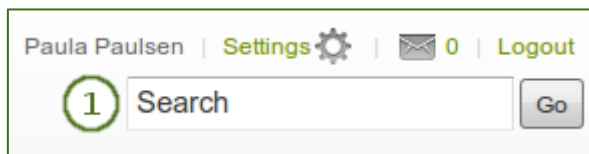
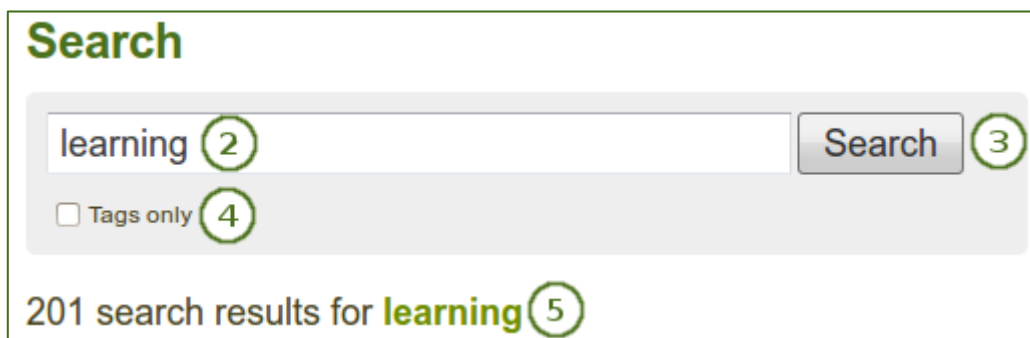


8. Fulltext search

The fulltext search allows you to drill down further into your search results helping you find the things that you are looking for more easily.

A screenshot of the top navigation bar of a web application. It shows the user's name 'Paula Paulsen', a 'Settings' link with a gear icon, a mail icon with the number '0', and a 'Logout' link. Below this is a search bar with the placeholder text 'Search' and a 'Go' button. A green circle with the number '1' is placed to the left of the search bar.

The main search box

A screenshot of the search results page. At the top, the word 'Search' is displayed in a large green font. Below it is a search bar containing the word 'learning', with a green circle '2' to its right. To the right of the search bar is a 'Search' button with a green circle '3' to its right. Below the search bar is a checkbox labeled 'Tags only' with a green circle '4' to its right. At the bottom, it says '201 search results for learning' with a green circle '5' to its right.

The search box on the search page

1. When you are on your **Dashboard**, you can start your fulltext search directly in the **Search** box and click the **Go** button to start the search process.
2. You are taken to the search result where you can refine your search.
3. Click the **Search** button to search for either the same or another term.
4. Tick the check box **Tags only** if you want to limit your search to a specific tag.
5. You see the number of search results displayed.

You see search results from the entire site: your own content, other users' content, group content etc. The results may vary from user to user because you can only see results to which you have access.

8.1. Search for text

The **Text** facet lists results from text that had been created on the site.

The screenshot shows a search results interface. At the top, there are tabs for 'Text (7)', 'Media (2)', 'Portfolio (1)', 'Users (3)', and 'Group (189)'. The 'Text (7)' tab is selected. Below the tabs, there are two dropdown menus: 'Owner: All' and 'Sort by: Relevance'. To the left of the main results area is a 'Filter results by:' sidebar with buttons for 'All (7)', 'Forum (2)', 'Forum post (3)', 'Journal (1)', and 'Journal entry (1)'. The main results area displays four items:

- Learning by teaching (Forum)**: This forum looks at the benefits of the method "Learning by teaching".
- My learning journey (Journal)**: Created by Paula Paulsen. In this journal I collect reflections on my learning journey. Tags: learning.
- Learning in the 21st century (Forum post)**: Hello, The question "How do people learn?" has been the focus for a lot of researchers over time and depending on which decade you pick, ... Paula Paulsen.
- What I learned today: Day 125 (Journal entry)**: Created by Paula Paulsen. At the beginning of the day I didn't think it would be an interesting one because I hadn't planne... Tags: reflections, learning.

