, png, jfif, tif, tiff, jpe		✓	
E-mail	msg, eml	✓	✓	✓
Archiv	zip, rar, 7zip			✓
Media	avi, mp3, mp4, wav, m4a, wma, wmv,ogg, flac, mkv, ape, mpc		✓	
Source Code and Scripting	cs, vb, js, csproj, h, c, cpp, vbs,vcproj, vbproj, pl, sql, bat, cmd	✓		
	css	✓	✓	

In order to process certain formats correctly, you must install the free Microsoft IFilter and Adobe on the server.

For files protected by passwords and files exceeding the limits on the size of files processed by the administrator, the search engine carries out the extraction of metadata, but not of the text.

<sup>1</sup> The search engine doesn't just allow indexing meta information of files (file name, path, size, creation date, modification date), but also working with the content of the file – extraction of text and/or meta tags and/or unzipping archived files, that also contain other files. For a list of formats available to the user with a preview, see section 6 – page preview.

Also the users should pay attention to the documents that have been received by fax, scanner or digital camera that have a graphical representation and no text or publishing formats. This HES version does not support OCR technology (Optical Character Recognition).

The information provided in this Manual is applicable to the HES version 2.2 and it can be modified as new updates become available. If you administer the earlier versions, please note the differences between the versions (see 12).

## 2 Search system Hulbee Enterprise Search – start of work

HES login is carried out by means of account of user, registered in the Active Directory of the enterprise.

Follow these steps to log in:

1. Open your browser and type the URL, given by an administrator of the enterprise, in the address bar (e.g.: <http://es.company.com/>).
2. Fill in the login form, if that is necessary, then confirm the login or use the automated login.

In the version HES 2.0 and later versions there is the possibility of an automated login. When creating this mode, the user does not need to re-enter their input credentials into the login form fields. After you enter the URL and go to the login form, select the input option by using the Windows account. User name and password are entered, which are also used for logging the user into the operating system. This setting is performed by the enterprise administrator.

The authorization form looks like this:

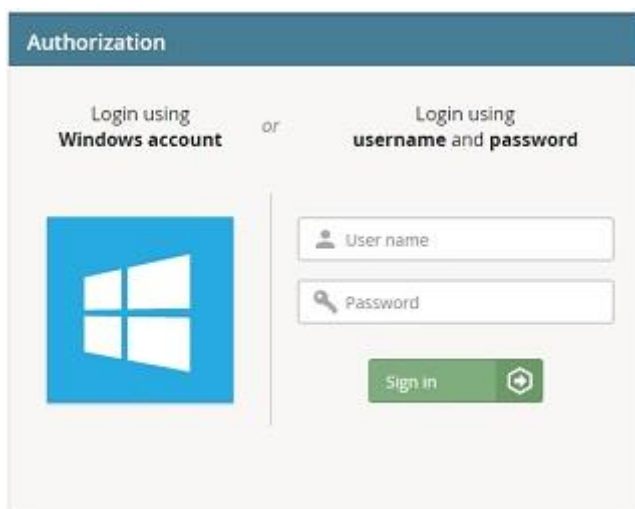


Fig. 1 Authorization form.

If this option is not set, the login form “Authorization” consists of two standard fields (username and password) and entry confirm button “Sign in”.

Both fields of the form are mandatory and must be completed. In this respect two variants of log-in are possible: with domain name (e.g.: DOMAIN\user\_name), without domain name (e.g.: user\_name). In the latter case default domain name, selected by administrator, is used.

In the case of incorrect login or password entry, user receives the notification. In the case of correct login or password entry, user is referred to the HES home page (see 3).

In the version with a limited number of users, you will receive a notification after a failed login attempt. To resolve this issue, contact your network administrator.

Password aging is limited. For this reason, if a user continues his work after some interval of time, he is referred to the page of password entry before continuation of work. After confirmation of the password, the work is continued.


User can click one of the links in the footer of the page and choose language of the present User Manual. The license agreement is available via another link.

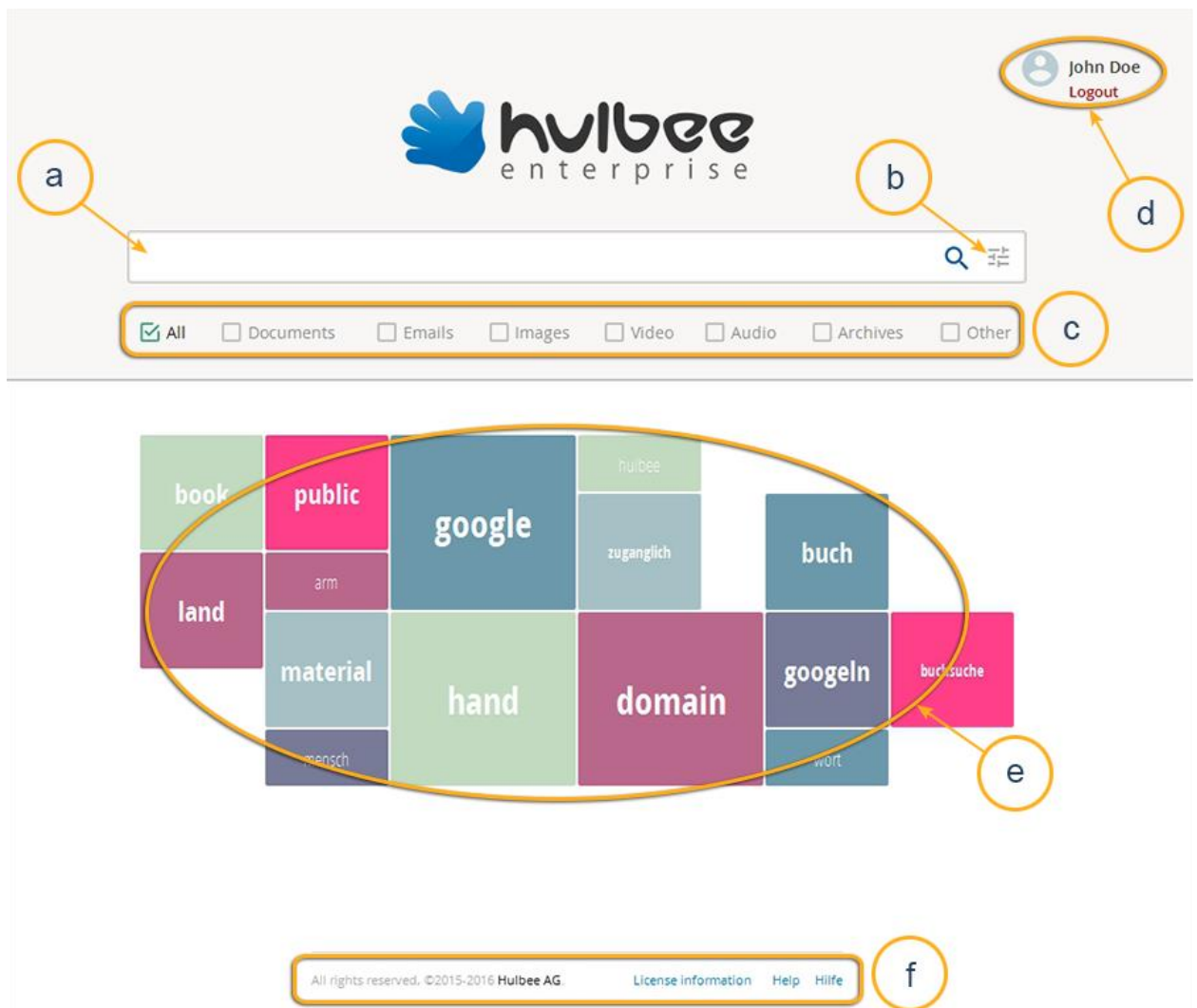
## 3 Home page

It's possible to use simple and advanced search in the HES system. User can also manage and specify search results through the use of filters and special-purpose tool DataCloud (see 8.2).

