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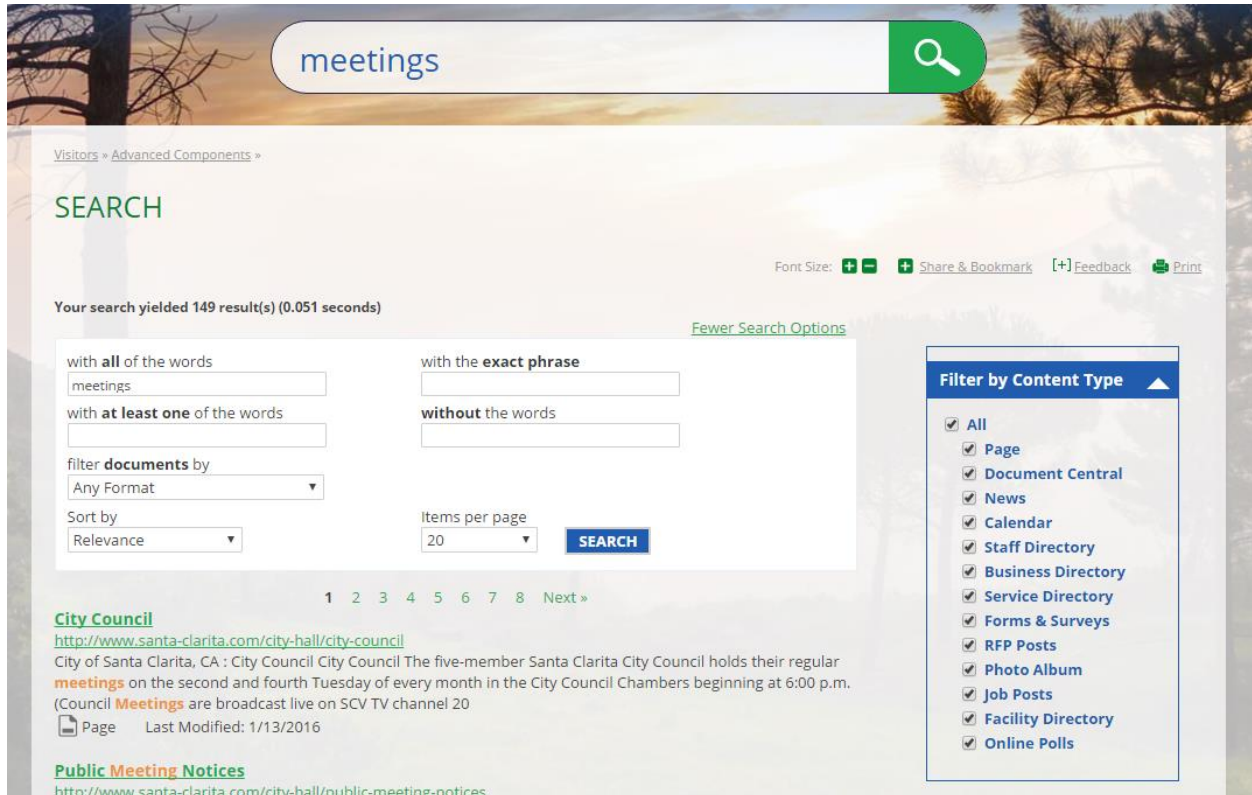
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### End User Search View

visionSearch is a component used by end users to search your website, and quickly and easily find the information they are seeking.

Below is an example of what this component looks like for a website user:



The user can also sort the results by Relevance, Last Modified, Title or Content Type, and they may also use the check boxes in the right nav area to Filter by Content Type.

The user can also expand the More Search Options link to do an advanced search which lets them take advantage of Boolean search parameters or filter by specific content formats (such as PDF, Word, Excel, etc.).

