

Coveo Enterprise Search

Search Interface Help

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What Is a Search Interface

The search interface is a single entry point providing access to the index content. It allows users to perform queries as well as display, sort and save results. Note that *Coveo Enterprise Search's* (CES) Search Interface is Web-based, meaning that it can be integrated to any *.aspx* page and accessed through *Internet Explorer* or *Firefox* browser. Moreover, other search components, such as external search modules, can be integrated to it in order to query third party repositories. The following table describes the function of the four different pages available in the Search Interface.

Note: These pages, with the exception of the **Search** page, can be removed in the Interface Editor (for more information, refer to [Interface Editor Help > How to Modify Features](#))

Page	Description
Initial	Displays a search box and links above the search box to access the Advanced Search page, Preferences page, Interface Editor (only the administrator can see the Edit this Interface link) as well as the Help. This page is displayed when the Search Interface is first accessed—before any query is performed (afterwards, the Search page is used).
Search	It contains a search box, refinement groups and a result list. Moreover, links above the search box allow to access the Advanced Search (Advanced Search) and Preferences pages (Preferences), as well as the Interface Editor (Edit this Interface) and the Help (Help).
Advanced Search	Displays advanced search fields which allow users to refine queries without using operators or field queries.
Preferences	Displays options which allow users to customize the way results are queried, displayed and opened.

Note: Clicking [Edit this Interface](#) in the **Initial** or **Search** page opens the Interface Editor (only CES administrators have access to this interface).

Users who have access to the CES server and virtual directory can query the index through the Search Interface. However, access to the index content is restricted by collection, source and file permissions (for more information, refer to [Administration Tool Help > How CES Prevents Unauthorized Users from Accessing Restricted Documents](#)). Note that more than one search interface can exist; in such case, their addresses are different. Each address takes the following form:

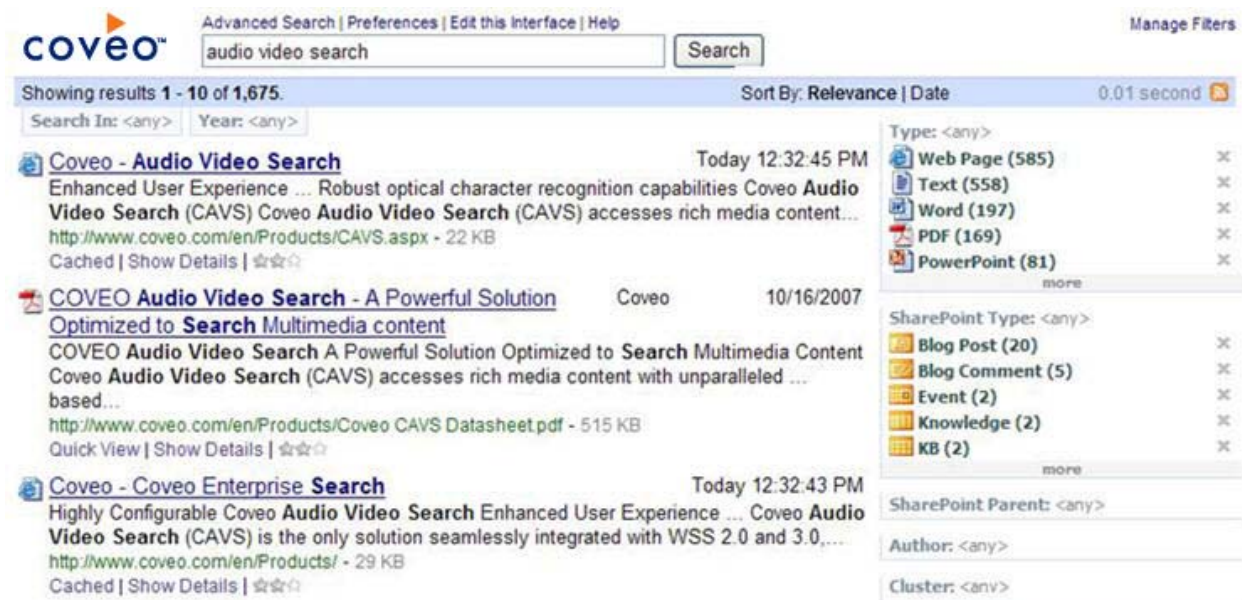
<http://hostname/ces5.0/default.aspx?sk=myinterface>, where *hostname* is the server name, *ces5.0* is the index name, *default.aspx* is the language template (e.g. *default-fr.aspx* is the French template) and *myinterface* is the search interface.

What Is the Content of the Initial Page

The **Initial** page is displayed when the Search Interface is first accessed—before any query is performed (afterwards, the **Search** page is used). It contains a search box and links above the search box to access the **Advanced Search** page, **Preferences** page, Interface Editor (only the administrator can see the [Edit this Interface](#) link) as well as the Help.

What Is the Content of the Search Page

The **Search** page is displayed after a search is performed. It contains a search box, refinement groups and a result list. Moreover, links above the search box allow to access the **Advanced Search** ([Advanced Search](#)) and **Preferences** pages ([Preferences](#)), as well as the Interface Editor ([Edit this Interface](#)) and the Help ([Help](#)).



The screenshot displays the Coveo search interface. At the top, there is a search bar with the text "audio video search" and a "Search" button. Above the search bar are navigation links: "Advanced Search | Preferences | Edit this Interface | Help". To the right of the search bar is a "Manage Filters" link. Below the search bar, it shows "Showing results 1 - 10 of 1,675." and "Sort By: Relevance | Date" with a "0.01 second" indicator. There are also filters for "Search In: <any>" and "Year: <any>".

The main results area shows three search results:

- Coveo - Audio Video Search** (Today 12:32:45 PM): Enhanced User Experience ... Robust optical character recognition capabilities Coveo **Audio Video Search** (CAVS) Coveo **Audio Video Search** (CAVS) accesses rich media content... <http://www.coveo.com/en/Products/CAVS.aspx> - 22 KB. Cached | Show Details | ☆☆☆
- COVEO Audio Video Search - A Powerful Solution** (Coveo 10/16/2007): Optimized to **Search** Multimedia content. COVEO **Audio Video Search** A Powerful Solution Optimized to **Search** Multimedia Content Coveo **Audio Video Search** (CAVS) accesses rich media content with unparalleled ... based... http://www.coveo.com/en/Products/Coveo_CAVS_Datasheet.pdf - 515 KB. Quick View | Show Details | ☆☆☆
- Coveo - Coveo Enterprise Search** (Today 12:32:43 PM): Highly Configurable Coveo **Audio Video Search** Enhanced User Experience ... Coveo **Audio Video Search** (CAVS) is the only solution seamlessly integrated with WSS 2.0 and 3.0,... <http://www.coveo.com/en/Products/> - 29 KB. Cached | Show Details | ☆☆☆

On the right side, there is a "Manage Filters" panel with the following sections:

- Type: <any>**
 - Web Page (585) ×
 - Text (558) ×
 - Word (197) ×
 - PDF (169) ×
 - PowerPoint (81) ×
 - more
- SharePoint Type: <any>**
 - Blog Post (20) ×
 - Blog Comment (5) ×
 - Event (2) ×
 - Knowledge (2) ×
 - KB (2) ×
 - more
- SharePoint Parent: <any>**
- Author: <any>**
- Cluster: <any>**