On the HES home page one can see standard search box (Fig. 2, a). Using this box, one can carry out a simple search (see 4).

Additional functional elements on the home page:

- Advanced search icon  (Fig. 2, b) “Advanced search” (see 9).
- Document type filters (Fig. 2, c) (see 8.1).
- User profile (Fig. 2, d), with the help of which a user is referred to the user account (see 10).
- DataCloud (Fig. 2, e).



**Fig. 2 HES home page.**

The use of these functional elements is optional, but all these tools can help organize more effective search.

The footer of the home page (Fig. 2, f) is organized in the same way as footer of the page with the login form.

## 4 Search query entry

User query might be entered into the search box, located on the home page (see 3), on the page with the list of results (see 5) and on any other page of the HES system. To start with, please put the cursor in the search bar.

Directly after beginning of entry, drop-down list – Suggest<sup>2</sup> (Fig. 3) with adequate variants appears. If there is already query entered before (for example on the page with the list of results), Suggest

becomes available after continuation of typing or after placing the cursor in the entry field and clicking the down arrow on the keyboard.

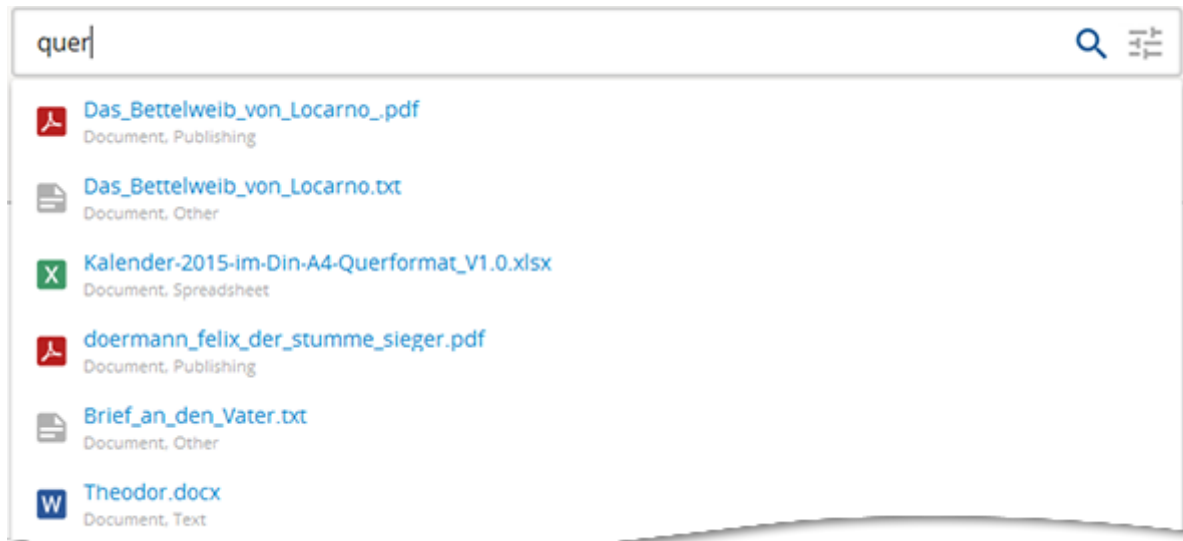


Fig. 3 Beginning of query entry. Suggest appearing.

The following actions are possible at this stage:

1. Choose one of the variants from the drop-down list, if it is suitable.
2. Ignore the prompt and continue entering your own query.

In the first case confirm the entry by clicking the chosen variant or press <Enter> key. After confirmation, a user is referred to the preview page (see 6).

In the latter case – press <Enter> and click on the loupe icon. In this case a user is referred to the search results page (see 5).

## 5 Search results page

A user is shifted to the search results page after the start of the search of query, entered by him (see 4). In the process of search, user permissions for documents are taken into account. In other words, user can see only accessed documents in the storage facilities.

By default, search results are displayed in the details view mode (see 5.2.2), sorted by relevance ranking, that is to say reflecting the degree of relatedness to the user's search query, from more suitable results to less suitable.

The number of search results is shown in the line “*n* items found” (Fig. 6, a). If nothing is found, a user sees the notification with the offer to enter another query and null field “0 items found” in the search results counter.



Search results page is divided into logical areas: filters area (Fig. 6, b), described in the section 8, and results display area. It also includes a defined set of functional elements, suitable for correction of search results and for further work with separate documents (see 7).

## 5.1. Page functional elements

The next sections include the description of search results page elements (hereafter referred to as page) and their functionality.

### 5.1.1. Logotype

Click on the HES “Hulbee enterprise” logotype shifts a user to the search home page (see 3).

### 5.1.2. Search box

A user can change the query entered earlier in the search box, specify it manually or with the help of DataCloud tool (see 8.2), enter new search query or activate the Suggest (see 4).

### 5.1.3. Profile

Profile shows user’s personal information, and its fields are links. Click on the user name effects access to the personal account (see 10) link “Logout” shifts a user back to the login form (see 2) for the purpose of changing the profile.

### 5.1.4. Toolbar

Toolbar (Fig. 4) is designed for setting of search results display.

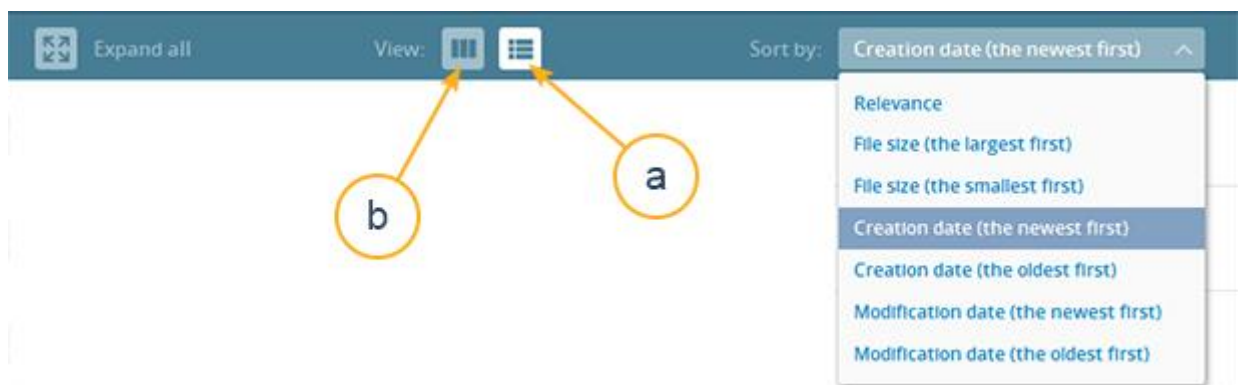


Fig. 4 Toolbar. Search results page.