Visitors » Advanced Components »

## SEARCH

Font Size: [+](#) [-](#) [+](#) Share & Bookmark [\[+\]](#) Feedback [+](#) Print

Your search yielded 149 result(s) (0.051 seconds) [Fewer Search Options](#)

with **all** of the words  
meetings

with **at least one** of the words

filter **documents** by  
Any Format

Sort by  
Relevance

with the **exact phrase**

**without** the words

Items per page  
20

**SEARCH**

**Filter by Content Type** ▼

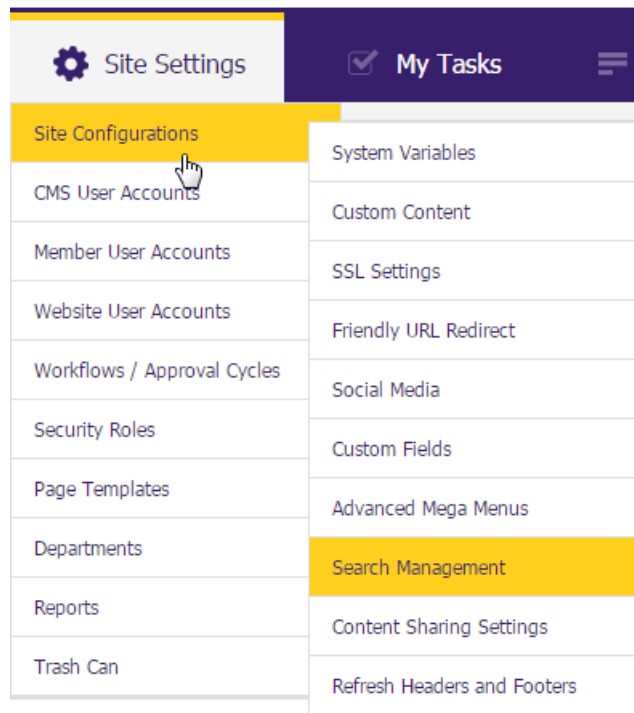
1 2 3 4 5 6 7 8 Next »

For site administrators, visionSearch will allow significant control over what content is indexed by search and how pages displays. Configuration options include:

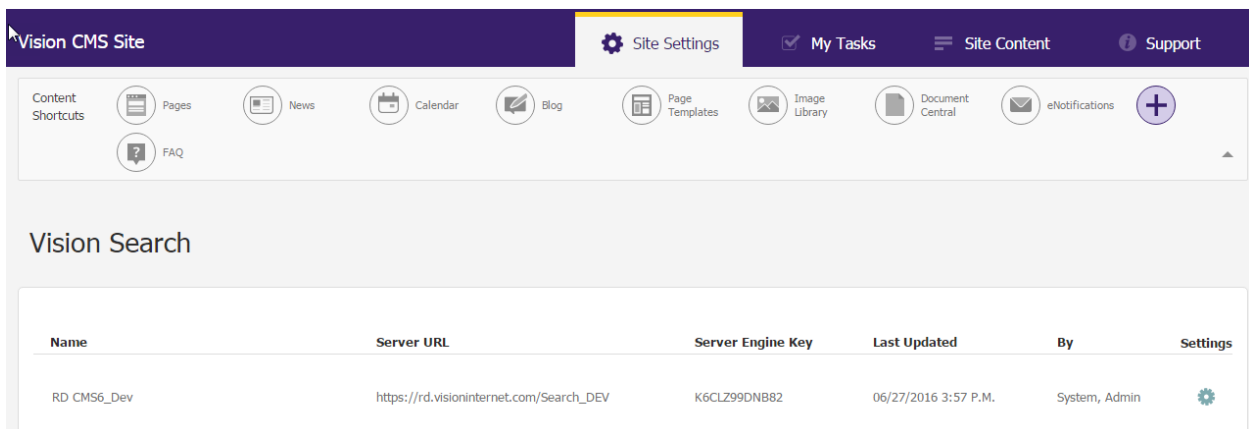
- Search Synonyms - Configure synonyms so the search will consider the words or phrases to be exactly the same
- Page Promotion - Add keywords to a page to promote it higher in the search results

## Search Synonyms Overview

To manage the visionSearch component, 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 the visionSearch.



