

## Table of Contents

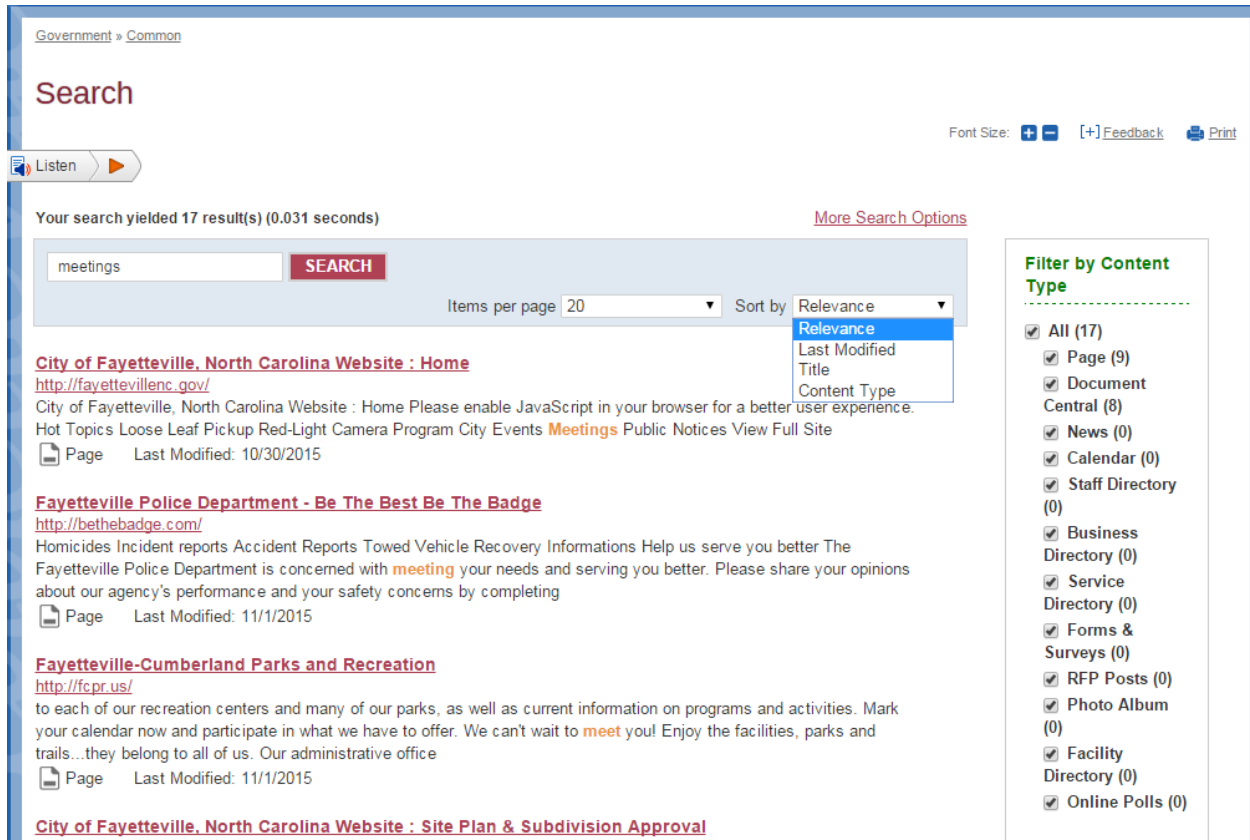
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## Search View

visionSearch is a premium search option that can be used to search your website, so that you can quickly and easily find important information.

Below is an example of visionSearch in use on a website:



The screenshot shows a search interface on a website. At the top left, there is a breadcrumb trail: "Government » Common". Below this is a "Search" header. On the right side of the search area, there are links for "Font Size: + - [+] Feedback" and a "Print" icon. A "Listen" button is also present. The search results section shows "Your search yielded 17 result(s) (0.031 seconds)" and a link to "More Search Options". The search input field contains the word "meetings" and a "SEARCH" button. Below the search bar, there are controls for "Items per page" (set to 20) and "Sort by" (set to Relevance). A dropdown menu is open under "Sort by", showing options: "Relevance", "Last Modified", "Title", and "Content Type". The search results list includes:

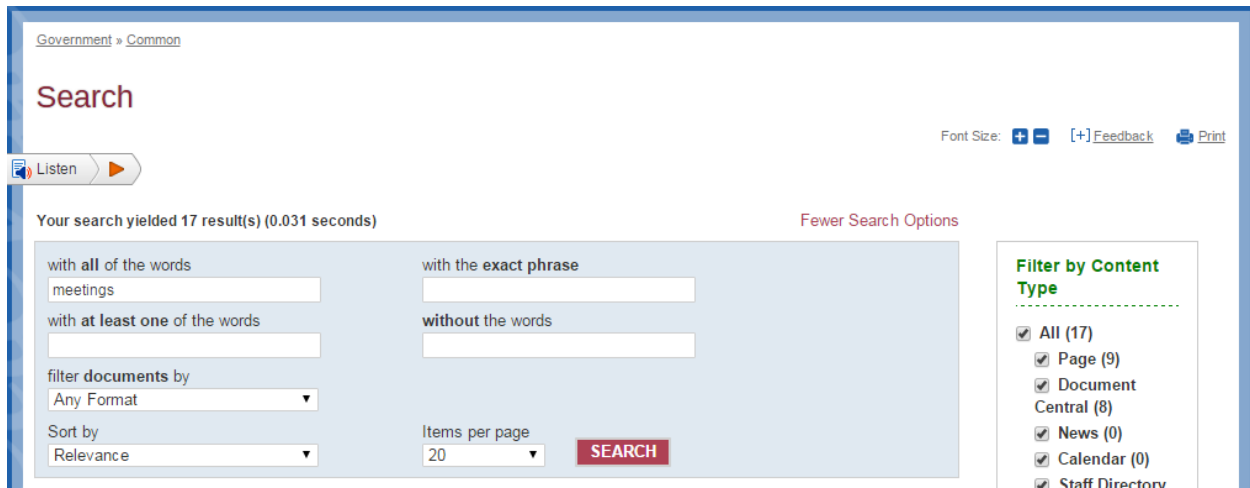
- City of Fayetteville, North Carolina Website : Home**  
<http://fayettevillenc.gov/>  
 City of Fayetteville, North Carolina Website : Home Please enable JavaScript in your browser for a better user experience.  
 Hot Topics Loose Leaf Pickup Red-Light Camera Program City Events **Meetings** Public Notices View Full Site  
 Page Last Modified: 10/30/2015
- Fayetteville Police Department - Be The Best Be The Badge**  
<http://bethedbadge.com/>  
 Homicides Incident reports Accident Reports Towed Vehicle Recovery Informations Help us serve you better The Fayetteville Police Department is concerned with **meeting** your needs and serving you better. Please share your opinions about our agency's performance and your safety concerns by completing  
 Page Last Modified: 11/1/2015
- Fayetteville-Cumberland Parks and Recreation**  
<http://fcpr.us/>  
 to each of our recreation centers and many of our parks, as well as current information on programs and activities. Mark your calendar now and participate in what we have to offer. We can't wait to **meet** you! Enjoy the facilities, parks and trails...they belong to all of us. Our administrative office  
 Page Last Modified: 11/1/2015
- City of Fayetteville, North Carolina Website : Site Plan & Subdivision Approval**