One can find the following elements on the toolbar:

- “Collapse all/Expand all” option collapses/expands a piece of information, displayed in the search results for each particular document.
- “View” option allows a user to change modes of search results display. Two modes are available (Fig. 4, a, b): list (see 5.2.1) and details view (see 5.2.2).
- “Sort by: ...” option helps to display the results by sorting them in a way chosen by a user: sorting by relevance ranking<sup>3</sup>, file size, file creation date or file modification date update. A user needs to choose one of the variants from the drop-down list (Fig. 4).

The functionality of the elements described in points one and three does not depend on the results display mode.

### 5.1.5. Buttons

Element buttons (Fig. 5) implement further additional measures at the individual documents (e.g. the transition to the preview of the document, opening the document, etc.). For more information about working with search results see section 7.

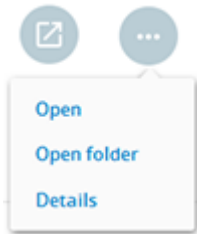


Fig. 5 Buttons with additional commands.

## 5.2. Modes of search results display

The search results can be displayed in two modes: list view mode and details view mode.

### 5.2.1. List view mode

This mode allows a user to view the search results quickly. In this case the information on each result is displayed by separate blocks (Fig. 6, c) and includes the name of a document, its location, creation date, size and tags (Fig. 6, d). The tag defines the file type; the second tag specifies the file type for documents, containing text. In the case of text files, the document fragment containing the query or its part is also shown.

Choose the mode “List view” (Fig. 4, a), using component “View” on the toolbar (see 5.1.4) to see listed results.

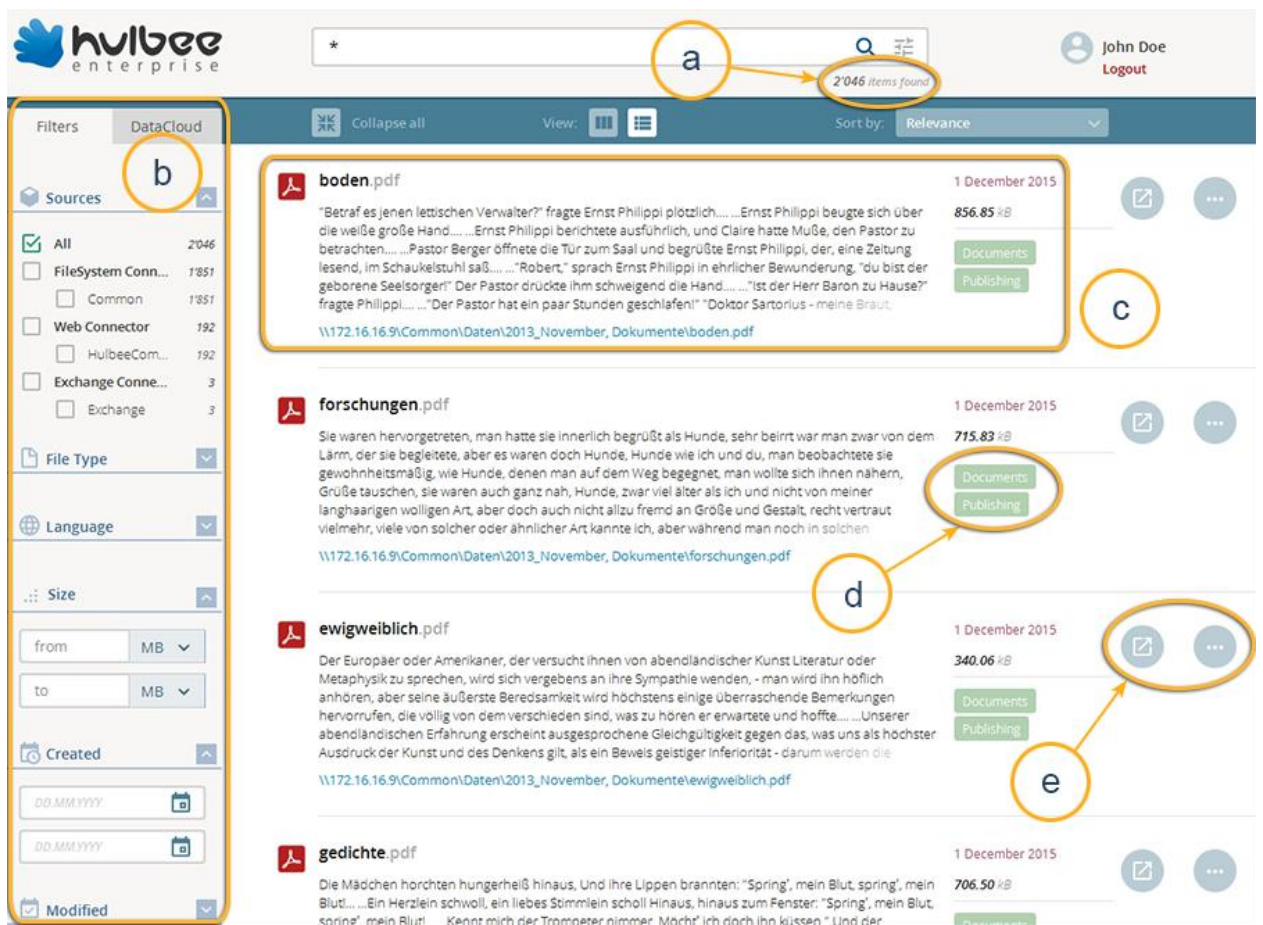


Fig. 6 Page with the list of search results. List view mode.

In the list view mode a user cannot see all the results at once. At the end of the list, a user must confirm the display of the next page with results, by click on the button at the foot of the page.

From the list view, you can switch to the detail view (see 5.2.2), and vice versa.

### 5.2.2. Details view mode

Choose the mode “Details view” (Fig. 4, b), using component “View” on the toolbar (see 5.1.4) to see detailed results.

