

Granth Sanjeevani

Search Guide

Version 1.0

FIRST EDITION

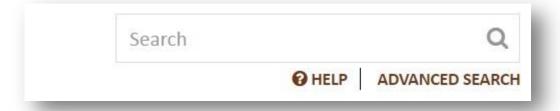
JUNE 2019

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Search Bar

Users can perform simple single word search, multiple word search, exact phrase search, exclude term search using a combination of Boolean operators.



By default the system performs search on all metadata and full text within content of every file and looks for content in which any of the supplied terms match.

Basic Search with no Boolean operators returns results with either of the words present in either the metadata or the content of any file.

Example:

Queen Victoria

The Boolean operators for refining your search are +, -, and ".

To indicate that a term must appear in the search results pre-pend a plus-sign (+) to the term.

Example:

+Queen +Victoria

To indicate that a term must not appear in the search results pre-pend a minussign (-) to the term.

Example:

Queen -Victoria

To search for an exact phrase surround it with quotes (")

Example:

"Queen Victoria"

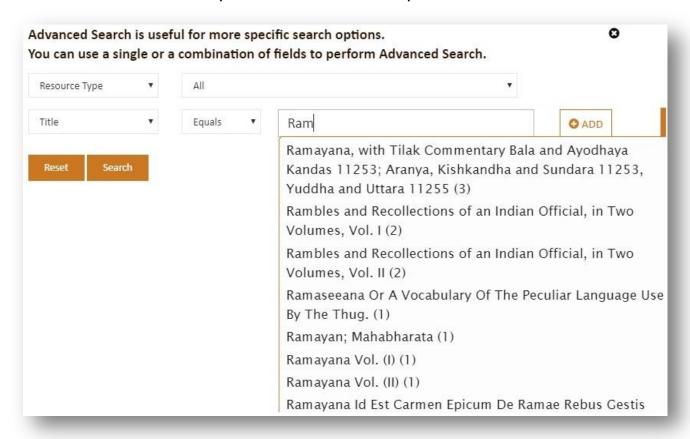
The combination of these operators can be used to refine your search result.

Example:

"Queen Victoria" -England

Advanced Search

Advanced Search can be performed to retrieve specific results from the metadata.



A combination of multiple fields can be selected to perform this specific search. The system prompts suggestive search results to the user, once the first 3 characters of the search term is keyed in. The 4 conditions which can be specified for each field are equals, contains, not equals and not contains.