visionSearch User Guide

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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:

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

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.
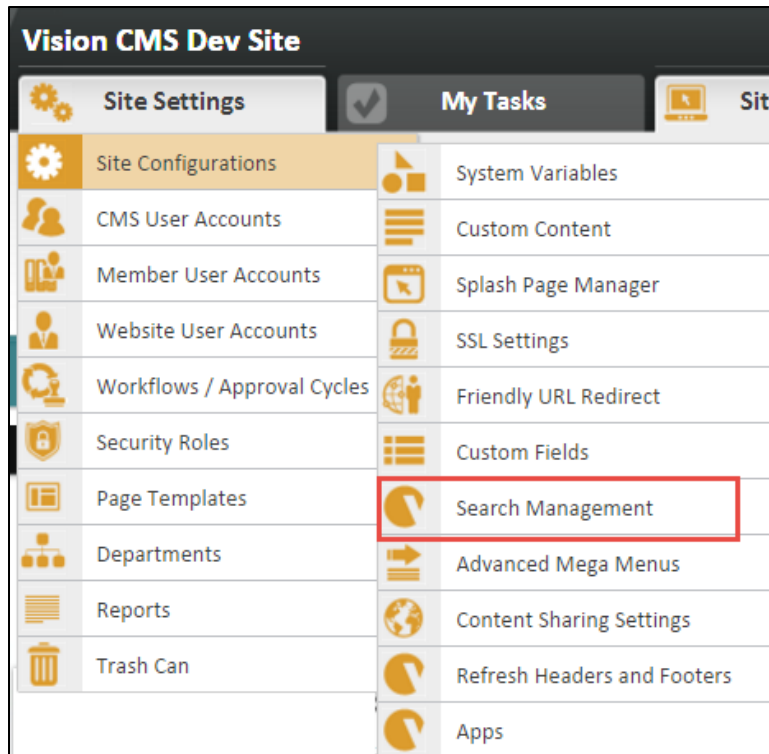

The initial view shows a list of all visionSearch instances added to your site. To access the Search Synonyms page, click on the gear icon next to the search instance you want to update.
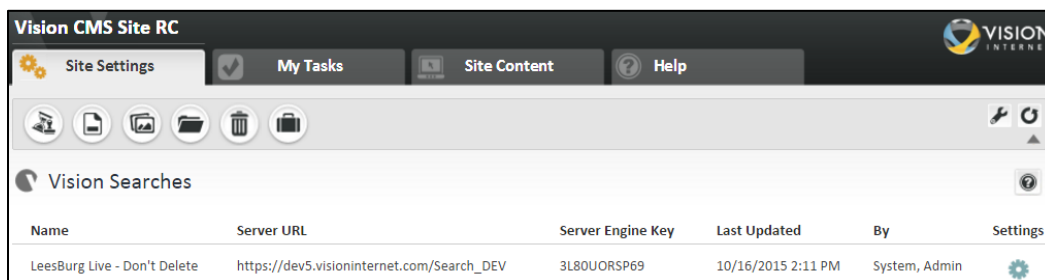
Configure your search solution to treat similar words as the same when a user enters a search term. For example, if you use the word "waste" on your website, but many people search for "trash" or "garbage" instead, you want to make sure that your users can find the content they need even if they search 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."