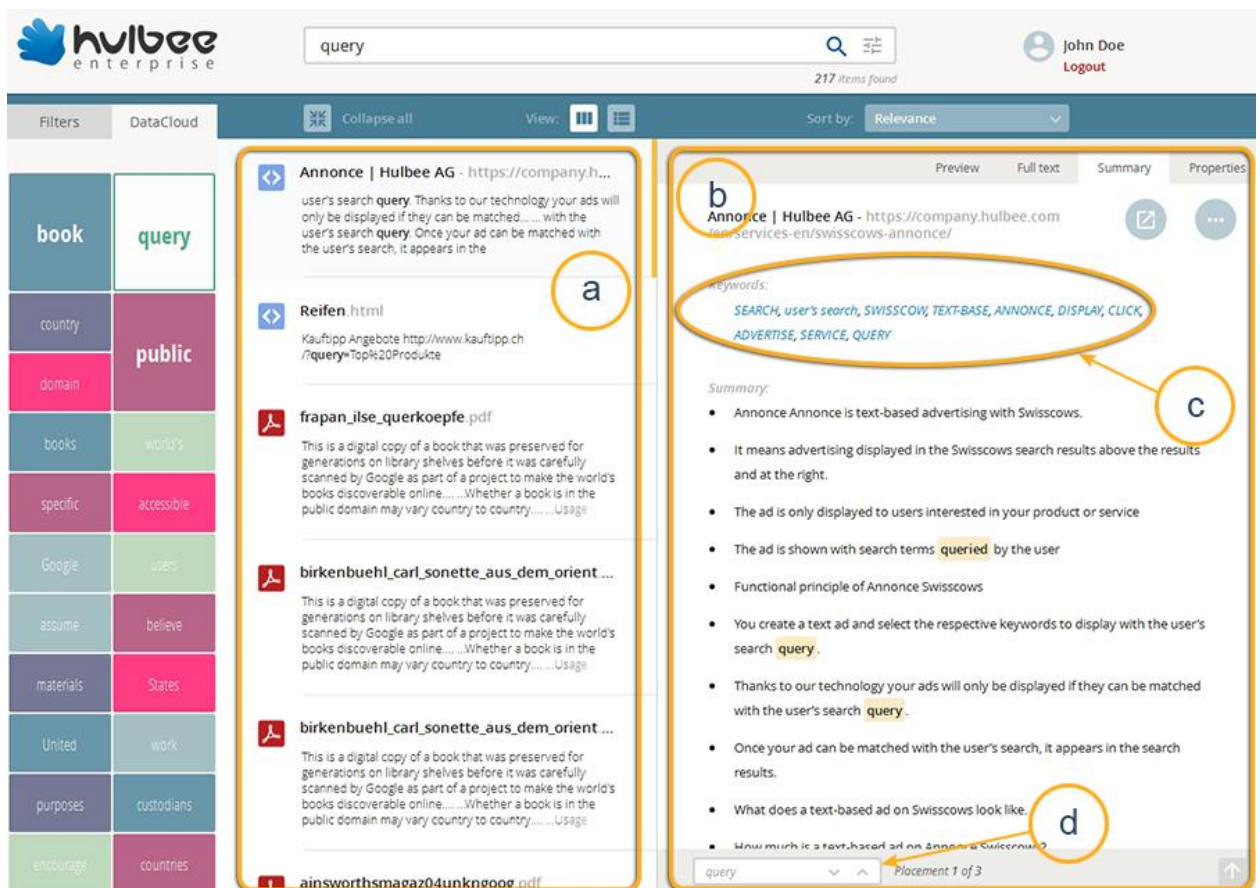


Fig. 7 Page with the list of search results. Details view mode, tab "Summary".

Details view mode combines the list of search results with the preview page. So, in this mode search results are displayed in two columns: the first (Fig. 7, a) represents a list and the second (Fig. 7, b) shows the detailed information on each result in common with the preview page (detailed description in the section 6).

For some documents (that contain texts), opened in the details view mode, a body of information could be shown in the tab "Full text" or in the tab "Summary". There are some tools, located at the foot of the page, for such documents navigation (Fig. 7, d). Their description is given in the section 6. On the tab "Preview", if such is provided for the document, the navigation through the pages of this document is available.

## 6 Preview page

Shift to the preview page may be caused by the following:

1. Selection of a document from Suggest (see 4).
2. Click on "Details" (Fig. 5) to see the information on a specific document (from the search results page).
3. Click on the block (Fig. 6, c) with information on a document (list view mode).

The preview page is divided into two areas. In the first metadata is displayed (Fig. 8, b) and the list of the user's possible actions (Fig. 8, a) (the options can be exercised using the special buttons (Fig. 5)), which serve the further processing of search results (see 7). In the second area contents of the document are displayed.

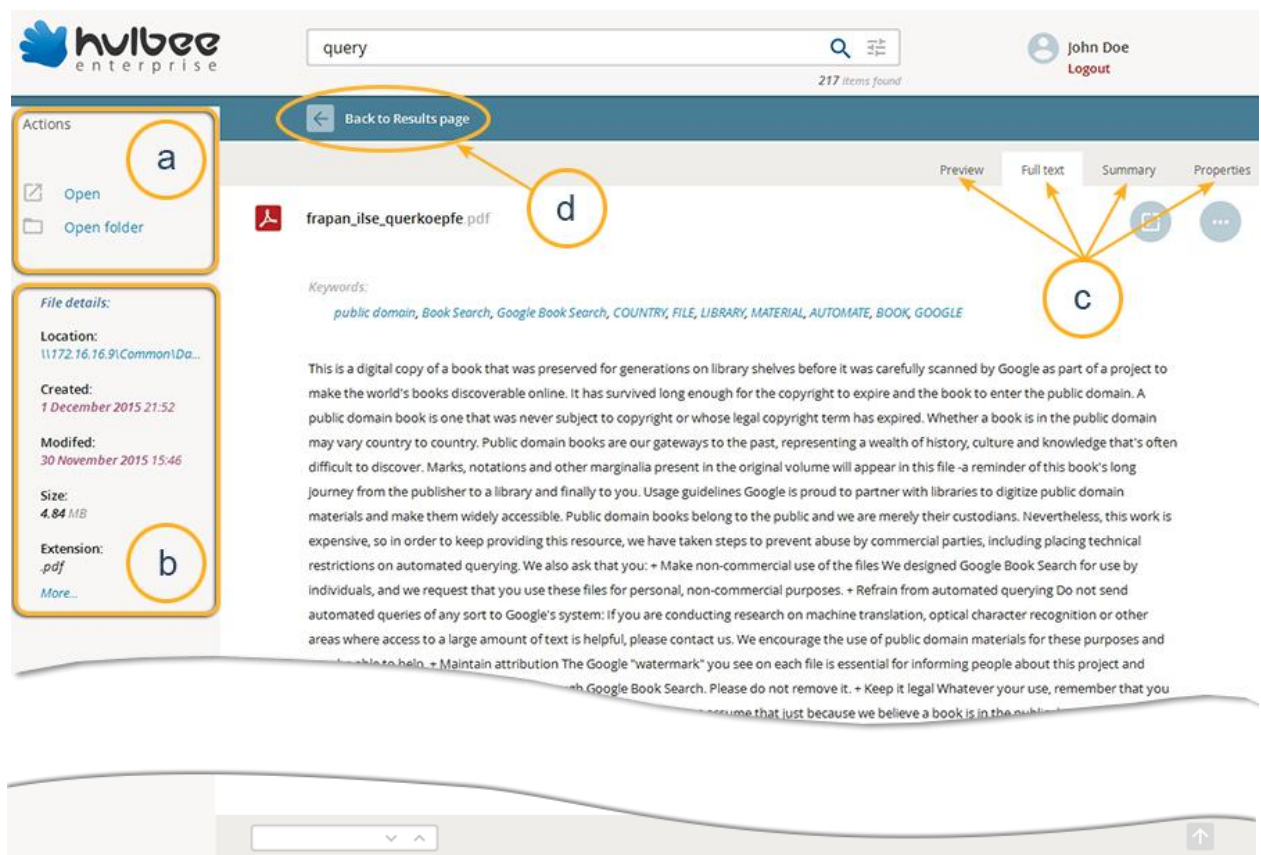


Fig. 8 Preview page. Tab "Full text".

