

Searching the portal

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Introduction

Purpose of this document: Training material for using search in an Omnia portal, mainly for self training.

Target group: All users.

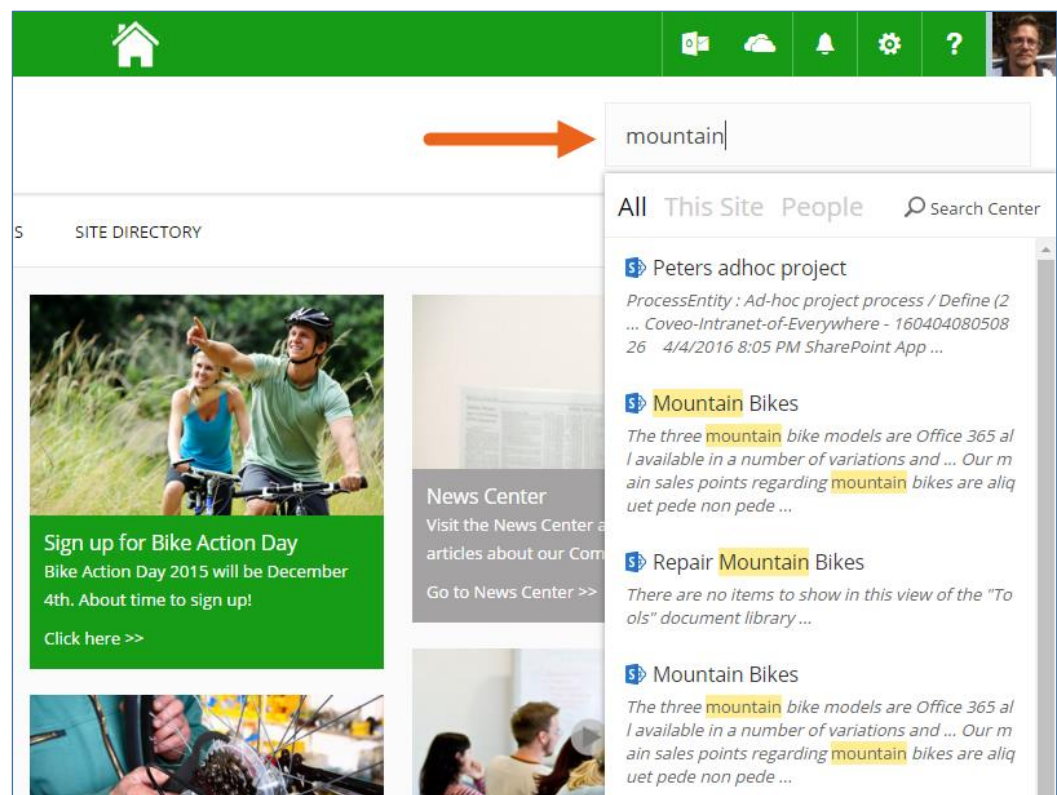
Searching is really powerful in Omnia. You can easily find what you need, anything you're permitted to see, by searching.

Quick Search

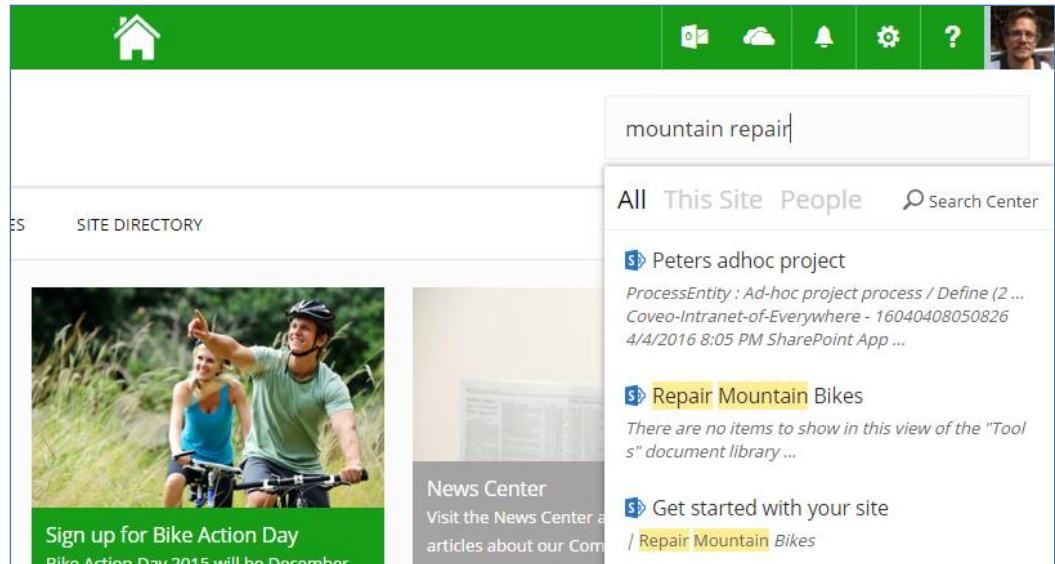
Quick Search is a really quick way of finding things in Omnia.