On the right side of the search results, there is a "Filter by Content Type" sidebar with the following options:

- All (17)
- Page (9)
- Document Central (8)
- News (0)
- Calendar (0)
- Staff Directory (0)
- Business Directory (0)
- Service Directory (0)
- Forms & Surveys (0)
- RFP Posts (0)
- Photo Album (0)
- Facility Directory (0)
- Online Polls (0)

## Search Options

- Click on “More Search Options” to expand the search area to show additional options, including fields with Boolean search parameters and a filter to narrow in on specific content formats (such as PDF, Word, Excel, etc.)
- Sort the results by Relevance, Last Modified, Title, or Content Type using the drop down menu
- Filter by content type using the check boxes on the right hand side



The screenshot shows the visionSearch interface. At the top, it says "Government > Common". Below that is a "Search" header. On the right, there are links for "Font Size: + - [+ Feedback] Print". Below the search header is a "Listen" button with a play icon. The main search area displays "Your search yielded 17 result(s) (0.031 seconds)" and a link for "Fewer Search Options". The search options are organized into four columns: "with all of the words" (input: meetings), "with the exact phrase" (input: ), "with at least one of the words" (input: ), and "without the words" (input: ). Below these are "filter documents by" (Any Format) and "Sort by" (Relevance). There is also an "Items per page" dropdown set to 20 and a red "SEARCH" button. On the right side, there is a "Filter by Content Type" section with a list of checkboxes: "All (17)", "Page (9)", "Document Central (8)", "News (0)", "Calendar (0)", and "Staff Directory".

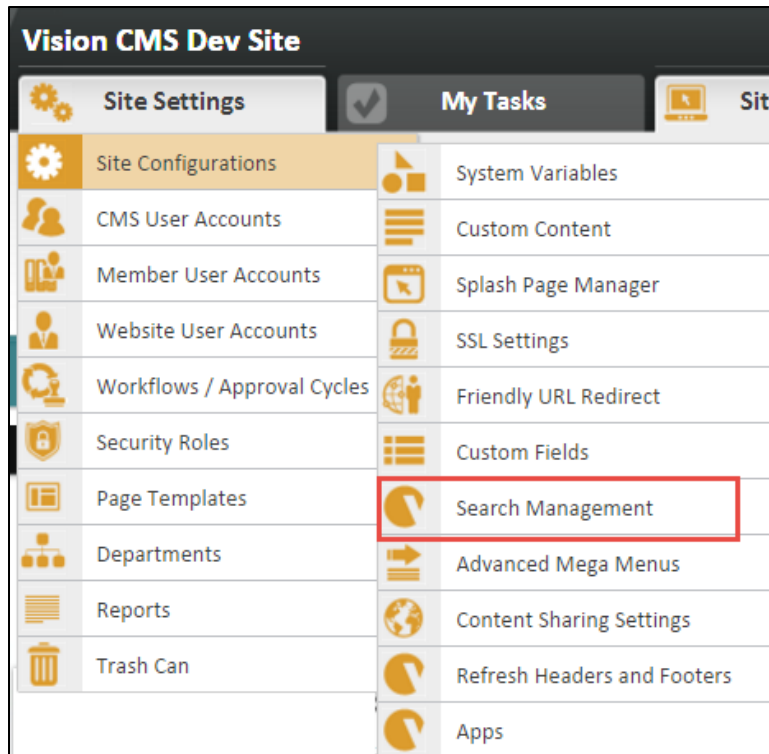
## Configuration Options

For site administrators, visionSearch allows significant control over what content is indexed and how results are displayed. Configuration options include:

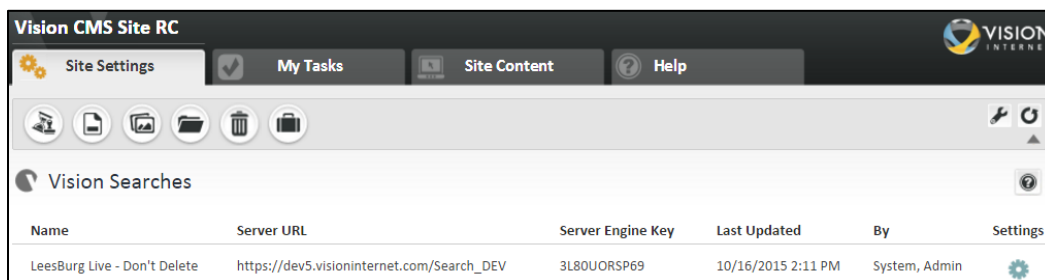
- Search Synonyms – Configure synonyms so the search will consider selected words or phrases to be exactly the same
- Page Promotion – Add keywords to a page to promote it higher in the search results
- Widget Display Options – Show only the search options you deem relevant
- Search Scope – Define the scope of the search index, potentially allowing you to display results from multiple websites, or just for one specific department (requires System Administrator support)

### Search Synonyms Overview

To manage visionSearch settings, go to Site Settings → Site Configuration and select Search Management. You must be a Super User or a CMS User with “Manage visionSearch” security permissions to manage visionSearch.