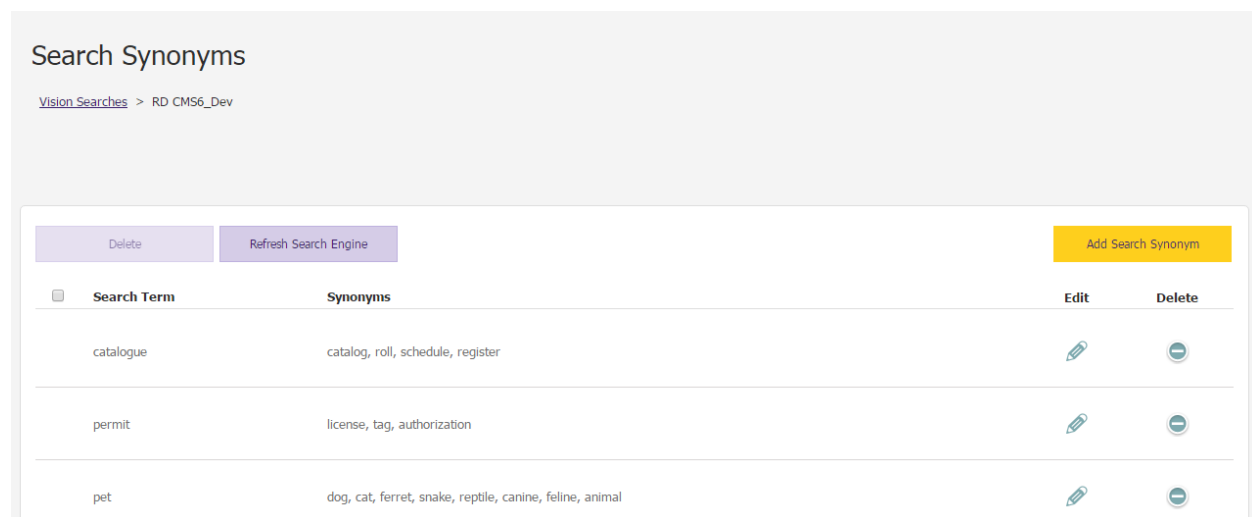
The initial view shows a list of all visionSearch instances added to your site. Click on the gear icon next to the search instance you want to update to access the Search Synonyms.



Search synonyms allow you to configure your search solution to treat similar words as the same when a user types in a search term. For example, if you use the word "solid 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 the word garbage exactly the same as if they contained the word waste.

There is no difference in how the search term and the synonyms are treated when a user searches, so it does not matter which word is the search term and which word(s) are the synonyms.

Here is the Search Synonyms page:



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

This is the Search Synonyms page.

**Search Synonyms**  
[Vision Searches](#) > RD CMS6\_Dev

Buttons: Delete, Refresh Search Engine, Add Search Synonym

Search Term	Synonyms	Edit	Delete
catalogue	catalog, roll, schedule, register		
2333	45333		
permit	license, tag, authorization		
pet	dog, cat, ferret, snake, reptile, canine, feline, animal		

1 | Displaying items 1 - 4 of 4

Buttons: Delete, Refresh Search Engine, Add Search Synonym

**HELP**

To add a search synonym, click the Add Search Synonym button at the right of the page to load the Add Search Synonym form:

**Add Search Synonym**  
[Vision Searches](#) > Add Search Synonym

Buttons: 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 \*

Buttons: Save, Back

Enter the Search Term in the Search Term field. Then enter the synonym or synonyms in the Synonyms field. Separate multiple synonyms with a comma. 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

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 \*

Separate multiple synonyms with a comma

Save
Back

Once you have all the fields 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