Performing a Search

[How to Perform a Search](#)

[How to Display Results](#)

[How to Modify Preferences](#)

[How to Perform an Advanced Search](#)

[What Search Operators Can Be Used in CES](#)

[How to Sort Results](#)

[How to Refine Results](#)

[How to Refine a Search by Cluster](#)

[Are Queries Case-Sensitive](#)

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[How Wildcard Queries Work](#)

[How to Search Within Results](#)

[How to Export Results to Excel](#)

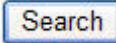
[How to Send Results Through RSS Feed](#)


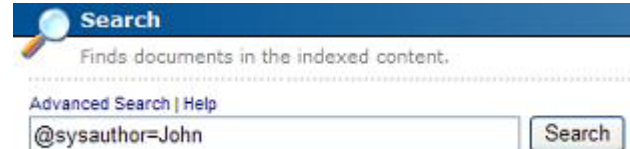


[How to Add Saved Queries and Filters](#)

[How to Apply Saved Queries and Filters](#)
[How to Query Date and Time Fields](#)

▶ **How to Perform a Search**

When a search is performed, *Coveo Enterprise Search* (CES) browses the CES5 index to find documents containing the expressions (words, numbers, fields, etc.) entered in the **Search** page default or advanced fields.

To perform a search with the default field, enter a query expression (free text queries, field queries and search operators are accepted) and click .

Example	Description
<p>Single term query</p> 	<p>Finds all documents indexed containing Coveo in their content, metadata or address.</p>
<p>Field query</p> 	<p>Finds all documents whose author is <i>John</i>.</p>
<p>Free text query using Boolean operators</p> 	<p>Finds documents containing the words <i>Coveo</i> and <i>Search</i> or <i>CES</i> in their content, metadata or address.</p>
<p>Complex query containing free text and field queries joined by Boolean operators</p> 	<p>Finds documents containing the words <i>Coveo</i> and <i>Search</i>, in their content, metadata or address or <i>CES</i> in their title.</p>

▶ **How to Display Results**

Once a query is performed, results are listed in the **Search** page. The following table describes actions which can be taken to display them:

Goals
Actions

Display the document

Click the document title (e.g. [Coveo - Tech Corner](#)). If an **Access Denied** message is displayed, the account used to query the index has insufficient permissions to access the document. Note that this problem occurs only if source permissions override file permissions (for more information, refer to [Administration Tool Help > How to Modify Source Security Permissions](#)). If an HTML version of the document (i.e. *Quick View*) is displayed instead of the actual document, the document cannot be opened from the Search Interface. To modify this option, refer to [Administration Tool Help > How to Modify General Source Parameters](#).

Display the document's summary

Click [Show Details](#). If the summary is not available, the [Show Details](#) link is displayed; however, the **Summary** tab is not.

Note: To access the document's properties (metadata), click [Show Details](#), then the **Properties** tab:

		Summi	
Language	English	Size	19 KB
Modified date	Wednesday, October 24, 2007	Type	Web Document
Indexed date	9 days 5 hours ago	Format	Web Page
Attachment	No	Source	Web pages/Coveo
Author			

 Display the document's *Quick View*

Click [Quick View](#) or [Cached](#). If this link is not available, the creation of cached HTML versions of documents (i.e. *Quick Views*) is disabled. To enable it, refer to [Administration Tool Help > How to Modify General Source Parameters](#).

Display document's parent folder (local and network files only)

Click [Folder](#). If an **Access Denied** message is displayed, the account used to query the index has insufficient permissions to access the folder.

Display a different result page

In the **Result Page** section, click the appropriate page number



Result Page:
[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [\[Next\]](#)

▶ How to Modify Preferences

To access the **Preferences** page from the **Initial** or **Search** page, click [Preferences](#). To access it from the **Preferences** page, click [Return to Search](#) (the **Initial** or **Search** page is displayed) then click [Preferences](#).

The **Preferences** page allows users to customize the way results are queried, displayed and opened. These preferences apply to each user individually. Note that the default values of preferences are specified in the Interface Editor (for more information, refer to [Interface Editor Help > How to Modify Preference Defaults](#)). To modify preferences, select the appropriate ones (for more information, refer to the following table) and click [Save Changes](#).

Note: The **Preferences** page is optional; it can be removed in the Interface Editor (for more information, refer to [Interface Editor Help > How to Modify Features](#)).

Section	Description
General Preferences	<p>Determines how results are displayed and opened.</p> <p>Number of results per page: Determines the number of results displayed in each page.</p> <p>Number of characters in excerpt: Determines the maximum number of characters contained in excerpts.</p> <p>Always open results in new window: Indicates whether Web documents are opened in a different browser window or the same window as the result list.</p>
Displayed Result Fields	<p>Determines the information displayed concerning each result. Note that custom display fields are displayed by default; therefore they are not listed in this section.</p> <p>Result Number: Displays the document's rank in the result list.</p> <p>Address: Displays the document's path.</p> <p>Excerpt: Displays the document's excerpt.</p> <p>Thumbnail: Displays a preview of image documents (e.g. <i>.tif</i> or <i>.psd</i>).</p> <p>Language: Displays the document's language.</p> <p>Last Click: Displays the document's last opening date (i.e. last time it was opened from the Search Interface).</p> <p>Score: Displays the document's relevancy score in percentage.</p> <p>Size: Displays the document's size in bytes.</p> <p>Concepts: Displays the document's concepts extracted by <i>Coveo Enterprise Search</i> (CES) linguistic algorithm.</p> <p>Modified date: Displays the document's last modification date.</p> <p>Indexed date: Displays the document's indexing date (i.e. date it was added to the index).</p> <p>Author: Displays the name of the document's author.</p> <p>E-mail (From, To, CC): Displays the email's sender and recipients (including carbon copy recipients).</p> <p>Collection/source: Displays the document's parent collection and source.</p> <p>Contextual commands: Displays links to open the document's <i>Quick View</i>, <i>Summary</i> and parent folder.</p> <p>Rating: Displays the document's collaborative rating () and personal appreciation ().</p>
Advanced Preferences	<p>Determines the optimization methods used to improve the quality of results.</p> <p>Filter duplicates: Displays only one copy of each document even if duplicates exist in different sources. Note that, for this option to be effective, the duplicate document filtering action must be enabled in the Administration Tool.</p> <p>Optimize exact phrase queries (displays only the most relevant results): Displays only the most relevant results related to an exact phrase query. For example, if a document containing the exact phrase "<i>Coveo Enterprise Search</i>" has a 30% relevancy score, it is not displayed.</p>

SharePoint Preferences (<i>SharePoint</i> Search Interface only)	<p>Include interface language in score calculation: Assigns a higher relevancy score to documents in the same language as the Search Interface.</p> <p>Use thesaurus for automatic query expansion: Applies the thesaurus to queries.</p> <p>Use wildcards for queries: Allows the use of wildcards. Note that wildcards must first be enabled in the Administration Tool (for more information, refer to Administration Tool Help > How to Modify the Index Settings).</p> <p>Use collaborative rating: Allows the use of collaborative rating. Note that collaborative rating must first be enabled in the Administration Tool (for more information, refer to Administration Tool Help > How to Customize the Ranking of Search Results).</p> <p>Determines search restrictions applied to <i>SharePoint</i> content when queried from a Search Interface integrated to <i>SharePoint</i>.</p> <p>Restrict search to the current list, if any: Searches only within the displayed list.</p> <p>Restrict search to the current site: Searches only within the displayed site.</p> <p>Restrict search to the portal: Searches only within the displayed portal.</p> <p>Do not restrict search: Searches all <i>SharePoint</i> content indexed.</p> <p>Enable Quick Links: Displays links pointing to matching results in other <i>SharePoint</i> containers (portals, sites and lists).</p>
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▶ **How to Perform an Advanced Search**

To access the **Advanced Search** page from the **Initial** or **Search** page, click [Advanced Search](#) . To access it from the **Preferences** page, click [Return to Search](#) (the **Initial** or **Search** page is displayed) then click [Advanced Search](#) .