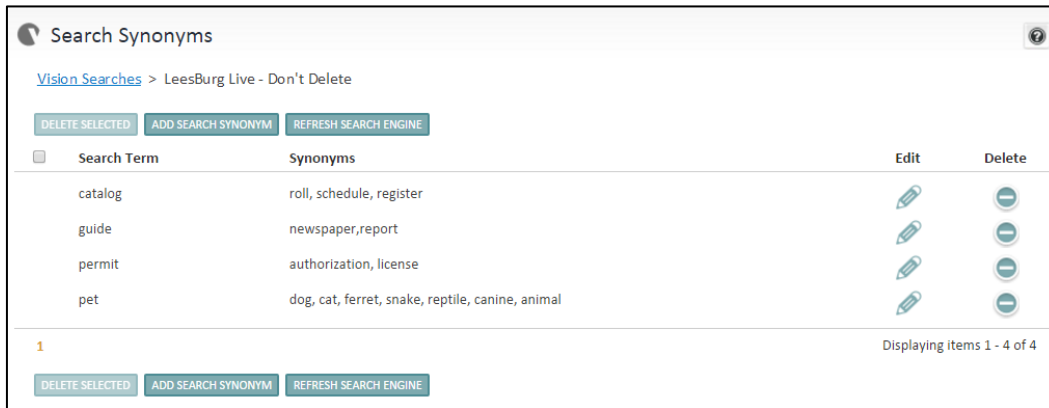


The initial view shows a list of all visionSearch instances added to your site. To access the Search Synonyms page, click on the gear icon next to the search instance you want to update.



Configure your search solution to treat similar words as the same when a user enters a search term. For example, if you use the word "waste" on your website, but many people search for "trash" or "garbage" instead, you want to make sure that your users can find the content they need even if they search for trash or garbage. In this case you can set up a synonym, which tells the search component to treat searches containing the word "trash" or "garbage" exactly the same as if they contained the word "waste."

Click the header title links to sort the table by that column's content:

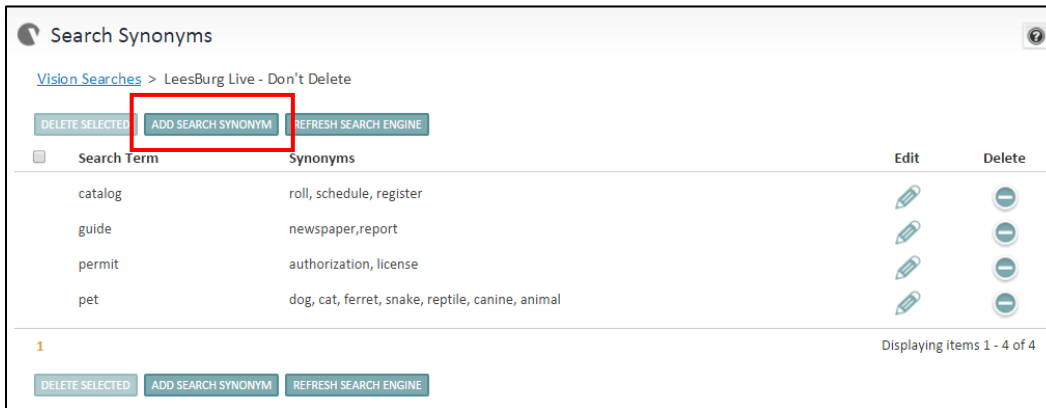


The fields of the table are described below:

Search Term	The word or phrase that is used on the website
Synonyms	The words or phrases that people might use while searching for content related to the Search Term
Edit	Click the Edit icon to edit the synonym
Delete	Click the delete icon to delete the synonym

## Add Search Synonym









To add a search synonym, click the Add Search Synonym button at the top of the page.



**Search Synonyms**

[Vision Searches](#) > LeesBurg Live - Don't Delete

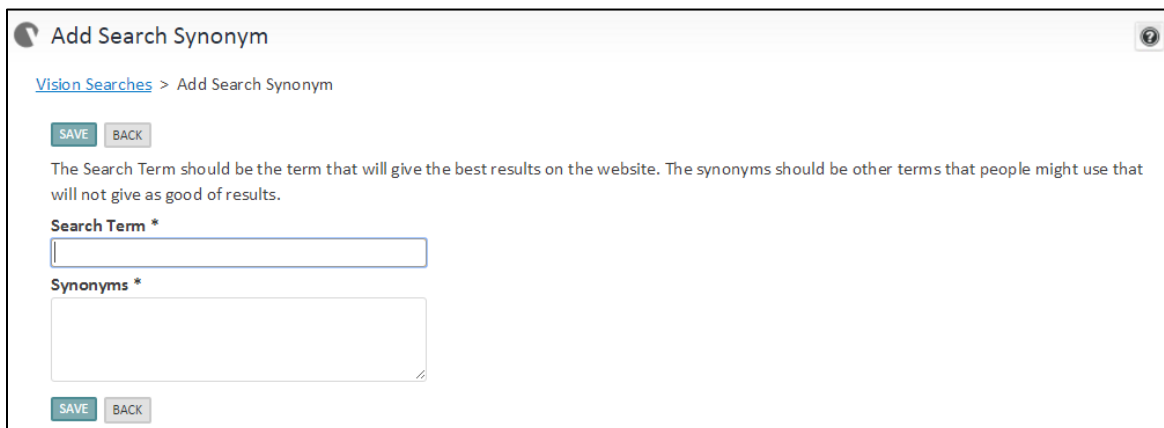
DELETE SELECTED **ADD SEARCH SYNONYM** REFRESH SEARCH ENGINE

<input type="checkbox"/>	Search Term	Synonyms	Edit	Delete
<input type="checkbox"/>	catalog	roll, schedule, register		
<input type="checkbox"/>	guide	newspaper,report		
<input type="checkbox"/>	permit	authorization, license		
<input type="checkbox"/>	pet	dog, cat, ferret, snake, reptile, canine, animal		

1 Displaying items 1 - 4 of 4

DELETE SELECTED **ADD SEARCH SYNONYM** REFRESH SEARCH ENGINE

This will bring you to the Add Search Synonym form:



**Add Search Synonym**

[Vision Searches](#) > Add Search Synonym

SAVE BACK

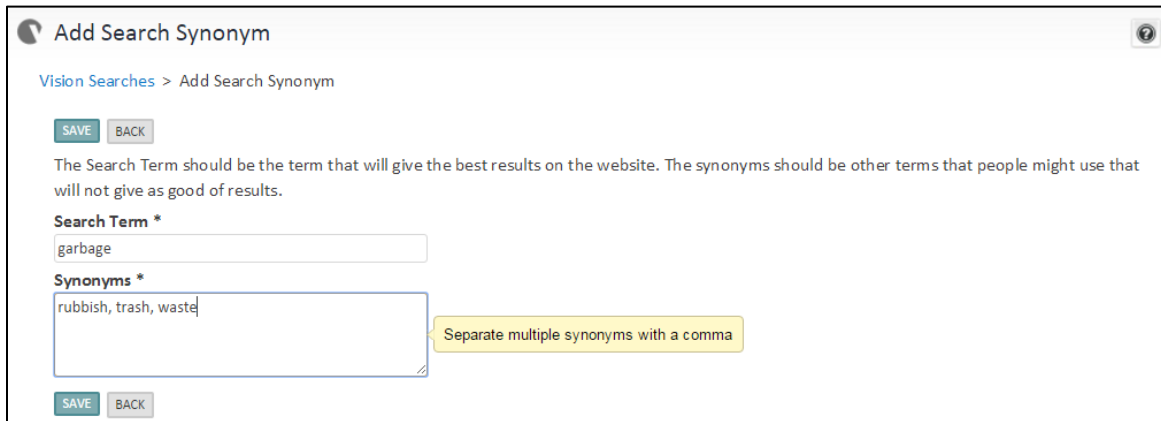
The Search Term should be the term that will give the best results on the website. The synonyms should be other terms that people might use that will not give as good of results.

**Search Term \***

**Synonyms \***

SAVE BACK

Enter the search term in the Search Term field and enter synonyms in the Synonyms field, separating multiple synonyms with a comma. All terms are treated in the same manner, so it does not matter which term is placed in the Search Term field and which term(s) are placed in the Synonyms field.



**Add Search Synonym**

Vision Searches > Add Search Synonym

The Search Term should be the term that will give the best results on the website. The synonyms should be other terms that people might use that will not give as good of results.

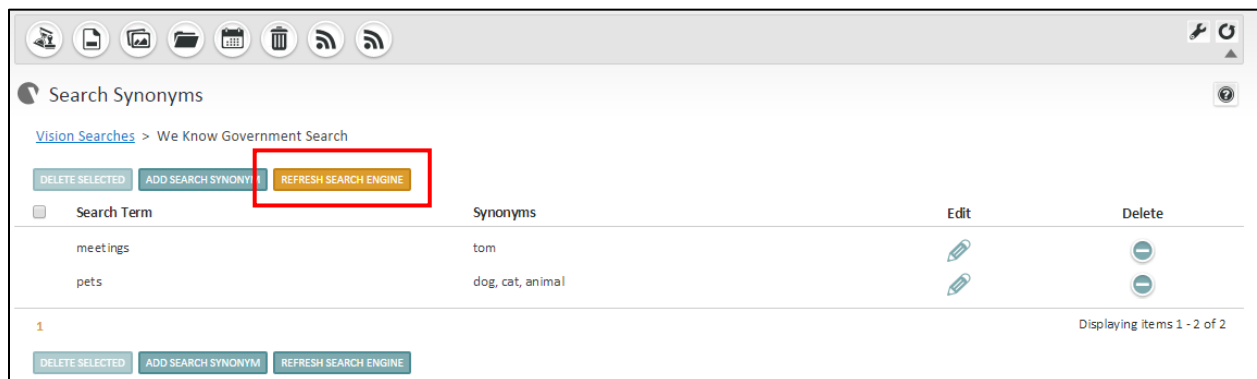
**Search Term \***  
garbage

**Synonyms \***  
rubbish, trash, waste

Separate multiple synonyms with a comma

Once you have all the terms entered, click the Save button to create the Search Synonym.

After saving your synonyms, you will need to click on the Refresh Search Engine button to make sure that the synonym is recognized by the search engine.



**Search Synonyms**

Vision Searches > We Know Government Search

<input type="checkbox"/>	Search Term	Synonyms	Edit	Delete
<input type="checkbox"/>	meetings	tom		
<input type="checkbox"/>	pets	dog, cat, animal		

1







Displaying items 1 - 2 of 2

## Edit Search Synonym

To edit a search synonym, click the pencil icon to the right of the synonym you want to edit.

**Search Synonyms** ?

[Vision Searches](#) > LeesBurg Live - Don't Delete

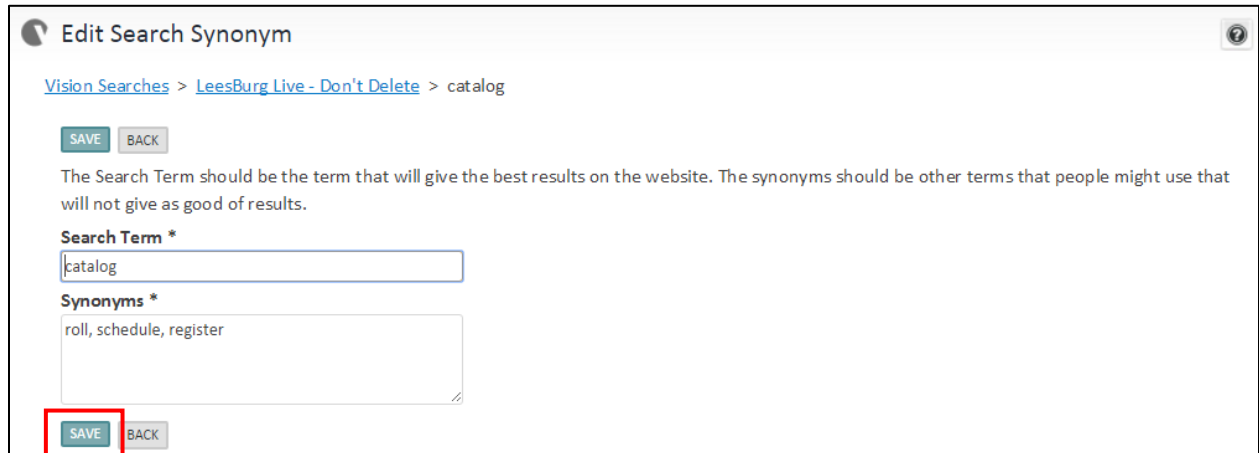
<input type="checkbox"/>	Search Term	Synonyms	Edit	Delete
<input type="checkbox"/>	catalog	roll, schedule, register		
	garbage	rubbish, trash, waste	 Edit	
	guide	newspaper,report		
	permit	authorization, license		
	pet	dog, cat, ferret, snake, reptile, canine, animal		

1 Displaying items 1 - 5 of 5

This will load the Edit Search Synonym form where you can make the desired changes. Separate multiple synonyms with a comma. Note that it does not matter which term is placed in the Search Term field and which term(s) are placed in the Synonyms field – all of the synonyms are treated equally by the search engine.