1. Click in the search field and type (don't push Enter, just type!).

A list of pages, documents, news articles, and more, that contains what you are searching for, is displayed (the most relevant should be at the top), for example:



You can add another word, or part of a word to narrow your search.



When you have found what you are looking for:

2. Click the heading.

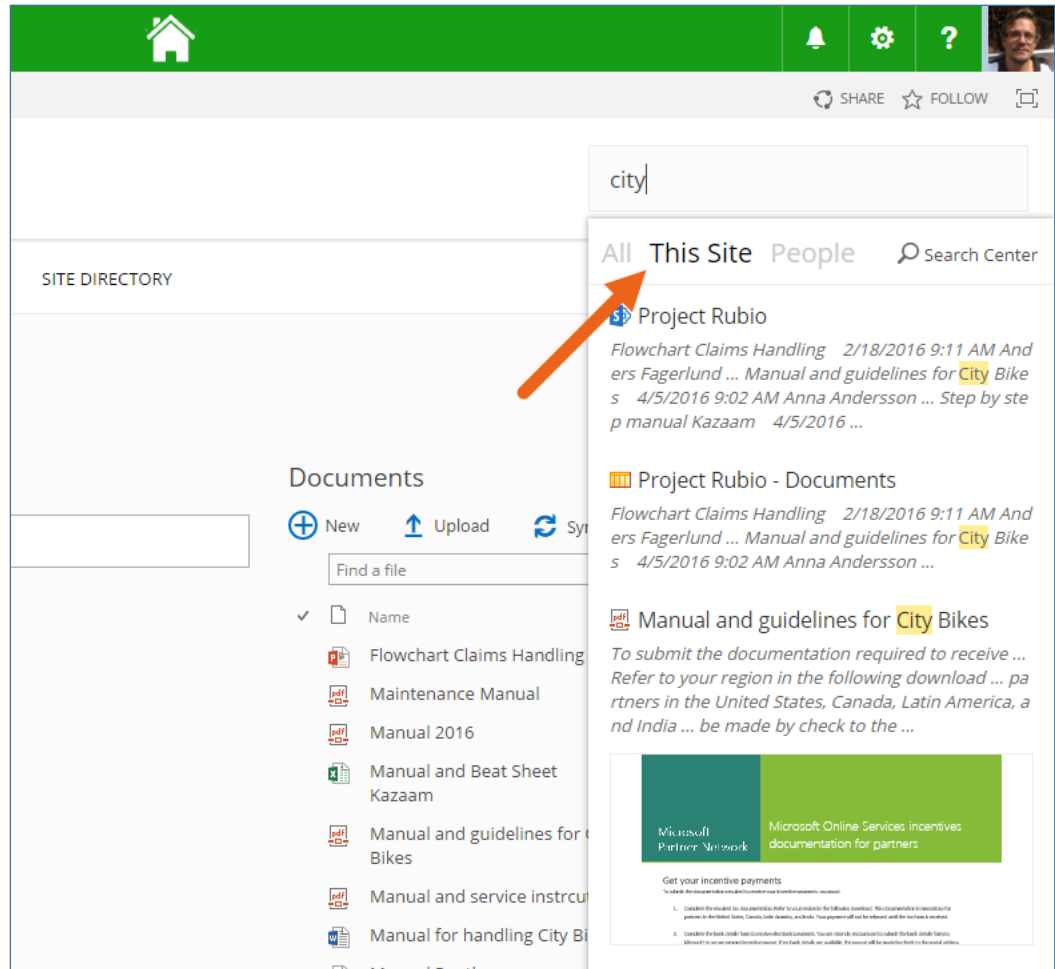
The default is a quick search in all sites in the portal (The News Center is a site and so on). You can always select to search in this site only and to search for people.