Note: The **Advanced Search** page is optional; it can be removed in the Interface Editor (for more information, refer to [Interface Editor Help > How to Modify Features](#)).

The advanced search, composed of four different tabs, allows to perform complex queries without using search operators or field names—field and operators are implicitly associated with the different sections of the advanced search. Because of this implicit association, the advanced search fields accept only certain types of information (e.g. only numbers or free text queries).

[Hide Advanced Search](#) | [Preferences](#) | [Edit this Interface](#) | [Help](#)
[Manage Filters](#)

[Keywords](#) | [Date](#) | [Document Properties](#) | [Collections](#)

Restrict your search to documents containing specific keywords.

All of these words

This exact phrase

Any of these words

None of these words

Create a query using search operators (and, or, not, near, quotes and parenthesis) and system fields.

Custom query

Field/Option	Accepted Value	Description
All of these words	Free text queries Field queries	The document must contain all terms (words, numbers, etc.) entered in this field. However, their order is not important. Note: This field replaces the AND operator.
This exact phrase	Free text queries Field queries	The document must contain the exact string between the quotation marks. All terms, as well as their order, are important. Important: The terms (words, numbers, etc.) entered in this field are subject to stemming when enabled. Note: This field replaces the "" operator.
Any of these words	Free text queries Field queries	The document must contain at least one of the terms (words, numbers, etc.) entered in this field. Note: This field replaces the OR operator.
None of these words	Free text queries Fields queries	The document must not contain the terms (words, numbers, etc.) entered in this field. Note: This field replaces the NOT operator. The NOT operator is incompatible with the thesaurus (no synonym is searched for terms entered in this field).
Custom query	Free text queries Fields queries Operators	The terms entered in this field are not subject to any implicit operator or field. The Custom query complements the advanced search by allowing to query extra fields (field names and operators must be used).

[Hide Advanced Search](#) | [Preferences](#) | [Edit this Interface](#) | [Help](#)
[Manage Filters](#)

[Keywords](#) | **Date** | [Document Properties](#) | [Collections](#)

Restrict your search to documents updated in a specific date range.

Anytime
 In the last days
 Between and

Field/Option	Accepted Value	Description
Anytime	N/A	The creation or modification date of a document is not important.
In the last X days/months	Numeric	The document must have been created or modified in the last X days or months. Note: This option replaces a query on @sysdate.
Between X and Y	Select from the drop-down lists	The document must have been created or modified between those two dates (e.g. between 31/05/2007 and 15/06/2007). Note: This option replaces a query on @sysdate.

[Hide Advanced Search](#) | [Preferences](#) | [Edit this Interface](#) | [Help](#)
[Manage Filters](#)

[Keywords](#) | [Date](#) | **Document Properties** | [Collections](#)

Restrict your search to specific file format, size, and/or language.

Format
 Size
 Language

Specify keywords to include or exclude.

Address
 Title
 Author

Field/Option	Accepted Value	Description
Format	Select from the drop-down list	The document must be of a specific type (<i>Word, Excel, PowerPoint, PDF, Web page, text or email</i>). Note: This field replaces a query on <i>@sysfiletype</i> .
Size	Numeric	The document must be smaller than (At most) or larger than (At least) the value (in KB, MB or bytes) entered in this field. Note: This field replaces a query on <i>@syssize</i> .
Language	Select from the drop-down list	The document must be written in a specific language (English, French, Spanish, German, Italian, Portuguese, Dutch, Japanese, Chinese (traditional and simplified), Korean or Catalan). Note: This field replaces a query on <i>@syslanguage</i> .
Address	Free text queries	There are three options for these fields: contains: The document must contain all the terms (words, numbers, etc.) entered in its address, title or author field. Their order is not important. does not contain: The document must not contain the terms (words, numbers, etc.) entered in its address, title or author field. matches: The document must contain all the terms (words, numbers, etc.) entered in exact, contiguous order in its address, title or author field. Note: These fields replace queries on, respectively, <i>@sysuri</i> , <i>@systitle</i> and <i>@sysauthor</i> .



Hide Advanced Search | Preferences | Edit this Interface | Help Manage Filters

Keywords | Date | Document Properties | **Collections**

Restrict your search to the following collections of documents.

Select All Clear All

Coveo Support

Field/Option	Accepted Value	Description
N/A	N/A	Only the collections selected are searched.

Note: Other fields can be added to the **Advanced Search** page using the Interface Editor (for more information, refer to [Interface Editor Help > How to Add Search Fields](#)).

▶ **What Search Operators Can Be Used in CES**

Search operators allow to refine a search by specifying exactly what terms (words, numbers, etc.) should be present in the fields or content of a document. *Coveo Enterprise Search* (CES) recognizes the most common Boolean, date and relational operators as well as exact phrase queries. Boolean operators are used to join query terms (e.g. *Coveo AND Search OR @systitle=CES*); whereas, relational and date operators are used within field queries (e.g. *@syssize > 1000*).

Group	Operator	Description	Field Type	Example
Boolean	AND	The document must contain all terms (words, numbers, etc.) joined by AND . Their order is not important. Note: By default, CES assumes the AND operator.	String	Coveo AND Search AND Help Finds documents containing all three terms.
	OR	The document must contain at least one of the terms (words, numbers, etc.) joined by OR .	String	Coveo OR Search Finds documents containing <i>Coveo</i> or <i>Search</i> , or both.
	NOT	The document must not contain the term (words, numbers, etc.) preceded by NOT . The NOT operator is incompatible with the thesaurus (no synonym is searched for terms preceded by NOT).	String	Coveo NOT CAVS Finds documents that do not contain <i>CAVS</i> but contain <i>Coveo</i> .
	NEAR	The document must contain the two terms (words, numbers, etc.) joined by NEAR -no more than ten terms apart. Note: It is possible to specify how close the terms must be (from 1 to 10 terms apart). The NEAR operator is incompatible with the thesaurus (no synonym is searched for terms joined by NEAR).	String	Coveo NEAR:5 Search Finds documents containing <i>Coveo</i> and <i>Search</i> no more than five terms apart.