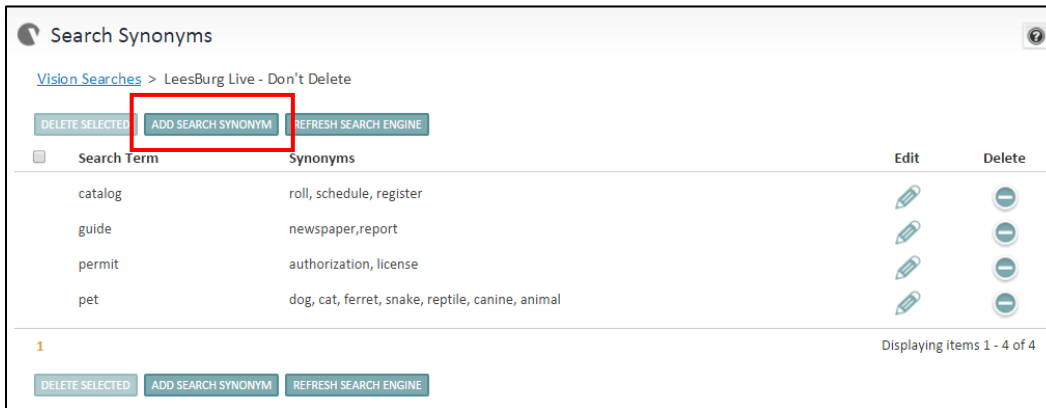Click the header title links to sort the table by that column's content:
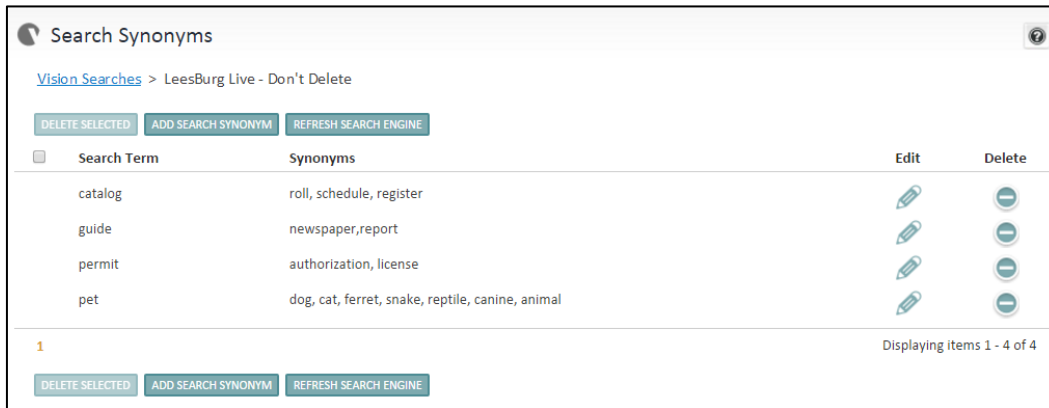
The fields of the table are described below:

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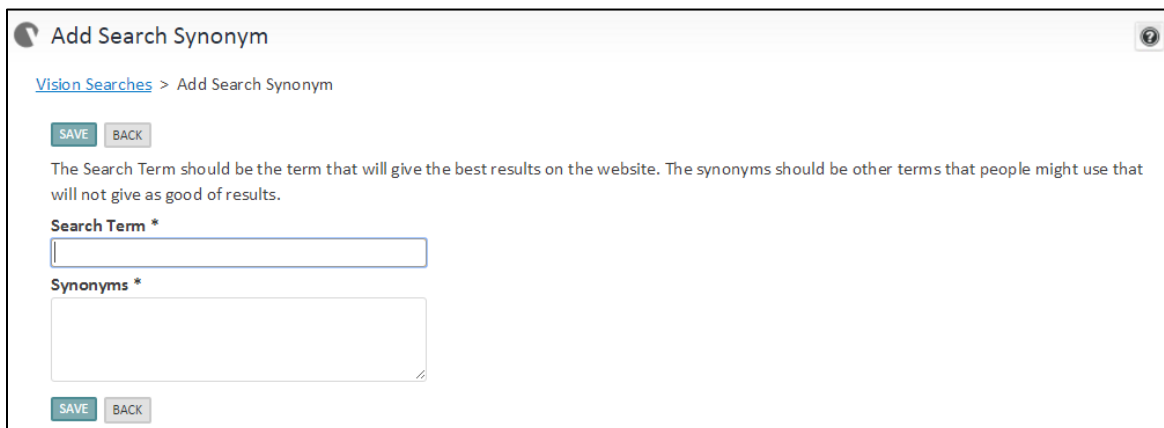
This will bring you to the Add Search Synonym form:
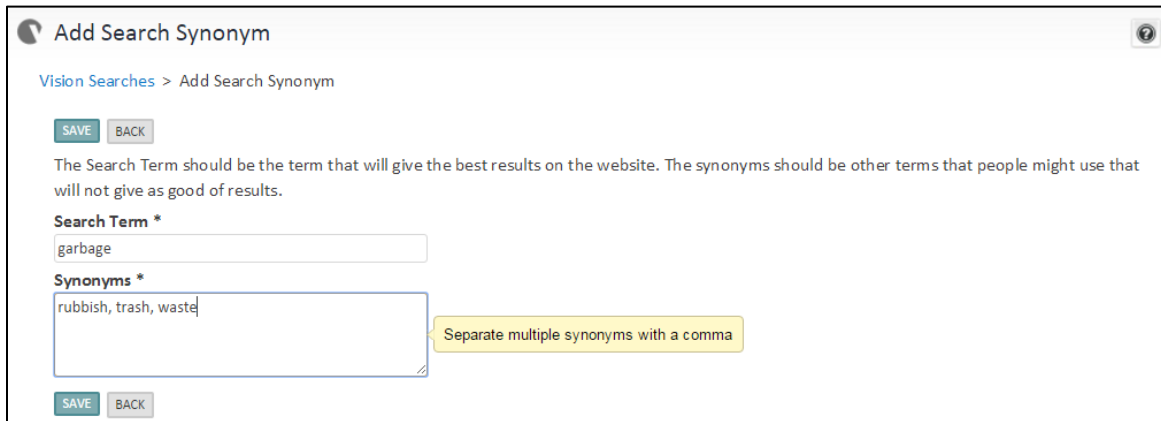
Enter the search term in the Search Term field and enter synonyms in the Synonyms field, separating multiple synonyms with a comma. All terms are treated in the same manner, so it does not matter which term is placed in the Search Term field and which term(s) are placed in the Synonyms field.

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.