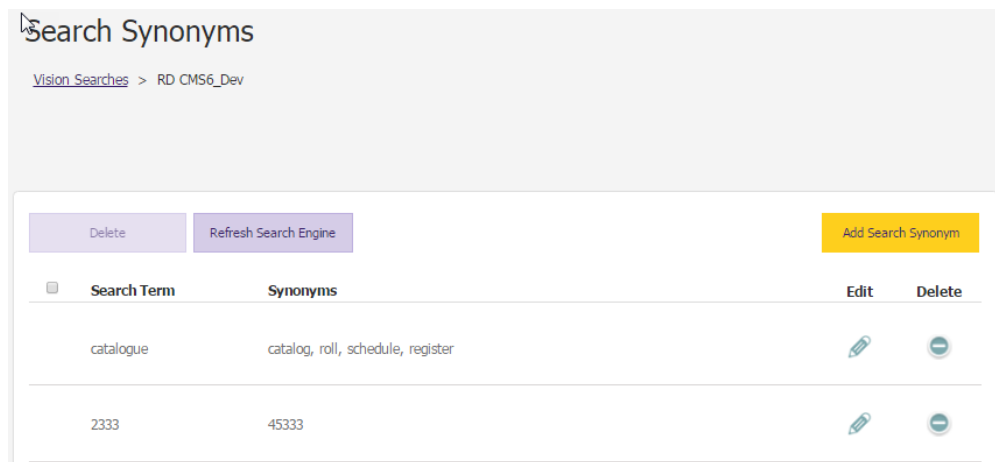
[Vision Searches](#) > RD CMS6\_Dev

Delete
Refresh Search Engine
Add Search Synonym

<input type="checkbox"/>	Search Term	Synonyms	Edit	Delete
	catalogue	catalog, roll, schedule, register		
	2333	45333		

## Edit Search Synonym

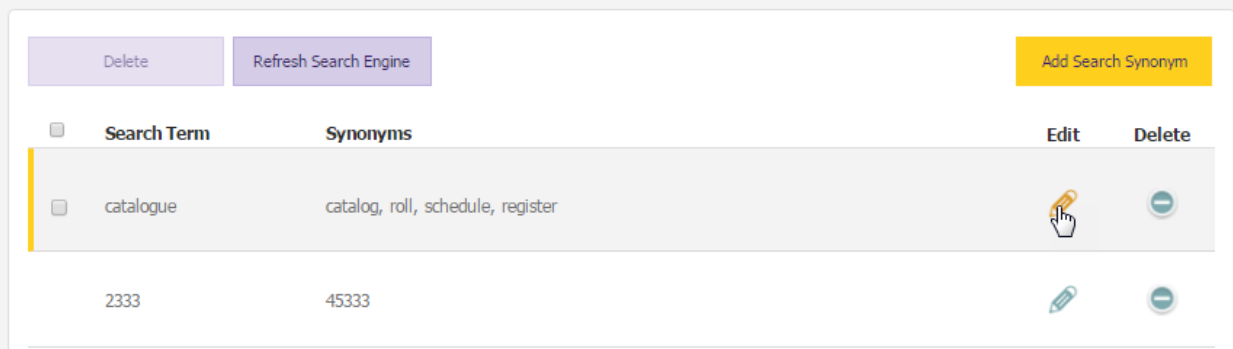
This is the Search Synonyms page.



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

## Search Synonyms

[Vision Searches](#) > RD CMS6\_Dev



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](#) > [RD CMS6 Dev](#) > [garbage](#)

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

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

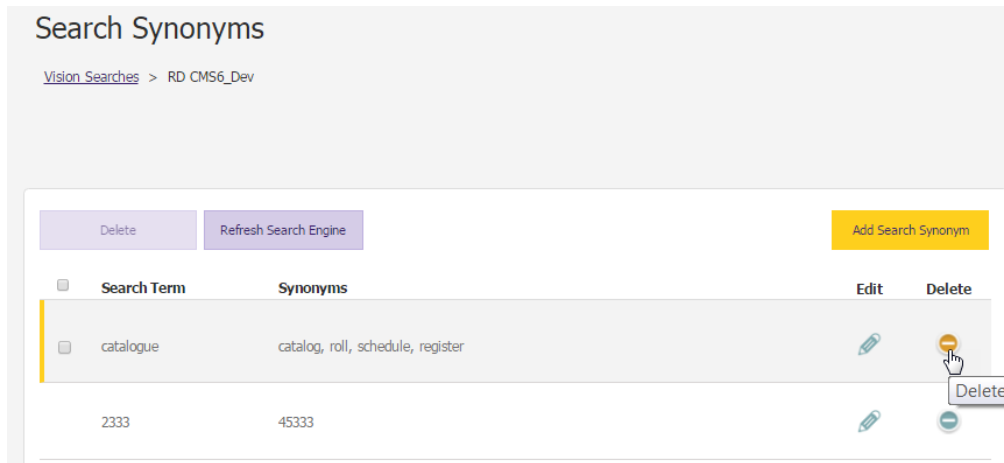
[Vision Searches](#) > [RD CMS6 Dev](#)