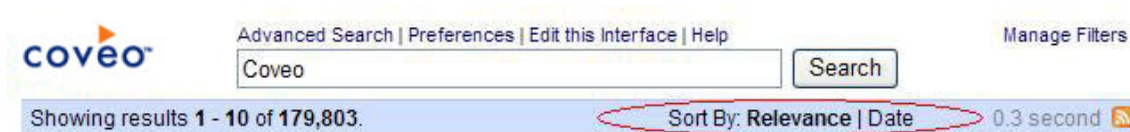
Date	Now	<p>The document must have been created or modified between now and the duration value.</p> <p>Note: With the now operator, a duration value must be specified in seconds (s), minutes (m), hours (h), days (d), months (mo) or years (y).</p>	Date	<p>@sysdate<=now-12h</p> <p>Finds documents created or modified at least 12 hours ago.</p>
	today	<p>The document must have been created or modified today-or between today and the duration value.</p> <p>Note: Contrarily to the now operator, the duration value-in seconds (s), minutes (m), hours (h), days (d), months (mo) or years (y)-is optional.</p>	Date	<p>@sysdate>=today-1mo</p> <p>Finds documents created or modified within the last month.</p> <p>@sysdate=today</p> <p>Finds documents created or modified today.</p>
	yesterday	<p>The document must have been created or modified yesterday-or between yesterday and the duration value.</p> <p>Note: Contrarily to the now operator, the duration value-in seconds (s), minutes (m), hours (h), days (d), months (mo) or years (y)-is optional.</p>	Date	<p>@sysdate=yesterday</p> <p>Finds documents created or modified yesterday.</p> <p>@sysdate>yesterday+12h</p> <p>Finds documents created or modified in the last twelve hours.</p>
Mathematical	Includes =	<p>The field must contain the terms (words, numbers, etc.) following =.</p> <p>Note: If several terms follow =, they do not need to be in contiguous or exact order.</p>	String Numeric Date	<p>@systitle=Coveo</p> <p>Finds documents containing Coveo in their titles.</p>
	Is exactly ==	<p>The field must contain the exact terms (words, numbers, etc.) as they appear following == (i.e. the terms must be in exact, contiguous order).</p> <p>Note: No other term can be present in the field.</p>	String Numeric Date	<p>@systitle=="Coveo Enterprise Search"</p> <p>Finds documents with this exact title only: <i>Coveo Enterprise Search</i></p>

Excludes <>	The field must not contain the terms (words, numbers, etc.) following the <> operator.	String Numeric Date	@systitle<> "Enterprise Search" Finds documents that do not contain <i>Enterprise Search</i> in their titles.
Smaller than <	The value contained in the field must be inferior to the value entered after <. For dates, this means older than/before. Note: File size is entered in bytes.	Numeric Date	@syssize<50 Finds documents of 49 bytes or less. @sysdate<today Finds documents created or modified before today.
Greater than >	The value contained in the field must be superior to the value entered after >. For dates, this means more recent than/after. Note: File size is entered in bytes.	Numeric Date	@syssize>50 Finds documents of 51 bytes or more. @sysdate>yesterday Finds documents created or modified in the last 24 hours.
Smaller than or equal to <=	The value contained in the field must be inferior or equal to the value entered after <=. For dates, this means up to the time of reference. Note: File size is entered in bytes.	Numeric Date	@syssize<=50 Finds documents of 50 bytes or less. @sysdate<=today Finds documents created or modified today or in the preceding days.
Greater than or equal to >=	The value contained in the field must be superior or equal to the value entered after >=. For dates, this means at the time of reference and after. Note: File size is entered in bytes.	Numeric Date	@syssize>=50 Finds documents of 50 bytes or more. @sysdate>=yesterday Finds documents created in the last 48 hours.
Plus +	The duration value-in seconds (s), minutes (m), hours (h), days (d), months (mo) or years (y)- is added to the date operator (now , today , yesterday).	Date	@sysdate<yesterday+12h Finds documents that were created or modified more than 12 hours ago.

	Minus -	The duration value-in seconds (s), minutes (m), hours (h), days (d), months (mo) or years (y)- is subtracted from the date operator (now , today , yesterday).	Date	@sysdate=now-1mo Finds documents that were created/modified a month ago.
Other	Comma ,	The field must contain at least one of the values isolated by parentheses and separated by commas (i.e. commas between parentheses (,)) replace the OR operator in field queries).	String Date	@syslanguage=(english, french, spanish) Is the same as: @syslanguage= english OR @syslanguage=french OR @syslanguage=spanish
	Quotation marks ""	The document must contain the exact string comprised between the quotation marks (i.e. the terms must be in exact, contiguous order). Note: Exact phrase queries apply to groups of terms (words, numbers, etc.), not single terms. Single terms-even if they are part of an exact phrase query-are always subject to stemming (if it is enabled).	String	"Coveo Enterprise Search" Finds documents containing this exact phrase.

▶ How to Sort Results

Sorting is the process during which documents are listed according to a criterion (e.g. relevancy score or modification date). To sort results, click the appropriate criterion in the **Sort By** section.



▶ How to Refine Results

Refinements are categories which allow *Coveo Enterprise Search* (CES) to display results corresponding to certain criteria (e.g. author and file type). To apply a refinement, click the appropriate groups. For example, to display *Word* documents created in 2007, click *Word* in *Refine by Type* and *2007* in *Refine by Year*.

Note: It is possible to discriminate results by clicking the corresponding X.



▶ **How to Refine a Search by Cluster**

If result clustering is enabled (for more information, refer to Administration Tool Help > How to Enable Result Clustering), it is possible to display results from a single cluster. To do so, click the appropriate cluster in the **Refine by Cluster** section. Note that it is possible to discriminate specific cluster results by clicking the corresponding X.

Note: The *Refine by Cluster* filter is optional; it can be removed in the Interface Editor (for more information, refer to Interface Editor Help > How to Modify Features).



▶ **Are Queries Case-Sensitive**

Queries are case-sensitive only if one of the following options: **Uppercase words and words with only the first letter capitalized** or **All words** is selected in the **Settings** page of the Administration Tool (Index > Settings). It determines the type of casing indexed. Indexing casing creates a larger index, but increases the precision of search results. For example, it prevents confusion between the words *MOSS* (*Microsoft Office SharePoint Services*) and *moss*.

▶ **How CES Handles Misspelled Words**

If *Coveo Enterprise Search* (CES) cannot find a word entered in the search box, it suggests alternative spellings. For example, CES suggests **Did you mean: coveo search** for the query *Cveo Search*. Click the suggested expression to display the corresponding results.

Note: If **Automatically use corrected query suggestions (did you mean)** is selected in the **Advanced** section of the **Preferences** page, the correction is done automatically.

▶ **How Wildcard Queries Work**

In search context, wildcards replace a single letter (*Enterprise ?*) or a series of letters (*Search **) in order to expand results. For example, *Search** returns *Searching* and *Searched*. The use of wildcards increases the index size because each possible combination of letters and wildcards must be taken into consideration (e.g. *Coveo**, *Co*eo*, etc.). However, to limit the index size, it is possible to disable wildcards or use them only on field queries.

Wildcard queries do not work when used with other operators involving query term positions:

Exact phrase (double quotes) cannot enclose wildcard characters, e.g. *"global warm"*

Proximity characters (*. , ; / \ , _ -*) can be used in the same terms as wildcard characters, e.g. *long_file-nam*.txt*.

With *NEAR* proximity operator, e.g. *glob* NEAR warm*

▶ **How to Search Within Results**

The purpose of the *Search Within Results* filter is to refine a query by adding expressions to it. Note that only results displayed in the current list are searched.