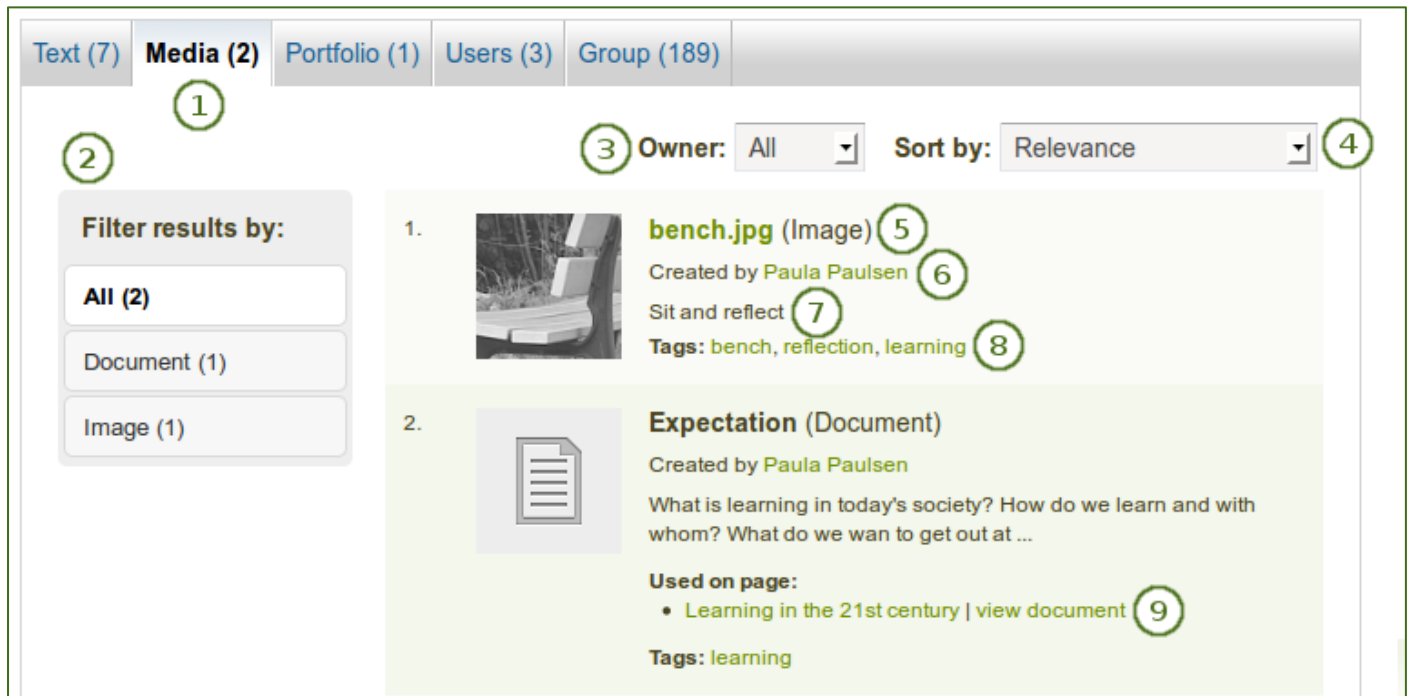
Find results in text

1. On the search results page click the **Text** tab to view text results. The tab includes the number of results found.
2. **Filter results by**: If you want to drill further down, you can limit your search results by any type listed. Click the All button to see all results again.
3. **Owner**: You can decide whether you want to see only results from your own portfolio or from others.
4. **Sort by**: Choose how you wish to have your results ordered:
 - **Date (oldest first)**
 - **Date (most recent first)**
 - **Relevance**: The configured relevance of the items. These can be defined for each site separately.
 - **A to Z**
 - **Z to A**
5. The title of the item is shown as well as its type.
6. The beginning of the text is displayed.
7. The author is displayed where there is one.
8. If the item was tagged, the tags are displayed as well.

When you click on a tag, a new search is conducted using the tag as search term and limiting the search to tags.

8.2. Search for media

The **Media** facet lists results from media artefacts that you have uploaded or created.



Find media results

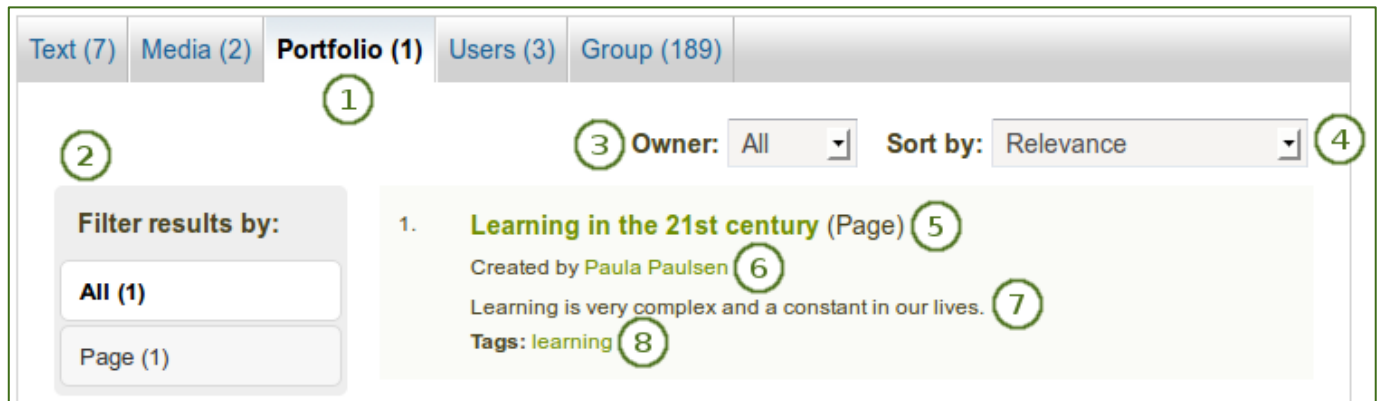
1. On the search results page click the **Media** tab to view text results. The tab includes the number of results found.
2. **Filter results by:** If you want to drill further down, you can limit your search results by any type listed. Click the All button to see all results again.
3. **Owner:** You can decide whether you want to see only results from your own portfolio or from others.
4. **Sort by:** Choose how you wish to have your results ordered:
 - **Date (oldest first)**
 - **Date (most recent first)**
 - **Relevance:** The configured relevance of the items. These can be defined for each site separately.
 - **A to Z**
 - **Z to A**
5. The title of the item is shown as well as its type.
6. The author is displayed.
7. The description of the item is shown.
8. If the item was tagged, the tags are displayed as well.