Metadata is data about the location of the document, date of its creation, file modification date, size, extension, language of the document and its type. To see all properties of the document, click on the link "More..." at the end of the list with metadata. You can minimize the list by click on the link "Less..."

The second column represents the information on document contents and includes several tabs (Fig. 8, c):

- Tab "Preview" shows the document in the most appropriate appearance of the original document (adapted from the original document). This display mode is available for the following formats: pdf; docx, odt, ott; xls, xlsx, ods, and some formats of images, audio, video (supported by your browser) and HTML pages that are adapted for a suitable safe browsing. For example, enable or disable the JavaScript processing, can be configured by the administrator for specific domains.
- Tab "Full text" contains the name of the document, keywords line and text of the document in full or partially, depending on size and file type limits.



- Tab “Summary” also represents the name of the document and keyword line, but full text is replaced by digest – summary of the document in the form of paragraphs. Digest includes the most important sentences to make user understand what the document is about.
- Tab “Properties” gives information on document properties and, partly, duplicates metadata section.

Keywords on the preview page, as well as on the search results page (Fig. 7, c), are links. After the click on the keyword, the system begins to search for it in the text, displayed below. In such a manner keywords help to navigate through the text.

For graphics, audio and video files, fewer tabs are provided. Metadata tab and preview tab with image preview, internal audio- or video player are available for files of these types on the preview page and in the details view mode (see 5.2.2). The list of formats for which the preview is available depends on codecs, supported by browser. Generally, this list includes common images (jpg, png, gif, tiff, bmp), mp3 sound files and mp4 video files with codec x264. In other cases, warning concerning inability to show this file type in the browser and suggestion to open it in the proper application on a computer for the continuation of work appears.

Navigation tools are located at the foot of the page (Fig. 8) and are available for documents, containing text. They include word or word group navigation and standard navigation button. A user needs to enter a word or group of words into the appropriate field and he will be shifted up or down the document contents. On default the field contains the text, entered by a user in query. In the process of keyword navigation, the field reflects the word, chosen by a user from the keyword list. To some degree, this navigation is the analogue of the system search, but in the frames of one document.

The preview page contains such functional elements as logotype, search box and profile and elements buttons (see 5.1.1-5.1.5). By clicking on the appropriate link (Fig. 8, d) you can get from the preview page to the results. In some cases (for example, direct transition of sent link), the link is missing or leads to the previous page.

## 7 Working with search results

Documents, found by the HES system after user’s query processing, are available for further work with them, according to the user’s access rights. The documents can be viewed in browser, directly in the HES. Also, these can be opened with the help of utility Desktop Manager (see 7.2) (files from the company’s memory) or in the browser (all files are available using the links e.g. files from the web resources).

### 7.1. Viewing the search results in browser

#### 7.1.1. View documents in Hulbee Enterprise Search

Documents from the results list, regardless of the data source (file system of the company, web resource, etc.), can be viewed in any Internet browser available.

For-convenience in viewing, HES system provides a user with different modes of presentation of search results (list view mode, details view mode) and with different modes of presentation of document contents (metadata<sup>4</sup>, preview, full text), which were described above.

Here are HES functional elements, connected with viewing the search results and document contents in browser.

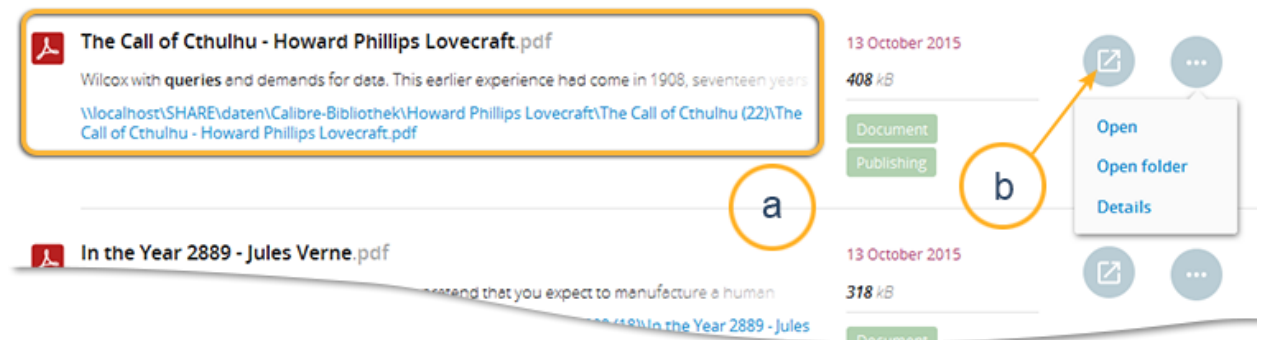


Fig. 9 Block with the information on document (list view mode). Buttons with command options.

Attention is directed to the result a user will obtain, using one or another tool.

- Click on the component “View” on the toolbar (see 5.1.4) changes the modes: list view mode or details view mode.
- Click on the block (Fig. 9, a), containing information on a specific document, shifts user to the preview (see 6) of this document.
- Click on the item “Details” (Fig. 9) shifts user to the preview page.

In other cases, an attempt to open the document is made using the Desktop Manager utility (see 7.2) or without (see 7.1.2, 7.1.3), according to the file source and file types.

### 7.1.2. View documents from the Web Resources

Documents placed in the web storages as well as the documents in the enterprise file system are displayed in the search results and can be viewed directly in the search engine (see. 7.1.1). The difference is that it is not necessary to use the Desktop Manager to open them. They open in a new browser tab when the user selects the item “Open” (Fig. 9) from the drop-down list, or clicks on the

button  (Fig. 9, b). Item “Open Folder” for such documents is not available.


### 7.1.3. Viewing documents on mail service MS Exchange

Search result may contain different types of files, including email files. These include mails (including their attachments) from mailboxes on the MS Exchange service. You can choose this email using the filters on the source – Sources -> Exchange Connector.

After applying the filter in the search results, a user will only see his personal correspondence from MS Exchange and will not have access to the correspondence of other users from Active Directory. An exception is made only for the HES administrator.

The documents in MS Exchange, like the rest of the search results, can be viewed directly in the HES as Full text, Summary Mode. Their properties (metadata) can also be viewed.

When trying to open these files (the option “Open” (Fig. 9) from the drop-down list or clicking on the

button  (Fig. 9, a, b)), you are being forwarded to Outlook Web App. If necessary, fill in the entry form, using the user name and password, under which you are registered on the mail service (the same as those used to log on to Windows and HES). Please note that the domain name should be at the beginning of the “user name”, for example: hes\user\_name.


The menu item “Open Folder” is not available for such documents.