Quick Search in a collaboration site

When you use the default **All**, the Quick Search will find anything you are permitted to see, even in collaboration sites. If you only want to search in a certain collaboration site, do the following:

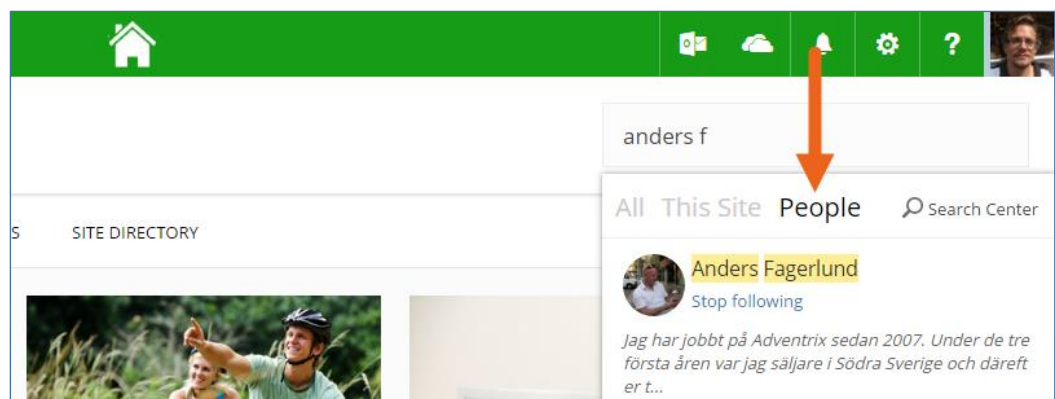
1. Go to the collaboration site.
2. Type to search using the Quick Search.
3. Select **This Site**.

Now the search list contains the documents, pages etc in the collaboration site. (See an example on the next page.)



Quick Search for people

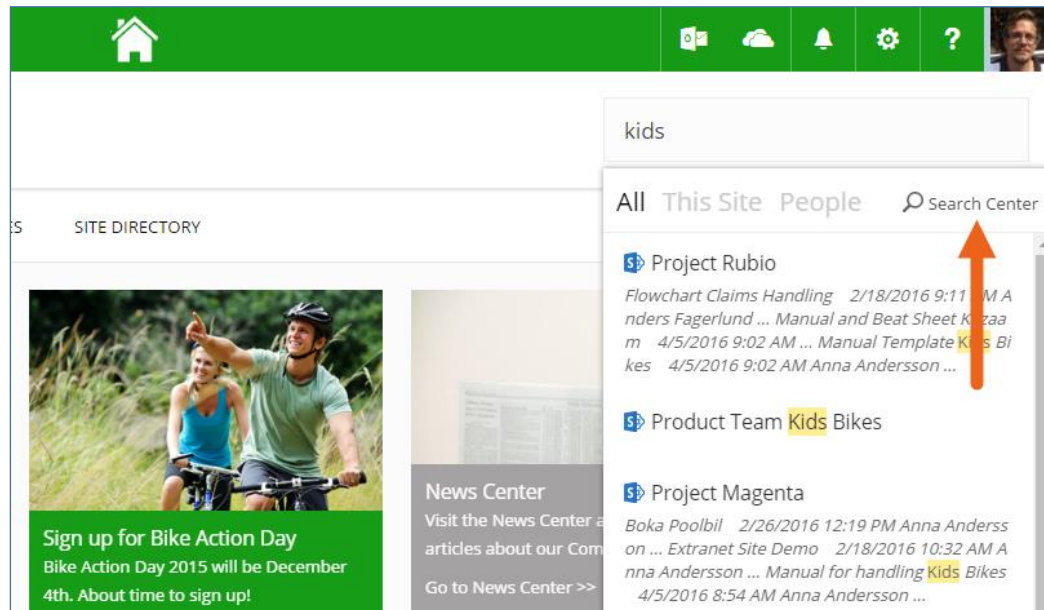
If you're looking for a phone number, e-mail address or any other information about a colleague, use the Quick Search's People list.