Once you have all the fields entered click the Save button to save the Search Synonym.



**Edit Search Synonym**

Vision Searches > LeesBurg Live - Don't Delete > catalog

SAVE BACK

The Search Term should be the term that will give the best results on the website. The synonyms should be other terms that people might use that will not give as good of results.

**Search Term \***

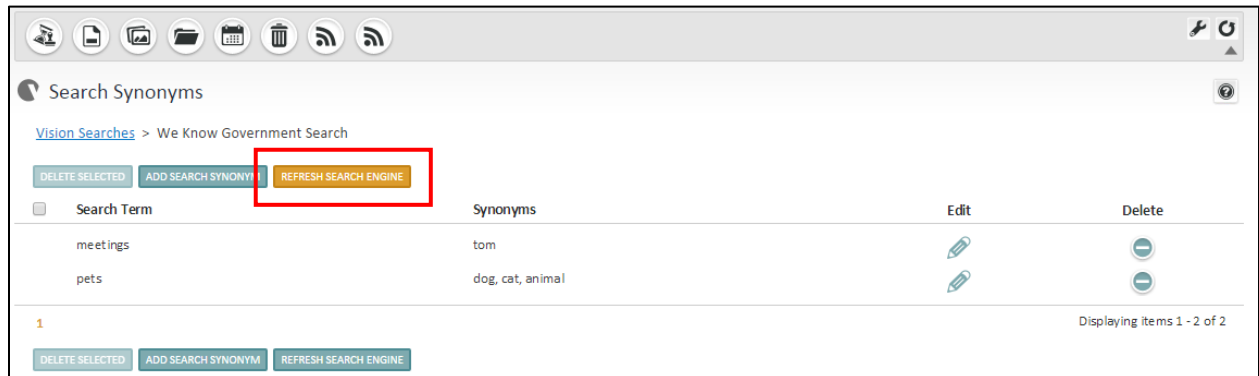
catalog

**Synonyms \***

roll, schedule, register

SAVE BACK





After saving your synonyms, you will need to click on the Refresh Search Engine button to make sure that the synonym is recognized by the search engine.



**Search Synonyms**

Vision Searches > We Know Government Search

DELETE SELECTED ADD SEARCH SYNONYM REFRESH SEARCH ENGINE

Search Term	Synonyms	Edit	Delete
meetings	tom		
pets	dog, cat, animal		

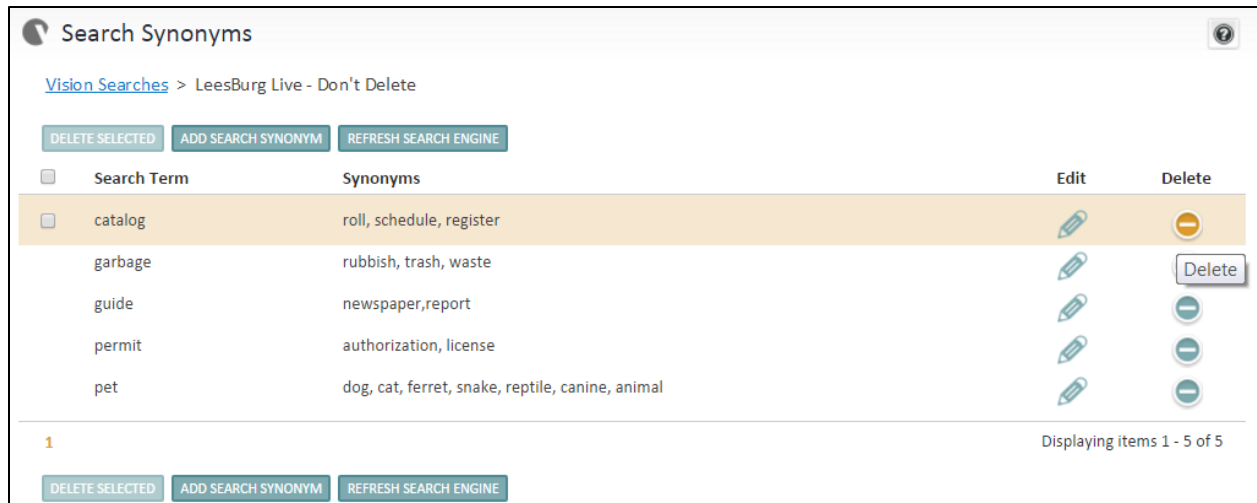
1

Displaying items 1 - 2 of 2

DELETE SELECTED ADD SEARCH SYNONYM REFRESH SEARCH ENGINE

## Delete Search Synonym











To delete a search synonym, click the Delete button to the right of the synonym you want to delete.



**Search Synonyms**

[Vision Searches](#) > LeesBurg Live - Don't Delete

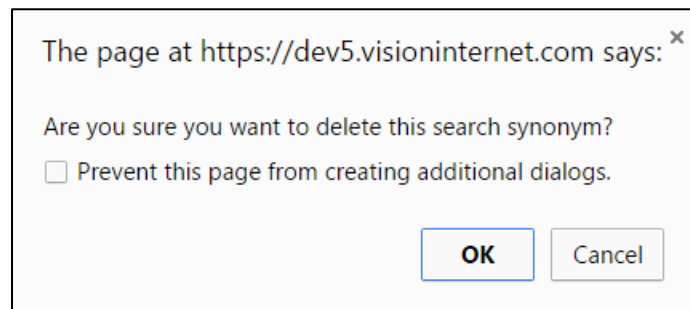
DELETE SELECTED ADD SEARCH SYNONYM REFRESH SEARCH ENGINE

<input type="checkbox"/>	Search Term	Synonyms	Edit	Delete
<input type="checkbox"/>	catalog	roll, schedule, register		
	garbage	rubbish, trash, waste		
	guide	newspaper,report		
	permit	authorization, license		
	pet	dog, cat, ferret, snake, reptile, canine, animal		

1 Displaying items 1 - 5 of 5

DELETE SELECTED ADD SEARCH SYNONYM REFRESH SEARCH ENGINE

This will load the delete confirmation message.



The page at <https://dev5.visioninternet.com> says:

Are you sure you want to delete this search synonym?

Prevent this page from creating additional dialogs.