It may happen that this type of resource (Exchange Connector) is missing in the filter area on your page. Possible causes are: no e-mail mailbox on a MS Exchange, no incoming\outgoing emails, using of filters that exclude the mailboxes from the search result.

## 7.2. Desktop Manager Utility


Utility Desktop Manager is only used to open files from the file storage of the company or the folder containing the files, if opening the file is not possible: for example, the file is zipped, file path is too long, etc. It provides an opportunity to work with the original file and not with its copy, downloaded via browser.

To use Desktop Manager do the following:

1. Click on the item “Open Folder” (Fig. 9).
2. Choose item “Open” (Fig. 9).
3. Click on the button  shown on the (Fig. 9, b).

First of all, the utility gets the username and checks the existence of the user with such name within the system. If the user is detected and has access to the opening file, Desktop Manager calls up an associated program, taking into account settings of the system concerning standard software. For example, \*.doc, \*.docx files can be opened in Microsoft Word, Open Office, \*.txt files – in Notepad, etc. Referring to archives (\*.rar, \*.zip) and executable files (\*.exe), explorer opens the folder, containing them.

Desktop Manager should be started and installed on the client computer individually for each user. Utility has autoloading and it is available right after user login. It does not have its own interface, so, if the program is started, user sees the hand icon in the Windows task bar (if you hover a cursor, you will see the prompt).

The user has an indicator available, with the information on the status of the connection. When the indicator is green, the connection to the HES could be produced. Otherwise, the indicator is displayed in gray  .



If the utility is not installed (a user does not see the icon or he is offered to install Desktop Manager), do the following to install it:

1. Push the button “Download & Install” in the message window.
2. Confirm that you want to download the file by click on “Save File” and open it in the folder.
3. Run the executable file.
4. Follow the prompts of the installation wizard.
5. At the end of the installation, a window appears with the URL request. Enter the same URL that was used to start the HES (see 2).

The window disappears immediately after entering the URL. To bring up the window again if needed choose item “Options” from the context menu. It displays after clicking the Desktop Manager icon. The icon is located in the notification area of the Windows taskbar.

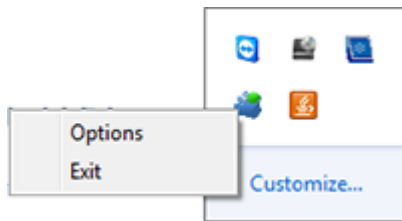


Fig. 10 Desktop Manager icon, context menu.

## 8 Imposition of search results limitations

Search results limitations mean the reduction of quantity of displayed results by elimination of results not matching definite criteria.

These criteria are established by a user with the help of filters (see 8.1), provided by the search engine, and also with the help of special-purpose tool DataCloud (see 8.2).

There tools are available on the search results page (Fig. 6, b). DataCloud is also available on the HES home page (Fig. 2, e).

### 8.1. Filters

The possible ways of filtering search results are as follows: source, filter by type, language and size of the document, date of its creation or update. Filter by source can filter by the type of document storage (enterprise file system or web resource, email resource etc.), as well as by the name of the individual memory location within the resources. Please note that not every source is divided into multiple repositories. After the query execution, it is known how many files from the total quantity of search results match one or another criterion. Counters, located in the filters column, display this information.

You can filter search results both by one criterion and by several criteria at the same time.

To filter search results do the following:

1. Choose the necessary filter from the filters column.

2. Open the list of all possible variants, pushing the button near the filters names.
3. Choose the necessary item from the list.
4. Continue with another filter, if necessary.

The page reloads automatically and you see filtered results. After using filter, the quantity of search results changes. It is displayed by search results counters on the page and counters in the filters column.

Using filtering by type you may choose subtype for documents, containing text (for example spreadsheets, presentations, etc.).

Using filtering by file size and date you may see special entry fields. You will have the possibility to choose unit of measurement of file size and to use calendar. Changes should be confirmed or cancelled, if necessary.

You can return to view all found alternative files by clearing the desired filter with the provided cancel button for filter by date or size of the file or the entry “All” for the other filter.

## 8.2. DataCloud

DataCloud is a set of tiles<sup>5</sup> of different colors with keywords inside. The colors of tiles reflect semantic similarity of terms.

The HES system has two DataClouds with different ways of filling.

The first DataCloud is available on the HES home page (see 3). Here, words inside tiles are custom queries (see 10.2), entered into the system by administrator and users. Each individual user does not have access to words, entered by other users. When finding lack of custom queries, the cloud adds keywords from documents, containing text. Its elements are ordered at random, occupying the designated area.

When you choose a tile, the search for your query starts and you jumps to the search results page (see 5).


The second DataCloud is located on the “DataCloud” tab on the search results page (Fig. 7). It consists of words-queries (white tiles) and words, which are the most frequently repeated words, chosen from the found documents, excluding stopwords (see 10.3).

By clicking on the query tile, you delete this term from the query and the search starts without it.

This DataCloud helps to specify the search result by adding new words to the entered query.

# 9 Advanced search

The advanced search offers an opportunity to use further search criteria, narrowing down search results.

To begin the advanced search click on the icon  “Advanced Search”, located in the search box on any HES page (see 3).

This icon is a link. It becomes active when you hover a cursor over it. You also see the prompt, describing its function.