Edit Search Synonym

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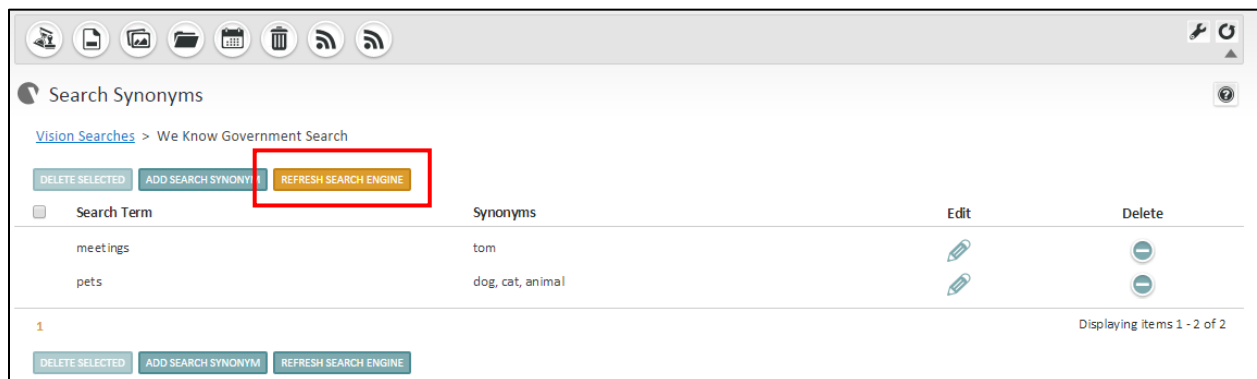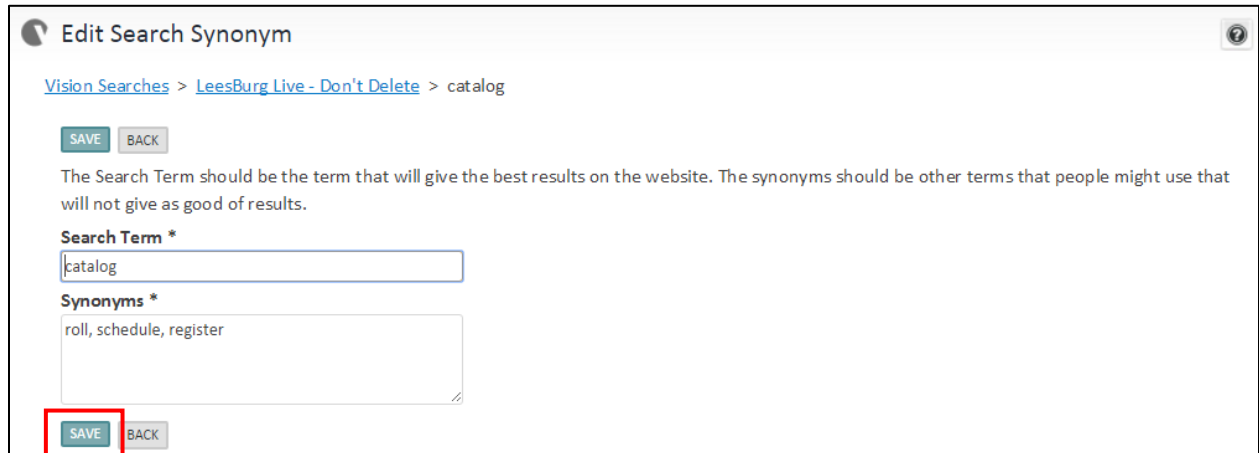
This will load the Edit Search Synonym form where you can make the desired changes. Separate multiple synonyms with a comma. Note that it does not matter which term is placed in the Search Term field and which term(s) are placed in the Synonyms field – all of the synonyms are treated equally by the search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

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

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.

Delete Search Synonym

To delete a search synonym, click the Delete button to the right of the synonym you want to delete.
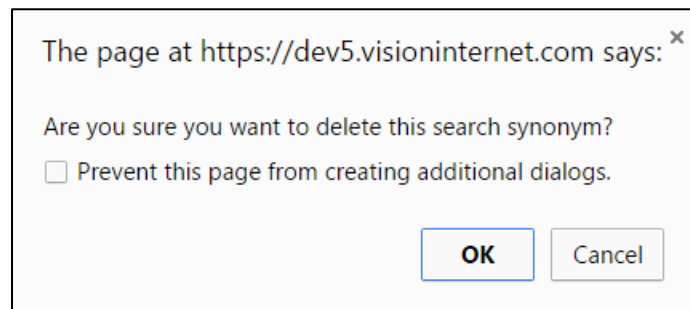
This will load the delete confirmation message.