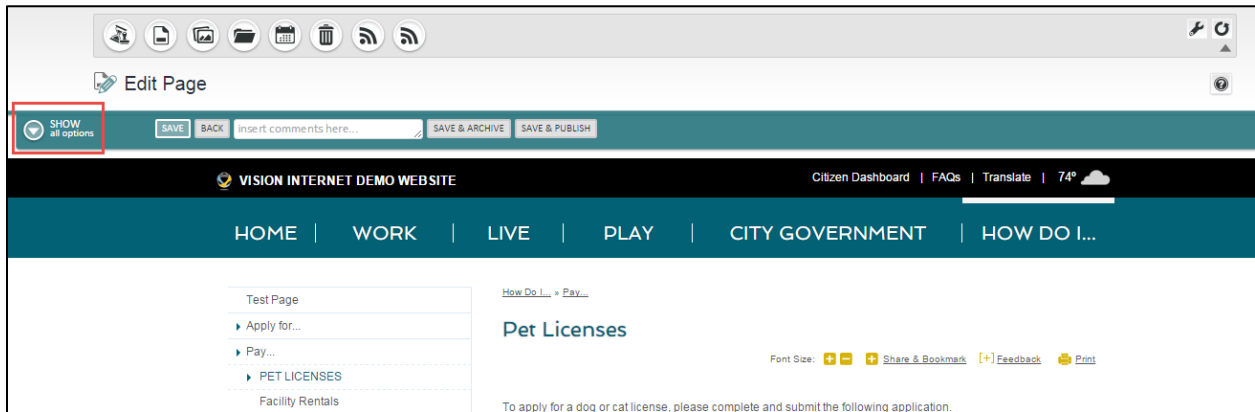
OK Cancel

Click OK to delete the synonym or Cancel to abort.

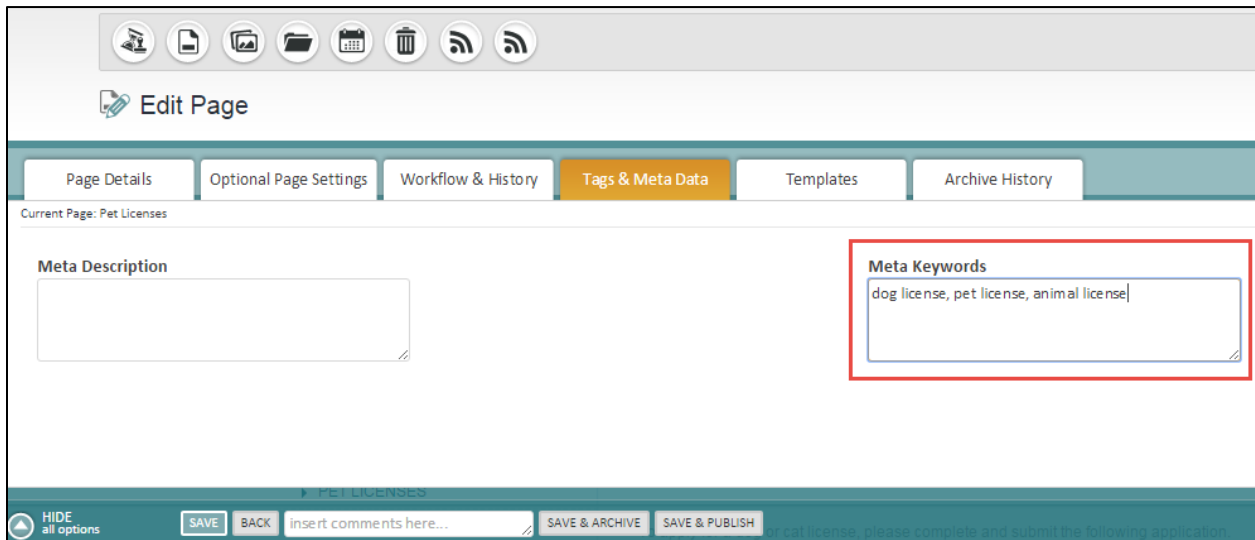
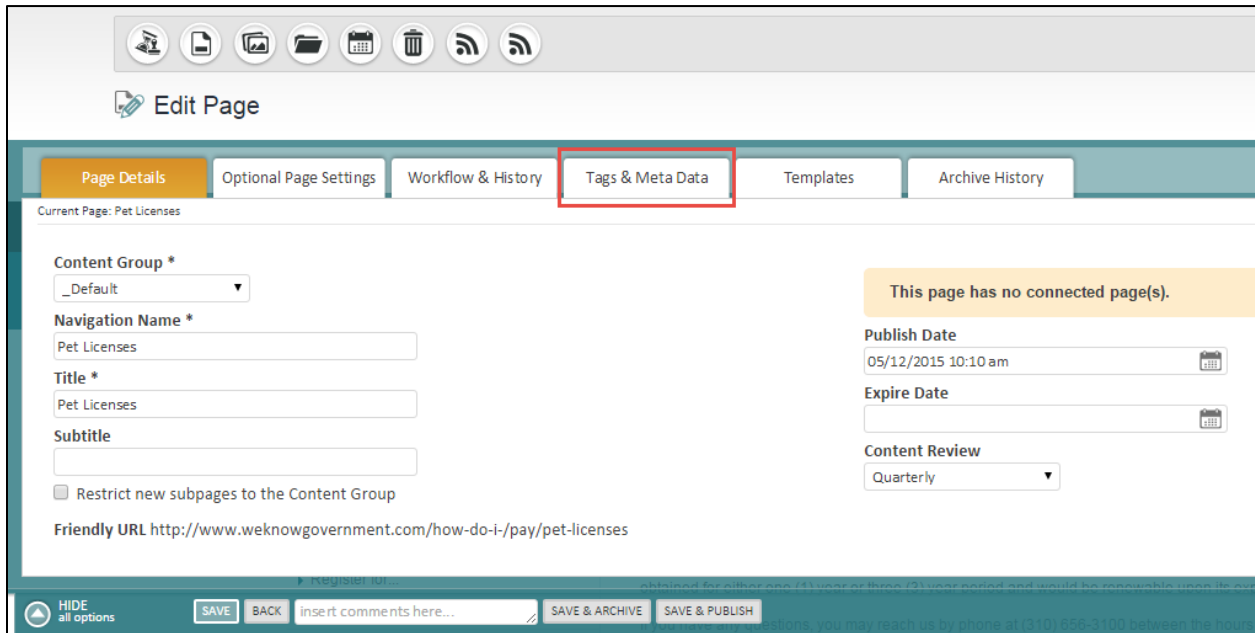
### Page Promotion

Administrators may want to make sure that certain pages always appear at the top of a search result and this is done by adding Tags to the meta data on a page.