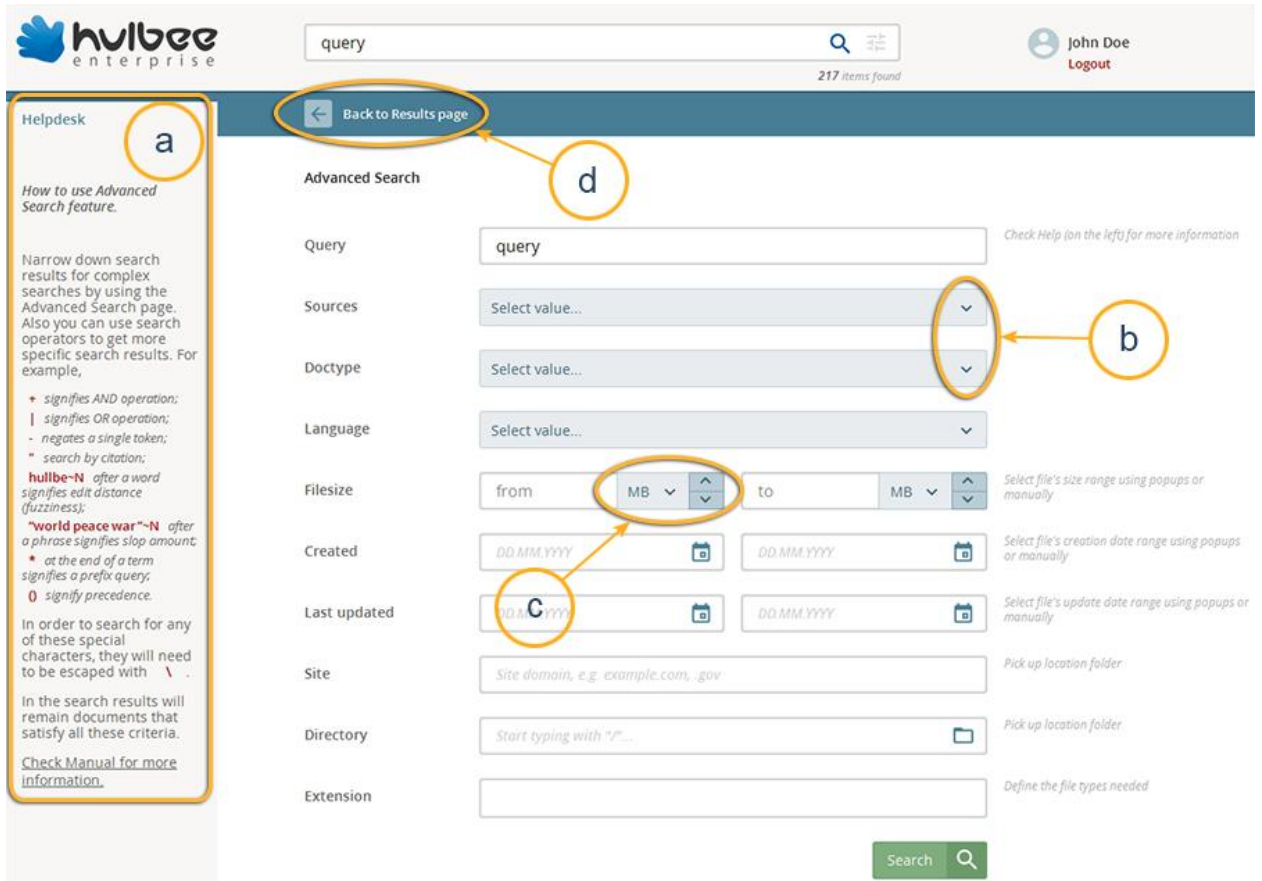


Fig. 11 Advanced search page.

The heading of the advanced search page contains the same functional elements (see 5.1.1-5.1.3) as other HES pages.

The page itself is divided into two columns. The first column contains support information (Fig. 11, a), concerning more effective use of the advanced search (see 11). The second is a form of the advanced search. You may find the following fields in it:

- Query.
- Sources. Source of files.
- Doctype.
- Language.
- Filesize (you may indicate not the exact size, but a range).
- Created (you may indicate not the exact date, but a range of time).
- Last updated (you may indicate not the exact date, but a range of time).
- Site. Site search. Only at the domain: example.com or .com

- **Directory.** File path should be entered in a standard way. Different level folders are separated by slashes. If you start typing with slash (double slash), proposal list will be available. When you type the name of file or folder not adding any symbols, you will see the documents with this name in path.

Please note that although the fields Directory and Site are for the refinement of search queries that relate to various sources, a simultaneous entry will not display a search result.

- **Extension.** This field should be filled with extensions without leading dot. For example: pdf, txt, doc, etc. You may add more than one extension at the same time. Use <Enter> after adding every extension.

Select source, document type and language among the variants of drop-down list (Fig. 11, b). You may choose several variants.

There are spinners<sup>6</sup> (Fig. 11, c) in the document size selection field and calendar in the date selection field.

While filling the form, pay attention to text prompts near its fields.

On the advanced search page, as well as on the preview page (see 6), there is a navigation link (Fig. 11, d), which shifts you to the search results page (see 5).

If a user has left the advanced search page, he has the possibility to return and edit or complete the previously entered data. They are not only stored, but also displayed on the search results page.

## 10 User account

Click on your name in any HES page profile to go to your personal account.

The profile contains the “Logout” link, which shifts you back to the login form (see 2) to change user account, and also user’s personal information. It includes username, taken from enterprise Active Directory.

With the help of personal account, a user can manage his personal settings, provided by the search engine. All variants of settings are listed in the left column and are called “My Settings”.

### 10.1. Preferences

In the “Preferences” section you may choose the interface language. Select the necessary language from the drop-down list. Then save the setting.

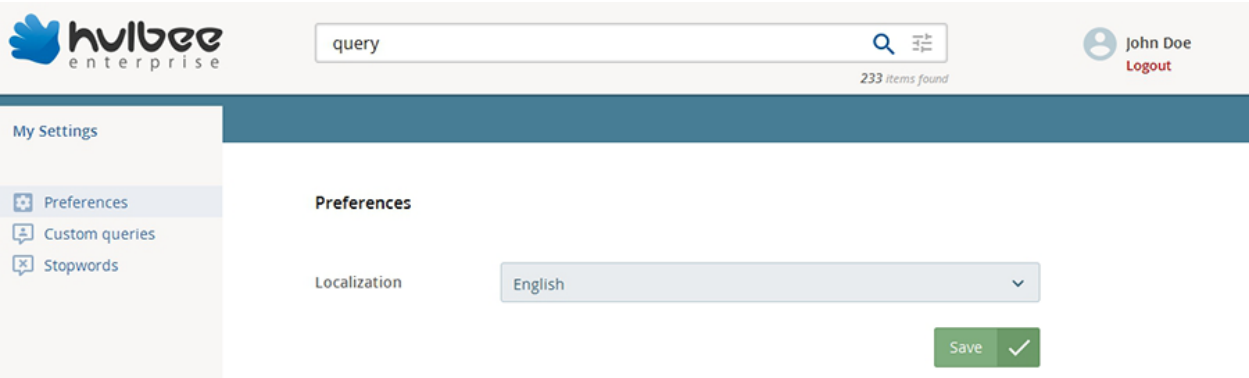


Fig. 12 User account. “Preferences” section.

### 10.2. Custom queries

“Custom queries” allow you to add keywords, which later will be reflected in the DataCloud on the home page, and which help to enter typical search queries quickly.