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.
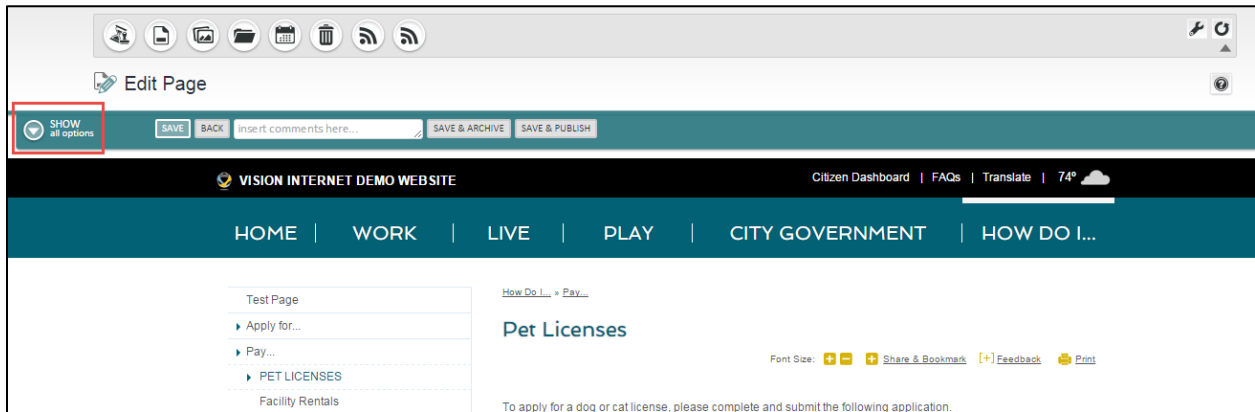
Click on the Tags & Meta Data tab, and fill in the search terms for which you wish to promote this page in the Meta Keywords field, separating search terms with a comma.
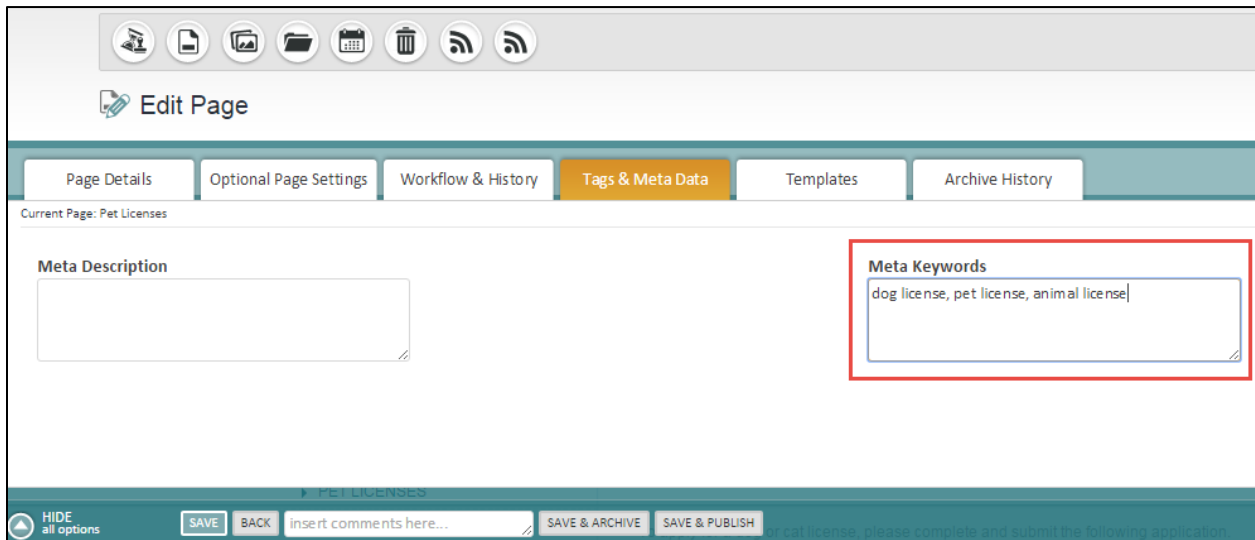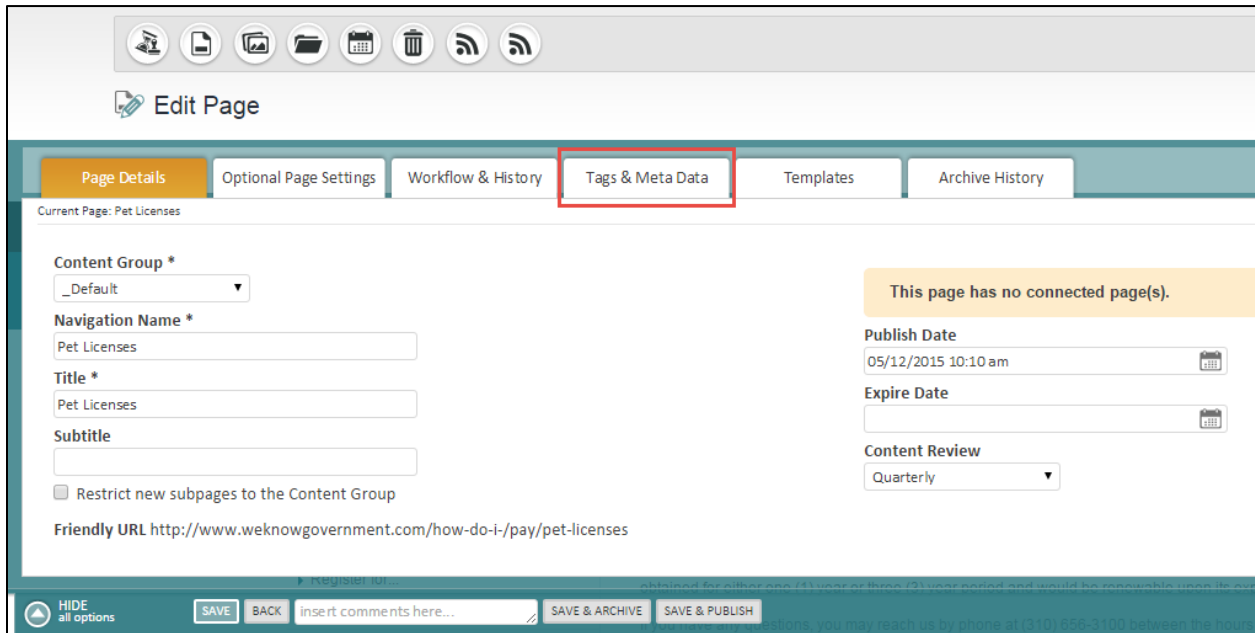
Anyone that searches using one of those search terms will find this page at the top of the search results. If more than one page has the same Meta Keyword, then all of the promoted pages for that search term will appear at the top of the list, ordered by relevance.