Delete Refresh Search Engine Add Search Synonym

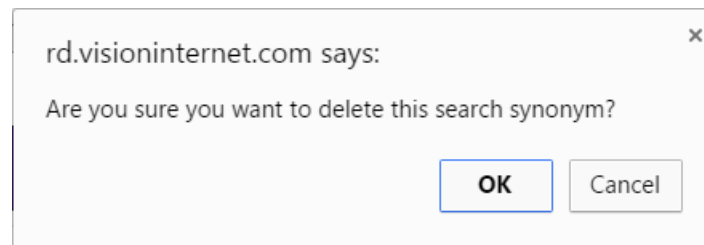
Search Term	Synonyms	Edit	Delete
catalogue	catalog, roll, schedule, register		
2333	45333		

### 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.

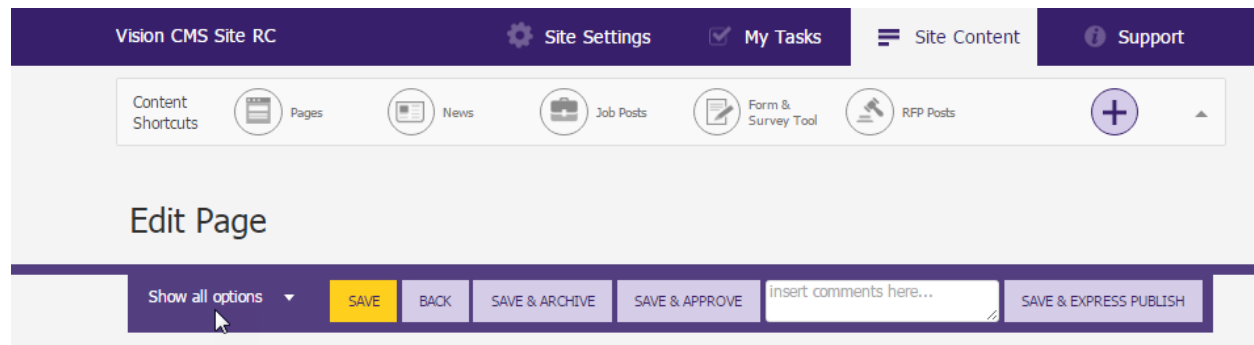


Click OK to delete the synonym or Cancel to abort.