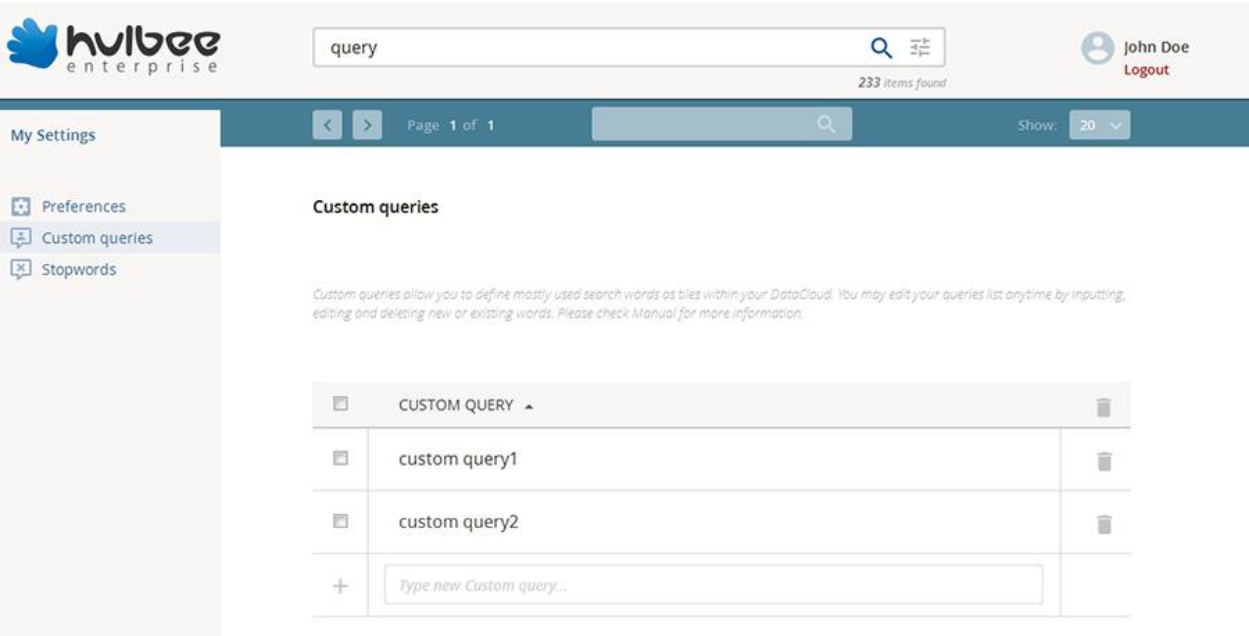


Fig. 13 User account. “Custom queries” section.

Using keyboard, you may type custom query in the line on the right. Then press <Enter> and continue typing, if necessary. You may add, edit and delete custom queries.

There is also custom query navigation - page scrolling (if you have more than one page), implementation of the search by the custom queries and determining the number of requests that are displayed on a page.

If you enter more keywords than DataCloud can hold, part of them will not be displayed (at random).

### 10.3. Stopwords

Using “Stopwords” tab you may indicate words, which you don’t want to see in DataCloud, located on the search results page. For example: the name of the user’s company. It can be found almost in every document, for which reason it’s useless for query specification.

Work with stopwords list is similar to the work with search query list in the “Custom queries” tab.

## 11 Search query language

Support information contains the list of search operators – special symbols and (or) keywords, added to the query for specifying search results or used as independent queries.

To see all variants of possible search queries, visit the advanced search page (see 9). They are displayed in the first column of the page.

Here are the examples of formation of queries through the use of search operators. Words for query example: “world”, “peace”, “war”.

- world + peace – operator “+” signifies “AND” operation and searches for documents containing words “world” and “peace” at the same time; the standard query with “+” is generally equivalent to the entered query: world + peace = world peace;
- world | peace – operator “|” signifies “OR” operation and searches for at least one of these words;
- world -war – operator “-” gives the possibility to show the results containing the word “world” and excluding the word “war”;
- “world peace war” – if the phrase is quoted, words in the search results will be ordered in the same way;
- “world peace war”~N – the query in quotation marks is too limited because it is consecutive words in the document. By “~ N” the search will be extended, so that keyword matching results can still be found, where N stands for the maximum number of possible variations of the search term (insert, delete, rearranging of words) that can be inserted so an accurate search result can be displayed.
- hullbe~N – fuzzy search; “N” stands for the maximum number of possible variations of the search term (insert, delete, rearranging of words) that can be inserted so an accurate search result can be displayed. For instance if we don’t know exactly how to spell the brand “Hulbee”, even when searching for “hullbe~2”, the correct search result will be displayed;
- pe\* – operator “\*” substitutes any unknown word ending in the query; in this case the search is carried out only by known fragment; for example: pe\* - pen, person, peace, etc.;
- (world -war) | (world -peace) – operator “()” is like mathematical parentheses; they arrange order of use of logical operators; used for complex query formation.

If a user wants to use one of the above mentioned symbols in the proper sense, “\” symbol should be typed first.

There are some more search queries, beginning with “:”. All of them become available in the drop-down list after typing “:” symbol in the query line. You will also see a short description of such queries and their entry format.

- :all – all files accessible for a particular user are shown; the same query returns, for example, all text files, if a limitation on type of displayed files is placed;
- :doctype: – returns documents belonging to one or several doctypes, e.g.  
:doctype:Document,Image,Video;
- :lang: – returns documents in one or several languages, e.g. :lang:en,de;
- :size: – returns documents whose size in bytes satisfies the condition, e.g. :size:0-1024;
- :created: – returns documents whose creation date satisfies the condition, e.g.  
:created:01.01.2015-31.01.2015;
- :updated: – returns documents whose modification date satisfies the condition, e.g.  
:updated:01.01.2015-31.01.2015;
- :extension: – returns documents of one or several extension, e.g. :extension:.doc,.pdf;
- :path: – returns documents located in a specific folder, e.g. :path:/public/docs.
- :site: – returns documents with a specific site or domain.

All queries listed begin with a colon, this format should be maintained without spaces or punctuation marks at the end of the query.

## 12 Differences between Hulbee Enterprise Versions

The main differences from version 1.7 to version 2.0:

1. The possibility of an automated login.
2. The possibility of looking for documents that are located not only in the file system of the company, but also in other sources.

The main differences of HES version 2.0 to HES 2.2:

1. Adding a preview mode for tables, office documents, html-pages, which displays the adapted original document.
2. The search option in mail service MS Exchange.
3. The search for documents on the web by their url – additional advanced search capabilities.

## 13 Frequently asked questions (FAQ)

1. I can't log into system.
  - Select login option: login with Windows account.
  - Try to log in, typing domain name before username.
  - Contact your system administrator.
2. Do I have to log in to HES again, if I am already logged in with the credentials in the operating system?
  - Not necessary. When logging in - in the login window select login with Windows account.
3. I can't find the necessary document.
  - Check your right of access to this document.
  - Use "Advanced search".
  - Use filters.
  - Use query language.
4. Custom queries are not shown in the Cloud.
  - Custom queries are shown in the Cloud at random, as the Cloud has limited area.
5. I can't open documents in Desktop Manager.
  - Check if Desktop Manager is installed for this user.
  - Check if Desktop Manager is started (if not – start it manually).
  - Check the connection status Desktop Manager to HES by indicator. If it is inactive, check via the "Options" menu if the url you entered to connect is correct.

## 14 Glossary

**Digest** – automatically formed text information, briefly describing the text. It consists of automatically generated keywords (word groups) and most information-rich sentences of the text.

**Metadata** – for HES it means the name of file, date of its creation and modification, size. For many formats meta tags are also available (author, type of camera, organization, etc.).

**Relevance** – the degree of relatedness of search results to the user's search query. The search engines use different methods for determining the relevance, which aim to match the query entered by the user. Accordingly, once sorted by relevance, the first results should be the most relevant for the user.



**Suggest** – drop-down list of documents, corresponding to the entered search query.

**Spinner** – a set of control elements, which help to increase or decrease the value in the entry field by means of the mouse.

**Tile** – the minimal DataCloud functional element.

## 15 Support

Current information about the Hulbee Enterprise Search is available on the Web:  
<https://cs.swisscows.ch/>.

Email for inquiries: [info@hulbee.com](mailto:info@hulbee.com).

If you have problems, you can get assistance from our technical support: [support@hulbee.com](mailto:support@hulbee.com).

Please describe your problem or report about an error or take a screenshot and send it to us as an attachment.