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.
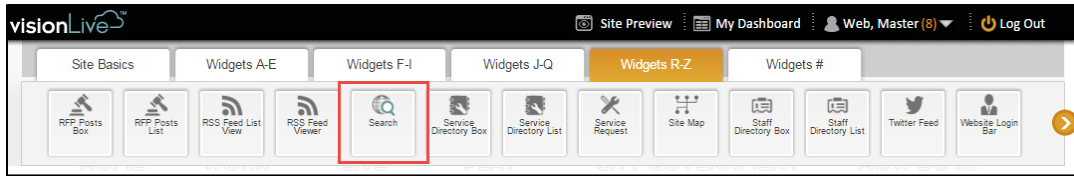
Once you have added the Search Widget to a page template, you can click on the wrench icon in the upper right corner to configure the widget settings:
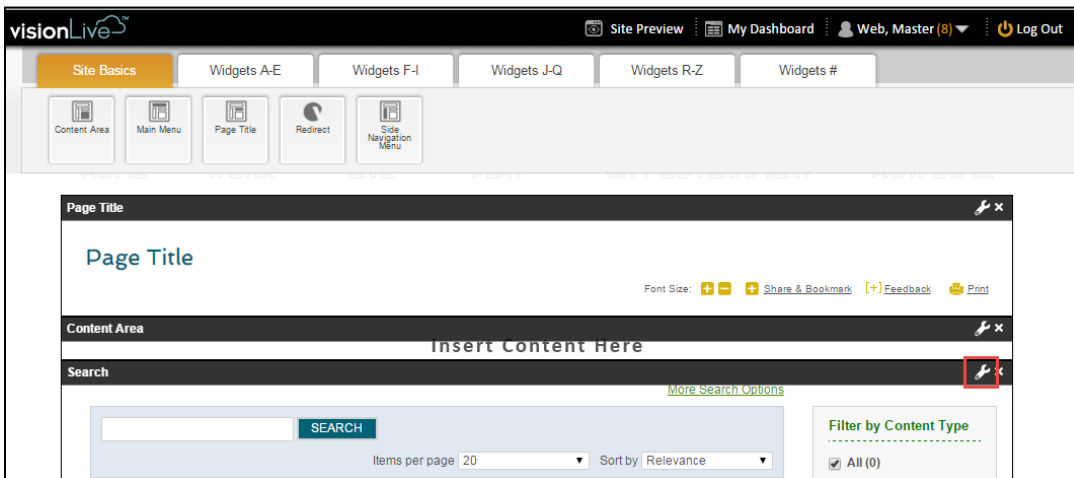
The following options are available for configuring the Search Widget:

- 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

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

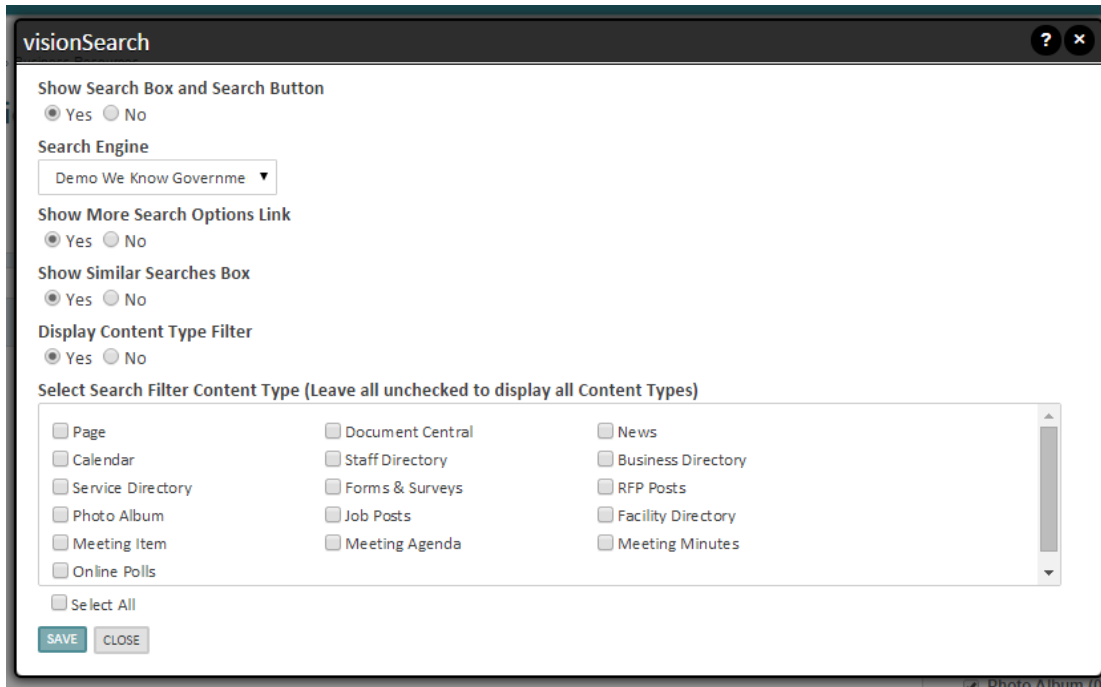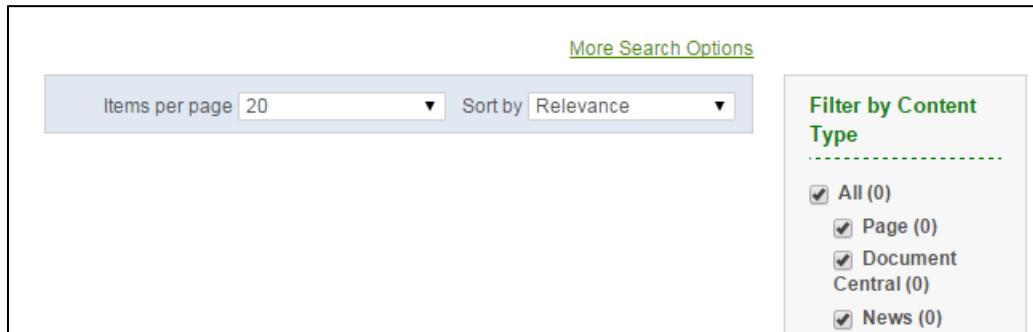Search engine configurations are set by the System Administrator and in most cases, the only option will be your primary site. If you have more than one option, you can select the search engine configuration you want for that page or section of your website. For example, a Library Department may want 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.
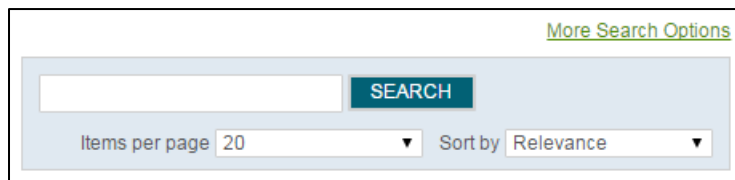
Selecting No, removes the "More Search Options" link, "Items per page," and "Sort by" options.
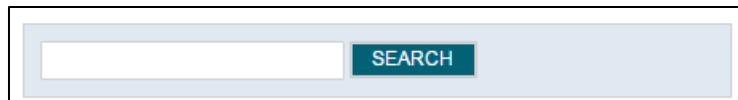
Show Similar Searches Box