Note: The *Search Within Results* filter is optional; it can be removed in the Interface Editor (for more information, refer to Interface Editor Help > How to Modify Features).

To search within results:



1. Click [Search Within Results](#) . The search box is cleared.
2. Enter the appropriate expressions.
3. Click [Search](#) .

Note: The *Search Within Results* filter is applied to all subsequent queries. To remove it, click [Clear](#).



▶ **How to Export Results to Excel**

It is possible to export search results in *Excel* format in order to save them. To do so, click

[Export to Excel](#) . The **File Download** dialog box is displayed. Click [Save](#) .

Note: The *Export to Excel* function is optional and is not displayed by default; it must be added in the Interface Editor (for more information, refer to Interface Editor Help > How to Modify Features).






▶ **How to Send Results Through RSS Feed**

To receive frequently updated search results related to a query expression, it is possible to subscribe to a RSS feed.

Note: RSS feeds are optional; they can be removed in the Interface Editor (for more information, refer to Interface Editor Help > How to Modify Features).

To send results through a RSS feed:



1. Click . The **Search Results for** page is displayed.
2. Click  **Subscribe to this feed**. The dialog box corresponding to the Web browser (e.g. Internet Explorer) is displayed.
3. In the **Name** field, modify the name of the feed. Note that renaming the feed is optional.
4. In the **Create in** drop-down list, select the appropriate folder.
5. Click .

▶ **How to Add Saved Queries and Filters**

Saved queries and filters are expressions kept in *Coveo Enterprise Search's* (CES) memory in order to be reapplied quickly.

Note: Saved queries and filters are optional, they can be removed in the Interface Editor (for more information, refer to Interface Editor Help > How to Modify Features).

To add a filter expression:

1. Perform a search (for more information, refer to How to Perform a Search or How to Perform an Advanced Search). The **Search** page is displayed.



2. Click [Manage Filters](#) . The **Saved Queries and Filters** page is displayed.
3. In the **Saved Queries/Saved Filters** section, click .

▶ **How to Apply Saved Queries and Filters**

Saved queries and filters are expressions kept in *Coveo Enterprise Search's* (CES) memory in order to be searched quickly. Note that it is impossible to apply a saved query or filter in the **Advanced Search** page.

Note: Saved queries and filters are optional, they can be removed in the Interface Editor (for more information, refer to Interface Editor Help > How to Modify Features).

To apply a saved query or filter in the **Search** page, expand the **Select Saved Filter** drop-down list and select the appropriate query or filter expression.

Note that, when only queries are saved, the **Select Saved Filter** drop-down list is named **Select Saved Query**.

▶ **How to Query Date and Time Fields**

Date and time fields are queried using relative or static values. Relative values are dependent on a date operator (e.g. **today**) and time reference (e.g. **8h** ago); whereas, static values are fixed dates (e.g. *2007/08/09@09:21:01*).

To query a date and time field with a relative value, use the following syntax *@fieldname=dateoperator+timereference*. For a description of these components, refer to the following table:

	Field names	Relational Operators	Date Operators	Mathematical Operators	Time References (optional with today and yesterday)
Possible values	All fields whose type is Date/time . For more information, refer to List of System Fields	=, <, >, >=, <, <= For more information, refer to What Search Operators Can Be Used in CES?	now, today, yesterday For more information, refer to What Search Operators Can Be Used in CES?	+, - For more information, refer to What Search Operators Can Be Used in CES?	All numbers and decimals (the decimal symbol is a dot not a comma). Note: Time units are seconds (s), minutes (m), hours (h), days (d), months (mo) and years (y).
Example	@sysdate	>	yesterday	+	12h

To query a date and time field with a static value, use the following syntax `@fieldname=yyyy/mm/dd@hh:mm:ss`. Note that years are four-digit values (e.g. 2007), months two-digit values (e.g. 04 or 12), days two-digit values (e.g. 01 or 31) and hours range from 00 to 24 (AM or PM symbols are not allowed).

▶ **Advanced Field Queries**

[What Is the Difference Between Field Queries and Free Text Queries](#)

[List of System Fields](#)

What Is the Difference Between Field Queries and Free Text Queries

Free text queries are strings of words, numbers and operators used to search the content of a document. For example, *Coveo AND Search* finds documents containing the expressions *Coveo* and *Search*. Whereas, field queries are used to search the content of a specific field contained in a document or attached to it as metadata. They take the form `@fieldname=fieldvalue`, where `=` can be replaced by other relational operators. For example, `@sysauthor=John` finds documents whose author is *John*. Furthermore, field and free text queries can be combined to form complex queries. For example, *Coveo AND Search AND @sysauthor=John* finds documents containing the expressions *Coveo* and *Search* whose author is *John*. Note that field queries are more effective as query refinement tools than free text queries.

List of System Fields

System fields are common to most repositories (*Windows, Microsoft Exchange, SharePoint, etc.*). The following table lists the different system fields available:

Name	Type	Available in Query	Source Type	Description	Example
sysaboutme	String	Yes	System	Contains the description of the user.	<code>@sysaboutme=manager</code> Finds users whose description contains the word <i>manager</i> .
sysauthor	String	Yes	System	Contains the author of the document.	<code>@sysauthor=John</code> Finds documents whose author is <i>John</i> .
Sysauthorloginame	String	Yes	System	Contains the author login name of the document.	<code>@sysauthorloginame=C OVEO\JSmith</code> Finds documents whose author login name is <i>COVEO\JSmith</i> .
syscollection	String	Yes	System	Contains the name of the collection in which the document is indexed.	<code>@syscollection=Coveo</code> Finds documents from the <i>Coveo</i> collection.

sysconcepts	String	Yes	System	Contains the key concepts extracted by <i>Coveo Enterprise Search's</i> (CES) linguistic algorithm to create the document's excerpt and summary.	@sysconcepts=stemming Finds documents for which CES has extracted the concept <i>stemming</i> .
syscontainsattachment	String	Yes	System	Indicates if the document contains attachments (email attachments or files in an archive such as a <i>.zip</i> or <i>.rar</i>).	@syscontainsattachments Finds documents containing attachments.
sysdate	Date/time	Yes	System	Contains the creation or modification date of the document. Note: The indexing date of a document is indicated by <i>sysaddeddate</i> ; whereas, its re-indexing (i.e. refreshing or rebuilding) date is indicated by <i>sysindexeddate</i> .	@sysdate=today Finds documents created or modified today. @sysdate>now-5h Finds documents created or modified less than 5 hours ago.
sysduration	Floating Point	Yes	System	Contains the duration, in seconds, of the audio video document.	@sysduration>120 Finds audio video documents whose duration exceeds 120 seconds.
sysfilename	String	Yes	System	Contains the filename of the document.	@sysfilename=Online_Documentation Finds documents whose file names contain <i>Online_Documentation</i> .