To promote a page in the search results, edit the page and expand the Show All Options panel.



Click on the Tags & Meta Data tab, and fill in the search terms for which you wish to promote this page in the Meta Keywords field, separating search terms with a comma.

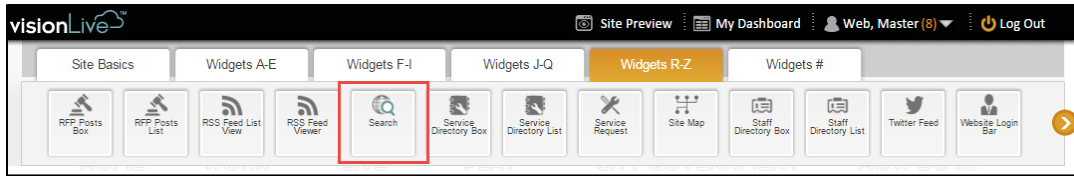


Anyone that searches using one of those search terms will find this page at the top of the search results. If more than one page has the same Meta Keyword, then all of the promoted pages for that search term will appear at the top of the list, ordered by relevance.

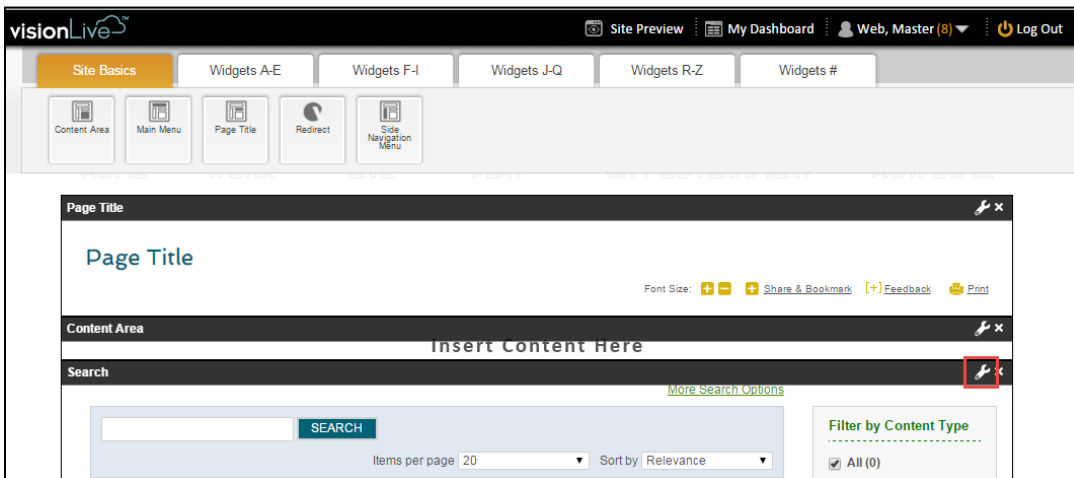
After adding your Keywords, you will need to click on the Save & Publish button to save the page to the CMS. Note that any changes you make to Keywords will not be picked up until the next time the search engine reindexes your site.

### Edit Search Widget

You can add the Search Widget to a new page template or to an existing template. The Search Widget appears in the Widgets R-Z folder.

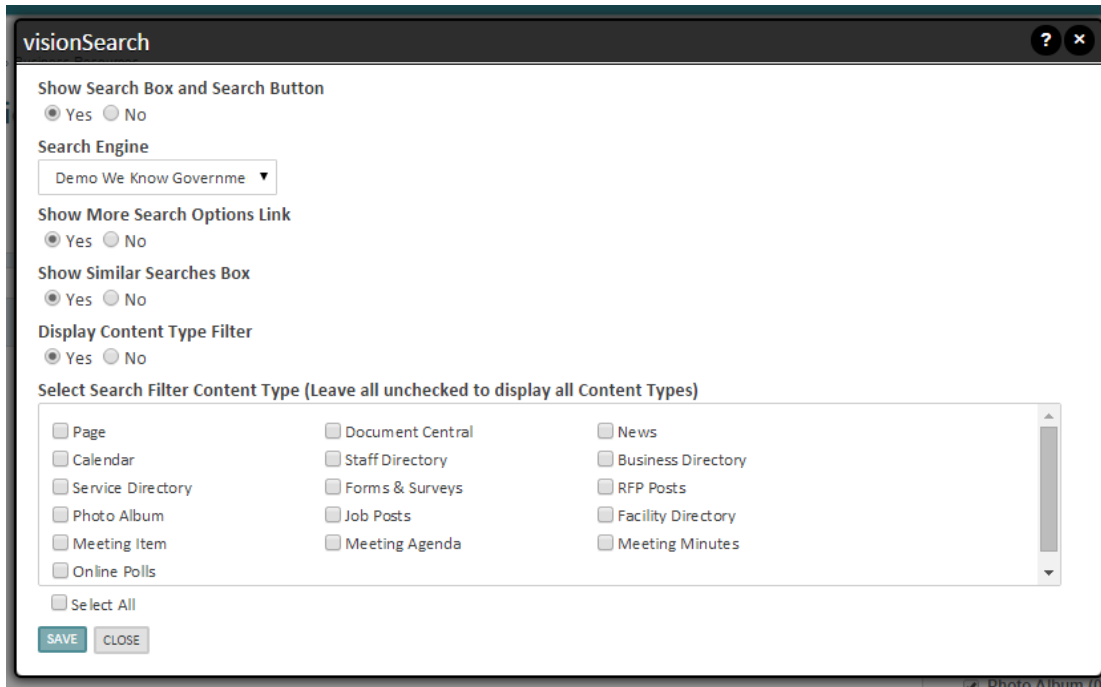


Once you have added the Search Widget to a page template, you can click on the wrench icon in the upper right corner to configure the widget settings:



The following options are available for configuring the Search Widget:

- Show Search Box and Search Button
- Search Engine
- Show More Search Options Link
- Show Similar Searches Box
- Display Content Type Filter
- Select Search Filter Content Type