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.
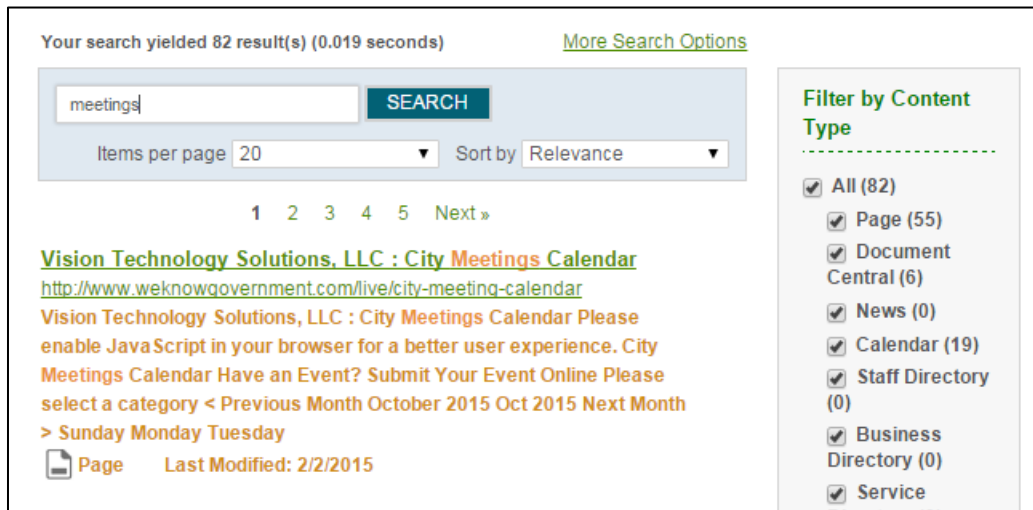
Select Search Filter Content Type

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)

☐ Page	☐ Document Central	☐ News
☐ Calendar	☐ Staff Directory	☐ Business Directory
☐ Service Directory	☐ Forms & Surveys	☐ RFP Posts
☐ Photo Album	☐ Job Posts	☐ Facility Directory
☐ Meeting Item	☐ Meeting Agenda	☐ Meeting Minutes
☐ Online Polls		

☐ Select All