sysfiletype	String	Yes	System	<p>Contains the document type. The document types supported by CES' main converters are listed in Supported File Formats.</p> <p>Note: Other document types can be indexed using open converters or IFilters.</p>	@sysfiletype=doc Finds <i>Microsoft Word</i> documents.
sysfirstname	String	Yes	System	Contains the first name of the user.	@sysfirstname = John Finds user whose first name is <i>John</i> .
sysheight	Numeric	Yes	System	Contains the height of the picture.	@sysheight>512 Finds pictures whose height is greater than 512 pixels.
Syshomephone	String	No	System	Contains the home phone number of the user.	
Sysindexeddate	Date/time	Yes	System	<p>Contains the most recent date on which the document was re-indexed (i.e. refreshed or rebuilt).</p> <p>Note: The indexing date of a document is indicated by <i>sysaddeddate</i>; whereas, its modification date by <i>sysdate</i>.</p>	@sysindexeddate<=today-1mo Finds documents indexed a month ago or earlier.
Sysisattachment	String	Yes	System	Indicates if the document is an attachment (email attachments or files in an archive such as <i>.zip</i> or <i>.rar</i>).	@sysisattachment Finds email attachments and archive files (e.g. files in a <i>.zip</i> archive).

sysisreference	String	Yes	System	Indicates if the document is indexed by reference.	@sysisreference Finds documents indexed by reference. not @sysisreference Finds documents indexed by content.
syslanguage	String	Yes	System	Contains the language of the document. Note: CES recognizes English, French, German, Spanish, Italian, Portuguese, Dutch, Catalan, Chinese (traditional and simplified), Japanese and Korean.	@syslanguage=Spanish Finds documents written in Spanish. not @syslanguage Finds documents whose language is unknown.
syslastname	String	Yes	System	Contains the last name of the user.	@syslastname=Smith Finds users whose last name is <i>Smith</i> .
sysloginname	String	Yes	System	Contains the login name of the user.	@sysloginname = COVEO\Smith Finds users whose login name is <i>COVEO\Smith</i> .
sysmanager	String	No	System	Contains the manager name of the personal user.	
sysmmrpath	String	No	System	Contains the data stream relative path of the audio video document.	
Sysmobilephone	String	No	System	Contains the mobile phone number of the user.	
sysmonth	String	Yes	System	Contains the month of the modification date of the document (from 01 to 12).	@sysmonth=09 Finds documents created or modified in September.

sysoffice	String	Yes	System	Contains the location of the office of the user.	@sysoffice=Boston Finds users whose office is located in <i>Boston</i> .
sysopenwithquickview	String	No	System	Indicates if the document should be opened using the <i>Quick View</i> (i.e. the actual document cannot be opened from the Search Interface).	
syspages	Numeric	Yes	System	Contains the number of pages of the document.	@syspages>100 Finds documents containing more than 100 pages.
sysparents	String	No	System	Contains the parent information of the document. Note that this field is used internally by CES.	
syspicturetakenon	Date/Time	Yes	System	Contains the date on which the picture was taken.	@syspicturetakenon=today Finds pictures taken today.
syspictureuri	String	No	System	Contains the picture URI of the user.	
sysrelatedlink	String	Yes	System	Contains the related (or alternative) link of the document.	@sysrelatedlink=Coveo Finds documents whose related links contain <i>Coveo</i> .
syswebsite	String	Yes	System	Contains the Web site address of the document.	@syswebsite=www.coveo.com Finds documents located on <i>Coveo's</i> Web site.
sysfilesize	Numeric	Yes	System	Contains the size, in bytes, of the document.	@sysfilesize>1024 Finds documents whose size is superior to 1 <i>kilobyte</i> .

syssource	String	Yes	System	Contains the source in which the document is indexed.	@syssource=Coveo Finds documents from the Coveo source.
systitle	String	Yes	System	Contains the title of the document.	@systitle=Coveo Finds documents whose titles contain the word Coveo.
sysuri	String	Yes	System	Contains the URI of the document.	@sysuri=Coveo Finds documents whose URI contain the word Coveo.
syswidth	Numeric	Yes	System	Contains the width of the picture.	@syswidth>512 Finds pictures whose width is greater than 512 pixels.
sysworkemail	String	Yes	System	Contains the work email of the user.	@sysworkemail = Coveo@Search.com Finds users who have the following work email: Coveo@Search.com.
Sysworkphone	String	No	System	Contains the work phone number of the user.	
sysworktitle	String	Yes	System	Contains the title of the user.	@sysworktitle=manager Finds users whose title contains <i>manager</i> .
sysyear	String	Yes	System	Contains the year of creation or modification of the document.	@sysyear=2007 Finds documents created or modified in 2007.
sysspauthorid	Numeric	No	SharePoint	Contains the author Id of the <i>SharePoint</i> item or document.	
Sysspblogpostid	Numeric	Yes	SharePoint	Contains the blog post Id of the <i>SharePoint</i> blog comment.	@sysspbloggerpostid=2 Finds <i>SharePoint</i> blog pcomments whose Id is 2.

Sysspcontenttype	String	Yes	SharePoint	Contains the content type of the <i>SharePoint</i> item or document.	@sysspcontenttype=post Find <i>SharePoint</i> items and documents whose content type is <i>post</i> .
Sysspiscontainer	Numeric	Yes	SharePoint	Indicates if the <i>SharePoint</i> item is a container (portal, site or list).	@sysspiscontainer Finds <i>SharePoint</i> containers items (portals, sites, lists, etc.).
sysspisdraft	String	Yes	SharePoint	Indicates whether the <i>SharePoint</i> item or document is a draft.	@sysspisdraft Finds <i>SharePoint</i> items and documents that are drafts.
Sysspispersonalsite	Numeric	Yes	SharePoint	Indicates if the <i>SharePoint</i> item is a personal site.	@sysspispersonalsite Finds <i>SharePoint</i> personal sites.
Sysspistoplevelsite	Numeric	Yes	SharePoint	Indicates if the <i>SharePoint</i> item is a top-level site.	@sysspistoplevelsite Finds <i>SharePoint</i> top-level sites.
sysspitemtype	String	Yes	SharePoint	Contains the type of the <i>SharePoint</i> item or document (site, list, listitem, etc.).	@sysspitemtype=list item Finds all <i>SharePoint</i> items and documents.
Syssplistbase type	String	Yes	SharePoint	Contains the list base type of the <i>SharePoint</i> item or document (document library, issues, discussion, etc).	@syssplistbasetype=documentlibrary Finds all <i>SharePoint</i> documents whose list base type is <i>documentlibrary</i> .
syssplistguid	String	No	SharePoint	Contains the list GUID (Globally Unique Identifier) of the <i>SharePoint</i> item or document. Note that this field is used internally by CES.	