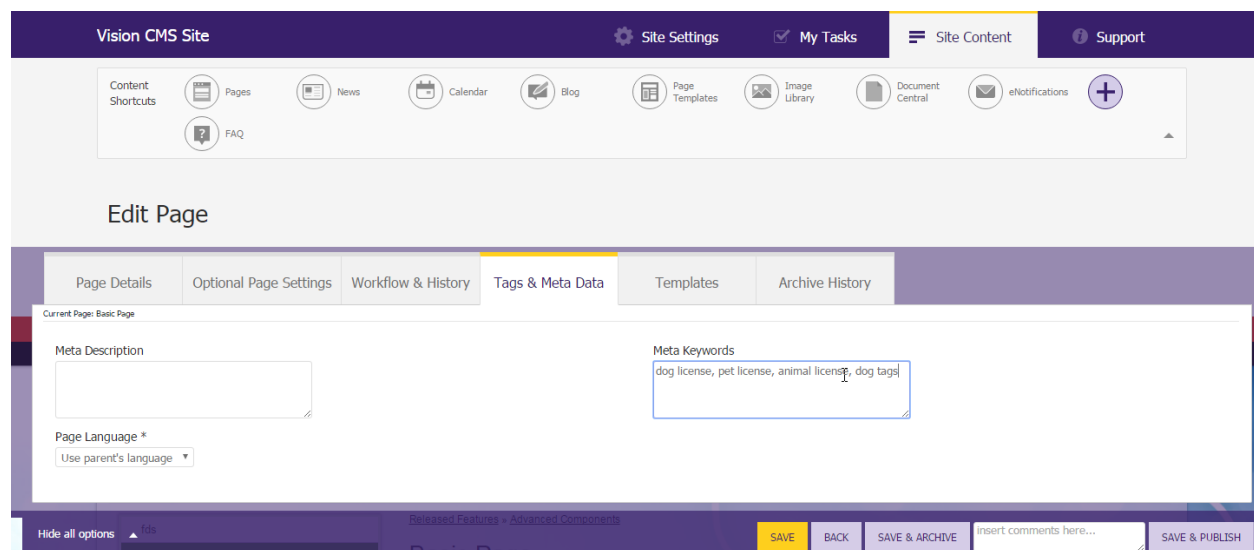
## Page Promotion

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. Separate search terms with a comma.



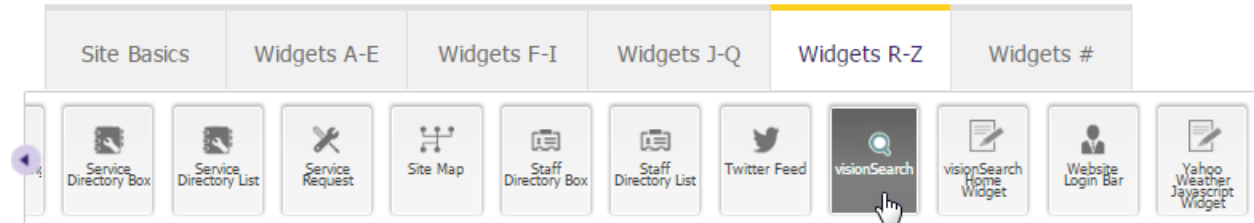
Anyone that searches using one of those search terms will find this page at the top of the search results. If more than one page has the same Meta Keyword, then all of the promoted pages for that search term will appear at the top of the list, ordered by relevance.

After adding in your Keywords, you will need to click on the Save & Publish button to save the page to the CMS.

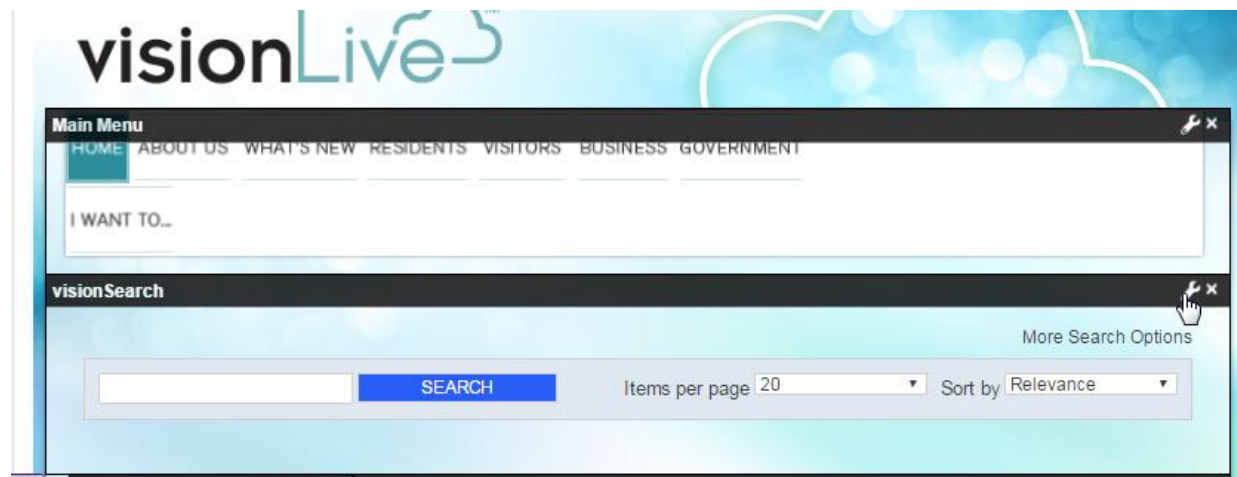
Note that any changes you make to Keywords will not be picked up until the next time the search engine re-indexes your site which is generally on a nightly basis.