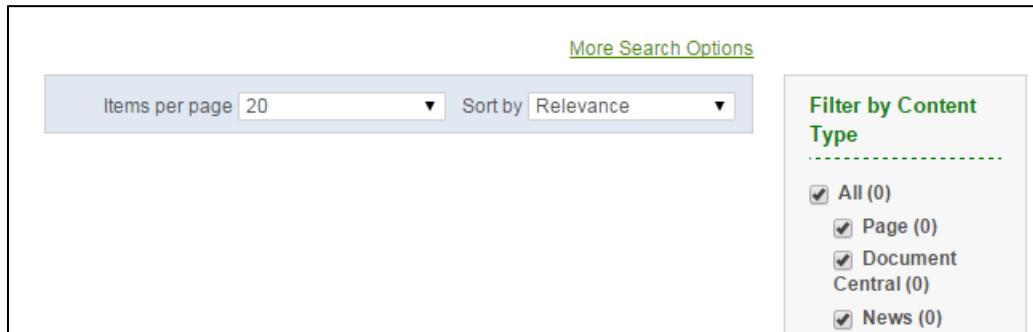


The screenshot shows a configuration window titled "visionSearch" with a dark header bar containing a help icon (?) and a close icon (X). The window contains the following settings:

- Show Search Box and Search Button:** Radio buttons for "Yes" (selected) and "No".
- Search Engine:** A dropdown menu currently showing "Demo We Know Governme".
- Show More Search Options Link:** Radio buttons for "Yes" (selected) and "No".
- Show Similar Searches Box:** Radio buttons for "Yes" (selected) and "No".
- Display Content Type Filter:** Radio buttons for "Yes" (selected) and "No".
- Select Search Filter Content Type (Leave all unchecked to display all Content Types):** A scrollable list of checkboxes for various content types:
  - Page
  - Calendar
  - Service Directory
  - Photo Album
  - Meeting Item
  - Online Polls
  - Document Central
  - Staff Directory
  - Forms & Surveys
  - Job Posts
  - Meeting Agenda
  - News
  - Business Directory
  - RFP Posts
  - Facility Directory
  - Meeting Minutes
- Select All:** A checkbox at the bottom left of the content type list.
- SAVE** and **CLOSE** buttons at the bottom left.

### Show Search Box and Search Button

This option lets you show or hide the Search Box and Search Button. The default is Yes. If you click No, the search box and search button do not appear as shown below. You can click on “More Search Options” to expand the search area and use visionSearch.



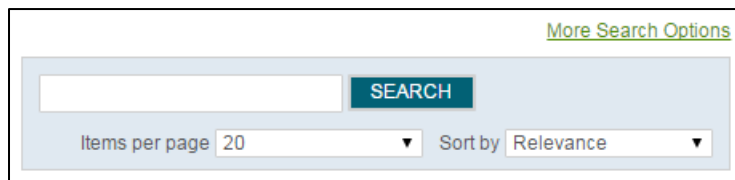
### Search Engine

Search engine configurations are set by the System Administrator and in most cases, the only option will be your primary site. If you have more than one option, you can select the search engine configuration you want for that page or section of your website. For example, a Library Department may want to search only library-related pages and documents.

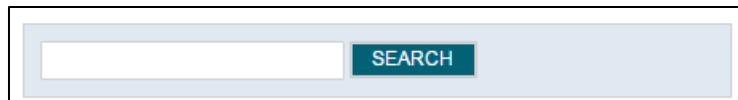
### Show More Search Options Link

This option lets you toggle the “More Search Options” link on or off.

Selecting Yes, shows the “More Search Options” link.



Selecting No, removes the “More Search Options” link, “Items per page,” and “Sort by” options.



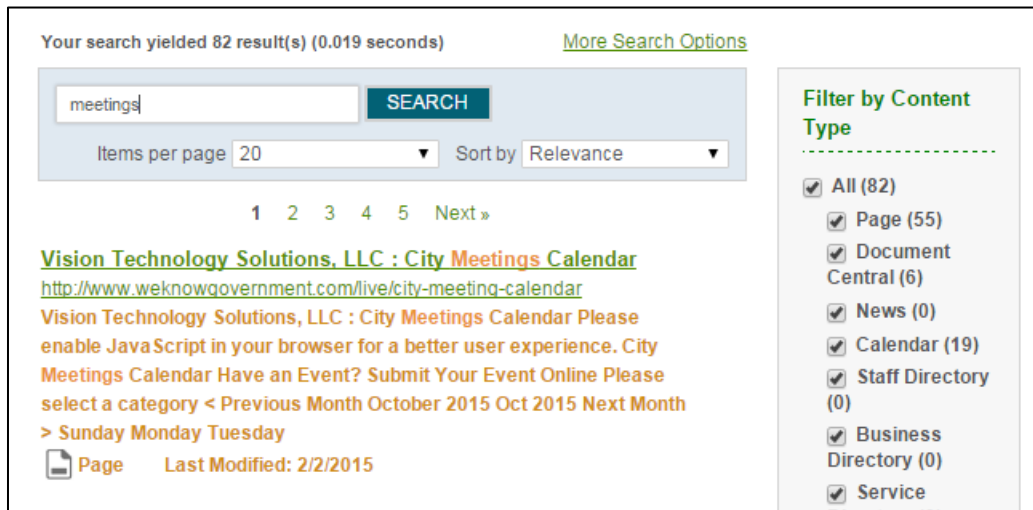
### Show Similar Searches Box

When this option is turned on, a list of similar search terms appears at the bottom of the search results.



### Display Content Type Filter

When turned on, the "Filter by Content Type" box appears to the right of the search input and results area. When you are putting a search box in a side bar or are filtering search on a calendar or department page, you may want to turn this option off to create a better search experience.





### Select Search Filter Content Type

This option lets you filter the search to specific Content Types such as news, calendar, staff directory, etc. When all of the boxes are unchecked, the search will include results from all Content Types.

**Select Search Filter Content Type (Leave all unchecked to display all Content Types)**

<input type="checkbox"/> Page	<input type="checkbox"/> Document Central	<input type="checkbox"/> News
<input type="checkbox"/> Calendar	<input type="checkbox"/> Staff Directory	<input type="checkbox"/> Business Directory
<input type="checkbox"/> Service Directory	<input type="checkbox"/> Forms & Surveys	<input type="checkbox"/> RFP Posts
<input type="checkbox"/> Photo Album	<input type="checkbox"/> Job Posts	<input type="checkbox"/> Facility Directory
<input type="checkbox"/> Meeting Item	<input type="checkbox"/> Meeting Agenda	<input type="checkbox"/> Meeting Minutes
<input type="checkbox"/> Online Polls		
<input type="checkbox"/> Select All		