Syssplistitemguid	String	No	SharePoint	Contains the list item GUID of the <i>SharePoint</i> item or document. Note that this field is used internally by CES.	
Syssplistitemid	Numeric	Yes	SharePoint	Contains the Id of the <i>SharePoint</i> list item or document.	@syssplistitemid = 2 Finds <i>SharePoint</i> items and documents whose list item Id is 2.
Syssplistname	String	Yes	SharePoint	Contains the list name of the <i>SharePoint</i> item or document.	@syssplistname=Coveo Finds <i>SharePoint</i> items or documents whose list name contains <i>Coveo</i> .
syssplisttruncatedguid	String	Yes	SharePoint	Contains the list truncated GUID of the <i>SharePoint</i> item or document. Note that this field is used internally by CES.	@syssplisttruncatedguid=7CB9E0BC1CF3 Finds <i>SharePoint</i> items and documents whose list GUID contains 7CB9E0BC1CF3.
syssplisttype	String	Yes	SharePoint	Contains the list type of the <i>SharePoint</i> item or document.	@syssplisttype=Agenda Finds <i>SharePoint</i> items and documents whose list type is <i>Agenda</i> .
Sysspparentguids	String	Yes	SharePoint	Contains the parent GUID of the <i>SharePoint</i> item or document. Note that this field is used internally by CES.	@sysspparentguids=7CB9E0BC1CF3 Finds <i>SharePoint</i> items and documents whose parent GUID contains 7CB9E0BC1CF3.
Sysspparentname	String	Yes	SharePoint	Contains the parent name of the <i>SharePoint</i> item or document. Note that this field is used internally by CES.	@sysspparentname=Coveo Finds <i>SharePoint</i> items and documents whose parent names contain <i>Coveo</i> .

syspparenttruncatedguid	String	Yes	SharePoint	Contains the parent truncated GUID of the <i>SharePoint</i> item or document. Note that this field is used internally by CES.	@syspparenttruncatedguid=7CB9E0BC1CF3 Finds <i>SharePoint</i> items and documents whose parent GUID contains <i>7CB9E0BC1CF3</i> .
Syssprelativelisturi	String	Yes	SharePoint	Contains the relative part of the list URI of the <i>SharePoint</i> item or document.	@sysssprelativelisturi=document Finds <i>SharePoint</i> items and documents whose relative list URIs contain <i>document</i> .
sysssiteguid	String	No	SharePoint	Contains the site GUID of the <i>SharePoint</i> item or document. Note that this field is used internally by CES.	
Sysspsitename	String		SharePoint	Contains the site name of the <i>SharePoint</i> item or document.	@syssspsitename="Coveo Enterprise Search - Technical Support" Finds <i>SharePoint</i> items and documents whose site title contains the expression <i>Coveo Enterprise Search - Technical Support</i> .
syssspitetruncatedguid	String		SharePoint	Contains the site truncated GUID of the <i>SharePoint</i> item or document. Note that this field is used internally by CES.	@syssspitetruncatedguid=7CB9E0BC1CF3 Finds <i>SharePoint</i> items and documents whose site GUID contains <i>7CB9E0BC1CF3</i> .
syssspsiteuri	String		SharePoint	Contains the site URI of the <i>SharePoint</i> item or document.	@syssspsiteuri=support Finds <i>SharePoint</i> items and documents whose site URI contains <i>support</i> .

syspversion	String	SharePoint	Contains the <i>SharePoint</i> version of the <i>SharePoint</i> item or document (2003 or 2007).	@syspversion=2007 Finds <i>SharePoint</i> items or documents whose <i>SharePoint</i> versions are 2007 (WSS 3.0 and MOSS 2007).
Syscc	String	Exchange	Contains the CC (carbon copy) recipients of the email.	@syscc=John Finds emails whose CC recipient contains <i>John</i> .
sysconversati ontopic	String	Exchange	Contains the conversation thread of the email. Note: The conversation thread includes the initial email and all other messages sharing the same title (i.e. replies and forwards).	@sysconversationtopic=" New Product" Finds emails in the <i>New Product</i> thread.
sysdisplaycc	String	Exchange	Contains the displayed name of the CC recipients of the email.	@sysdisplaycc=John Finds emails who CC recipient display name contains <i>John</i> .
Sysdisplayfro m	String	Exchange	Contains the displayed name of the sender of the email.	@sysdisplayfrom=John Finds emails whose sender display name contains <i>John</i> .
Sysdisplayrec ipients	String	Exchange	Contains the displayed name of the recipients and CC recipients of the email.	@sysdisplayrecipients=Jo hn Finds emails whose recipients or CC recipients display name contains <i>John</i> .
sysdisplayto	String	Exchange	Contains the displayed name of the recipients of the email.	@sysdisplayto=John Finds emails whose recipients display name contains <i>John</i> .
Sysemailfolde rs	String	Exchange	Contains the parent folder names of the <i>Exchange</i> item.	@sysemailfolders=Suppo rt Finds <i>Exchange</i> items whose parent folder name contains <i>Support</i> .

sysfrom	String		Exchange	Contains the sender of the email.	@sysfrom=John Finds emails whose sender contains <i>John</i> .
Sysisdeleteditem	String		Exchange	Indicates if the <i>Exchange</i> item is in the <i>Deleted Items</i> folder.	@sysisdeleteditem Finds <i>Exchange</i> items located in the <i>Deleted Items</i> folder.
sysmailbox	String		Exchange	Contains the mailbox name of the <i>Exchange</i> item.	@sysmailbox=Coveo Finds <i>Exchange</i> items whose mailbox name contain <i>Coveo</i> .
Sysmessageclass	String	No	Exchange	Contains the message class of the <i>Exchange</i> item.	
sysoutlookuri	String	No	Exchange	Contains the URI to use to open the <i>Exchange</i> item in Outlook.	
sysowauri	String	No	Exchange	Contains the URL to use to open the <i>Exchange</i> item in <i>Outlook Web Access (OWA)</i> .	
sysrecipients	String		Exchange	Contains the recipients and CC recipients of the email.	@sysrecipients=John Finds emails whose recipients or CC recipients contain <i>John</i> .
syssubject	String		Exchange	Contains the subject of the <i>Exchange</i> item.	@syssubject=Products Finds <i>Exchange</i> items whose subject contains the word <i>Products</i> .
Systo	String		Exchange	Contains the recipients of the email.	@systo=John Finds emails whose recipient contains <i>John</i> .

Definitions

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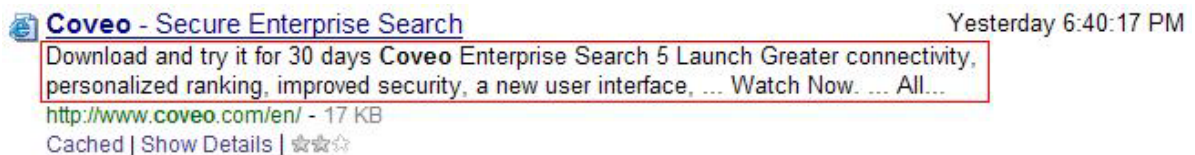
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▶ What Is Metadata/Meta-Information

The term metadata—or meta-information—refers to a type of data whose purpose is to provide information concerning other data in order to facilitate their management and understanding. The author, modification date and size of a document are examples of metadata. *Coveo Enterprise Search* (CES) indexes metadata to allow query refinement (e.g. refine by author and size).

▶ What Are Excerpts

Excerpts are extracts from the documents. Their purpose is to provide an overview of the documents' content and, therefore, allow quick result filtering.



▶ What Are Summaries


Summaries are key sentences and lists of concepts which provide in-depth information concerning the content of documents. They are more precise than excerpts and concise than actual documents. Summaries are created by *Coveo Enterprise Search's* (CES) linguistic algorithm, which takes word frequency and proximity into account to extract key sentences. To display the **Summary** page, click [Show Details](#) below the excerpt. If this summary is not available, the [Show Details](#) link is displayed; however, the **Summary** tab is not.