### 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.

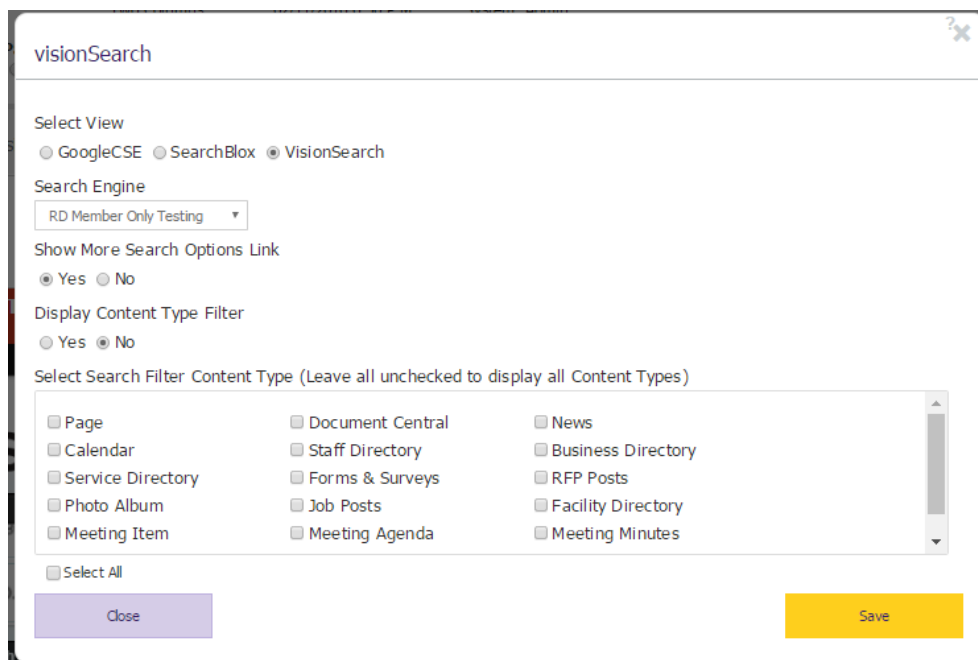


Once you have added the Search Widget to a page template, you can click on the wrench icon in the upper right corner to configure the widget settings:



The following options are available for configuring the Search Widget:

- Select View
- Show Search Box and Search Button
- Search Engine
- Show More Search Options Link
- Show RSS Feed Link
- Show Similar Results Link
- Display Content Type Filter
- Select Search Filter Content Type



### Select View

The Select View radio button lets you select which search engine you want to use for this Search Widget. The options include Google, SearchBlox and visionSearch.

### 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:

### Search Engine

This option is set by the Sysadmin and in most cases, the only option will be your primary site.

#### Show More Search Options Link

This option lets you toggle the More Search Options Link on or off.

If you check Yes, here is what you see:

If you check No, here is what you see:

Checking No removes the More Search Options Link, Items per page and Sort by options.

### 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 off this option as it would not add to the search experience.

Your search yielded 82 result(s) (0.019 seconds) [More Search Options](#)

meetings

Items per page 20 Sort by Relevance

1 2 3 4 5 Next »

**[Vision Technology Solutions, LLC : City Meetings Calendar](#)**  
<http://www.weknowgovernment.com/live/city-meeting-calendar>  
**Vision Technology Solutions, LLC : City Meetings Calendar Please enable JavaScript in your browser for a better user experience. City Meetings Calendar Have an Event? Submit Your Event Online Please select a category < Previous Month October 2015 Oct 2015 Next Month > Sunday Monday Tuesday**  
 Page Last Modified: 2/2/2015

**Filter by Content Type**

- All (82)
- Page (55)
- Document Central (6)
- News (0)
- Calendar (19)
- Staff Directory (0)
- Business Directory (0)
- Service Directory (0)

### 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		