When you click on a tag, a new search is conducted using the tag as search term and limiting the search to tags.

9. **Used on page:** See where this item is used on the site. You can click the link to the page or you can go to the artefact in the context of the page directly.

8.3. Search for portfolios

The **Portfolio** facet lists results from pages and collections on the site.



Find portfolio results

1. On the search results page click the **Portfolio** tab to view text results. The tab includes the number of results found.
2. **Filter results by:** If you want to drill further down, you can limit your search results by any type listed. Click the All button to see all results again.
3. **Owner:** You can decide whether you want to see only results from your own portfolio or from others.
4. **Sort by:** Choose how you wish to have your results ordered:
 - **Date (oldest first)**
 - **Date (most recent first)**
 - **Relevance:** The configured relevance of the items. These can be defined for each site separately.
 - **A to Z**
 - **Z to A**
5. The title of the page or collection is shown as well as its type.
6. The author is displayed.
7. The beginning of the page or collection description is shown.
8. If the page or collection was tagged, the tags are displayed as well.

When you click on a tag, a new search is conducted using the tag as search term and limiting the search to tags.

8.4. Search for users

The **Users** facet lists people who have an account on the site that meet your search criteria.

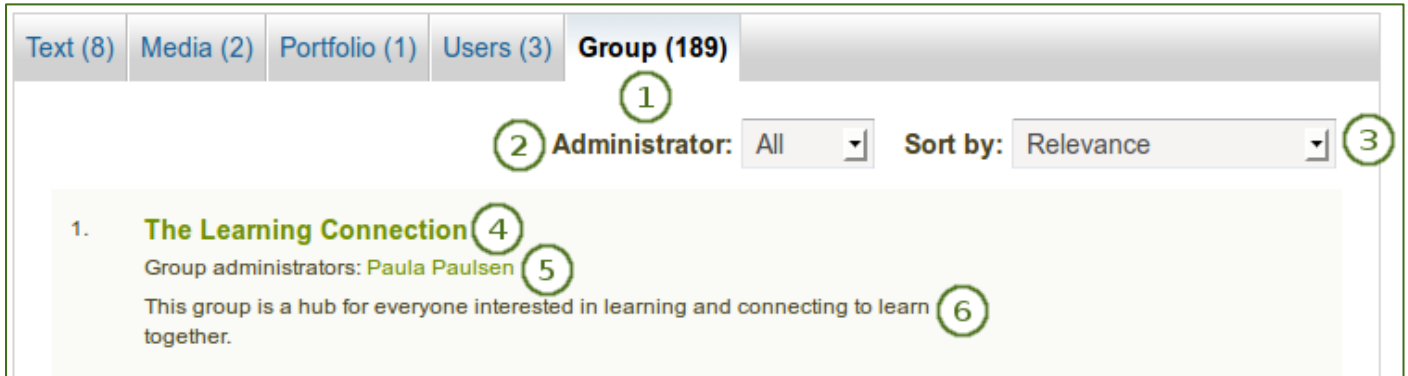


Find user results

1. On the search results page click the **Users** tab to view the results. The tab includes the number of results found.
2. **Sort by:** Choose how you wish to have your results ordered:
 - **Date (oldest first)**
 - **Date (most recent first)**
 - **Relevance:** The configured relevance of the items. These can be defined for each site separately.
 - **A to Z**
 - **Z to A**
3. The name and profile picture of a person is displayed. The name is linked so you can go directly to the profile page of that user.
4. If the user has an introduction, it is displayed.

8.5. Search for groups

The **Group** facet lists groups that meet your search criteria.



Find group results

1. On the search results page click the **Group** tab to view the results. The tab includes the number of results found.
2. **Administrator:** You can decide whether you want to see only groups in which you are the administrator or others.
3. **Sort by:** Choose how you wish to have your results ordered:
 - **Date (oldest first)**
 - **Date (most recent first)**
 - **Relevance:** The configured relevance of the items. These can be defined for each site separately.
 - **A to Z**
 - **Z to A**
4. The title of the group is displayed.
5. The group administrators are listed.
6. The group description is displayed.