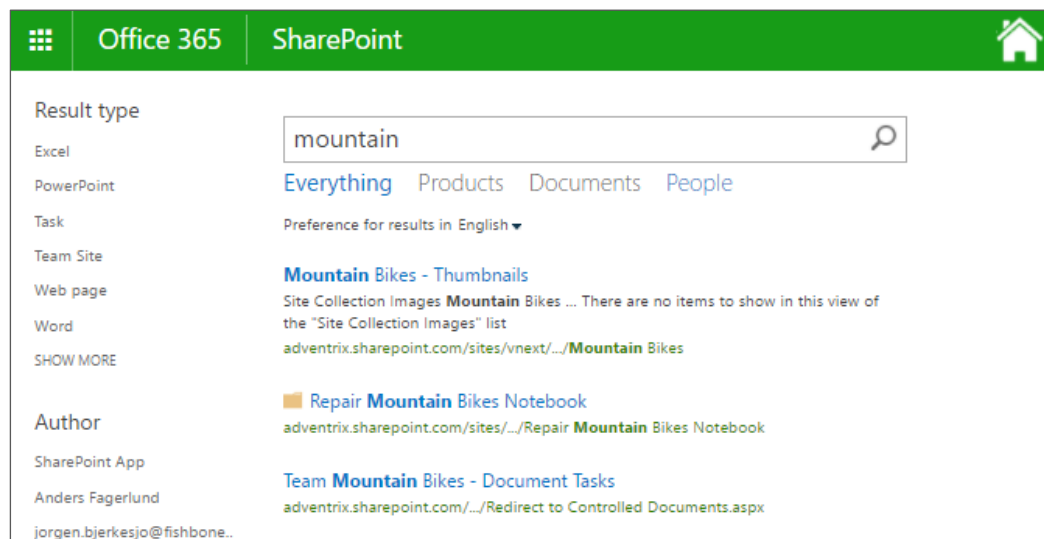
Using the Search Center

If you can't find what you're looking for using Quick Search, the Search Center offers options for filtering the search list, which is a convenient way to shorten a long search list, and thus narrow your search, to find what you're looking for.

1. To go the Search Center, click the link.



What you started to search for is carried over. There are a number of search lists (at the top) and options for filtering (to the left), for example:

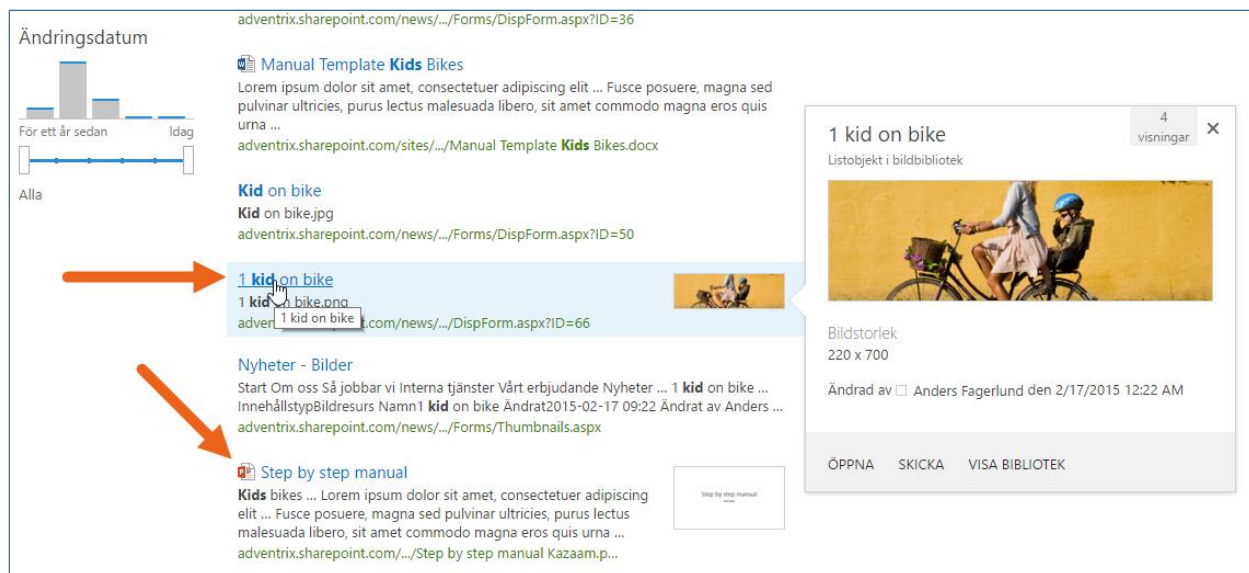


What search lists and filters are available is set up when the portal is implemented, so your Search Center will look different.

2. The see another list, for example **People** (at the top), click the heading.

Sometimes an icon helps you see if it's a document or something else. In the example below you can see there's a PowerPoint document.

Most often a preview is shown when you point at a heading, in the example below you can easily see that it's an image, and you can also see a preview of the image.

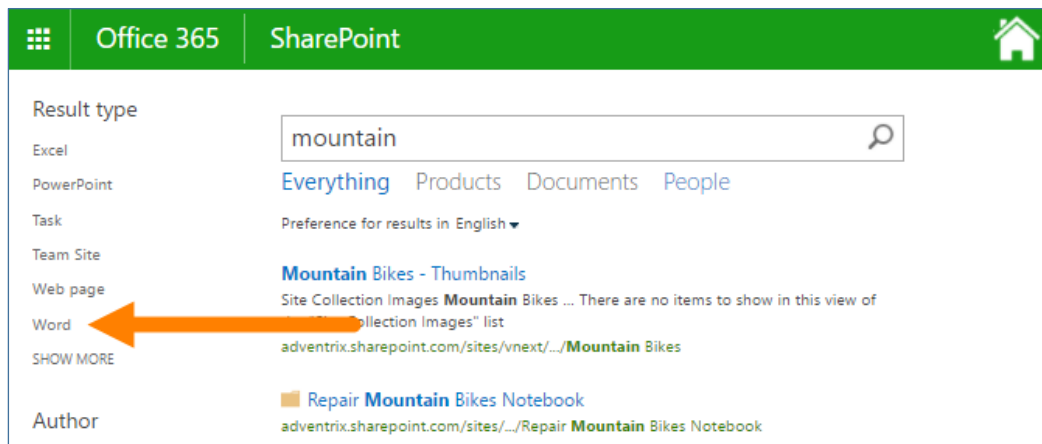


Filter to shorten to search list

In a portal with lots of pages and documents, the search list can be very long. Use the filters to left to shorten the list. Which filters will be available can differ greatly, it's set up when the portal is implemented, so the following is only an example.

This example has 293 hits in the search list. It's still way too much to wade through, but let's say you know the information you're looking for is in a Word document.

1. Click **Word** to the left.



Now only the Word documents that contain what you have searched for are shown in the list. You are already down to 78 hits.

Office 365 **SharePoint**

Author

SharePoint App

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Thomas Modadmin

SHOW MORE

Modified date

One Year Ago Today

All

Product Sheet Mountain Bikes
Lorem ipsum dolor sit amet, consectetur adipiscing elit ... Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna ...
adventrix.sharepoint.com/sites/.../Product-Sheet-Mountain-Bikes.docx

Mountain Bikes Manufacturing
adventrix.sharepoint.com/sites/.../Mountain-Bikes-Manufacturing.docx

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Mountain Bikes Manufacturing
adventrix.sharepoint.com/sites/.../Mountain-Bikes-Manufacturing.docx

Product Sheet Template
adventrix.sharepoint.com/sites/.../Product-Sheet-Template.docx

If the list, filtered on Word, still should be too long, you can now continue filtering the list further, in this example selecting the author of the document, if you know that, or when the document was last edited.

Filtering on Word documents that have been updated within the last month, would in this example result in just four documents.

Office 365 **SharePoint**

Result type

All

Word

Author

SharePoint App

jorgen.bjerkjesjo@fishbone..

SHOW MORE

Modified date

One Year Ago Today

One Month Ago

mountain

Everything Products Documents People

Preference for results in English ▼

QM Regulations 2017
Approved 2017-05-04 11:06:48 by Anders Fagerlund ... **Mountain Bikes**
adventrix.sharepoint.com/sites/.../QM-Regulations-2017.docx

Sales Handbook
Approved 2017-05-04 11:03:49 by Anders Fagerlund ... Lorem ipsum dolor sit amet, consectetur adipiscing elit ... Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero ...
adventrix.sharepoint.com/sites/.../CD-ADX-239/Sales-Handbook.docx

Envisioning Guidelines
Approved 2017-05-12 12:41:51 by Anders Fagerlund ... The Envisioning step is key to strategic planning ... During the Assessment step of the NSDS design process, the main questions were ...
adventrix.sharepoint.com/sites/.../Envisioning-Guidelines.docx

Delivery Mounting Handbook
Approved 2017-03-22 08:37:51 by Anders Fagerlund ... Lorem ipsum dolor sit amet, consectetur adipiscing elit ... Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero ...
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