 **Coveo - Secure Enterprise Search** Yesterday 6:40:17 PM
 Download and try it for 30 days **Coveo** Enterprise Search 5 Launch Greater connectivity, personalized ranking, improved security, a new user interface, ... Watch Now. ... All...
<http://www.coveo.com/en/> - 17 KB
 Cached | Hide Details | ☆☆☆

	Summary	Properties
Greater connectivity, personalized ranking, improved security, a new user interface, and more!	Search Summit	enterprise searchsolution
Gartner Webcast	Gartner Webcast	user interface
How does your enterprise searchsolution measure up?	personalized ranking	Watch
Watch Now.	security	connectivity
Join us at 2007 Search Summit		

▶ **What Is a Quick View**

A *Quick View* is an HTML copy of a document which *Coveo Enterprise Search* (CES) keeps in memory. Its purpose is to speed up document access and reading. *Quick Views* take less time to open than actual documents (because they are already in CES' memory). Moreover, query expressions are highlighted in them. To display a quick view, click [Quick View](#) or [Cached](#) under in the excerpt.

 **COVEO Audio Video Search - A Powerful Solution** Coveo 2007-10-16
[Optimized to Search Multimedia content](#)
 Coveo Audio Video Search (CAVS) accesses rich media content with unparalleled precision and ease, allowing users to search across audio and video content as easily as they...
http://www.coveo.com/en/Products/Coveo_CAVS_Datasheet.pdf - 3 pages
[Quick View](#) | Show Details | ☆☆☆

▶ **What Is a Cached Version**

A cached version is similar to *Quick View* with the difference that *Quick Views* are created by converting documents to HTML format; whereas, *Cached Versions* are native HTML documents kept in CES's memory.

 **Coveo - Secure Enterprise Search** Yesterday 6:40:17 PM
 Download and try it for 30 days **Coveo** Enterprise Search 5 Launch Greater connectivity, personalized ranking, improved security, a new user interface, ... Watch Now. ... All...
<http://www.coveo.com/en/> - 17 KB
[Cached](#) | Show Details | ☆☆☆

▶ **What Is Sorting**

Sorting is the process during which documents are listed according to a criterion (e.g. relevancy score or modification date). This criterion is based on field values such as the value of `@sysdate` (with the exception of *Sort by Relevance* which is dependent on ranking). The purpose of sorting is to allow users to order results according to a specific factor. For example, users who search for recent documents sort results by date instead of relevancy score. To add a sorting criterion, refer to Interface Editor Help > How to Add Sorting Fields.

▶ What Are Refinements

Refinements are categories which allow *Coveo Enterprise Search* (CES) to display only results corresponding to certain criteria (e.g. author and file type). They are created by CES using the content of specific fields (e.g. *sysauthor* or *systype*). For example, *Refine by Author* allows to display documents from a specific author and is related to the *sysauthor* field. Note that different refinements can be used at the same time (e.g. *Refine by Author* and *Refine by Date*). To add a refinement, refer to Interface Editor Help > How to Add Refinement Fields.



▶ What Is Ranking

Ranking is the process during which documents are sorted by relevance (from the most to the least pertinent). It is performed by calculating a relevancy score (in percentage) using a series of parameters called *ranking factors*. Note that it is possible to modify the relative weight of each factor in order to fine-tune ranking. For more information, refer to Administration Tool Help > How to Customize the Ranking of Search Results.


Note: Top results are not affected by ranking.



▶ What Is Collaborative Rating

Collaborative rating is a ranking factor based on personal appreciation (for more information, refer to What Is Personal Appreciation?). It calculates an average of the appreciations given to each document by users of the same group and uses it to fine-tune ranking. Because this process is performed independently for each user group, it tailors ranking to different types of users (e.g. the collaborative rating used to rank documents for a HR consultant is different from the one used for a R&D developer).

Note: Collaborative rating is displayed as a number of grey stars under each document (); whereas personal appreciation is displayed as a number of yellow stars (). Personal appreciation prevails on collaborative rating meaning that, once a document is rated by a user, its collaborative rating score is no longer taken into account during the ranking process.

▶ What Is Personal Appreciation

Personal appreciation is a score on a scale of 1 to 3 stars (e.g. )—assigned to a document by a user to reflect its relevancy. This appreciation is used to calculate collaborative rating (for more information, refer to What Is Collaborative Rating?) and personalize the ranking of results. Note that personal appreciation prevails on collaborative rating meaning that, once a document is rated by a user, its collaborative rating score is no longer taken into account during the ranking process. To assign a personal appreciation, click the appropriate number of stars under each document in the result list.

Note: Personal appreciation is displayed as a number of yellow stars under each document (); whereas, collaborative rating is displayed as a number of grey stars ().

▶ What Are Top Results


Top results are documents, corresponding to a query expression, which override the ranking process and are displayed before other search results.



Coveo - News  Yesterday 14:53:30
 Press Releases ... NEC to Offer Coveo's Award-Winning Enterprise Search Solution Coveo
 News Coveo Enterprise Search for SharePoint and Coveo Enterprise Search merge into a...
<http://www.coveo.com/en/News/> - 19 KB
 Cached | Show Details | ☆☆☆ | Opened once, mardi 15:43

Coveo - Secure Enterprise Search Yesterday 14:53:19
 Download and try it for 30 days Coveo Enterprise Search 5 Launch Greater connectivity,
 personalized ranking, improved security, a new user interface, ... Watch Now. ... All...
<http://www.coveo.com/en/> - 17 KB
 Cached | Show Details | ☆☆☆ | Opened once, mardi 15:35

Example: If the query *Coveo And Questions* is frequently used to search Coveo Support FAQs, it is possible to add this document as a top result (for more information, refer to Administration Tool Help > How to Add Top Results). Doing so displays the FAQs before other results when *Coveo AND Questions* is queried. To identify frequently queried expressions and their related documents, refer to the query log (Log > Queries).

Note: It is possible to identify top results with a star symbol (). For more information, refer to Interface Editor Help > How to Modify Features. Note that this option is not selected by default.

▶ What Is the Thesaurus

Coveo Enterprise Search's (CES) thesaurus is a list of related or equivalent words used to expand queries. It works by transparently adding expressions to the search. For example, if the word *Coveo* is added as a synonym of *CES*, a query for *CES* automatically searches for *CES OR Coveo* (although only *CES* is displayed in the search field). Because the content type indexed is variable, CES' thesaurus, *DefaultThesaurus.xml*, is originally empty and must be populated by the administrator. It is possible to add thesaurus entries in the Administration Tool (for more information, refer to Administration Tool Help > How to Add Entries to the Thesaurus Using the Administration Tool) or manually edit the corresponding XML file (for more information, refer to Administration Tool Help > How to Create and Modify XML Thesaurus Files). Note that different thesaurus files can be created to test configurations but that only one such file can be used on the index at a time.

Note: By default, the thesaurus applies only to free text queries. To apply it to field queries, refer to Administration Tool Help > How to Apply the Thesaurus to Field Queries.

▶ What Are Saved Queries and Filters

Saved queries and filters are expressions kept in *Coveo Enterprise Search's* (CES) memory in order to be reapplied quickly. The difference between saved queries and filters is that saved queries do not accept additional expressions; whereas, saved filters do. For example, if the query *Coveo AND Search* is entered in the search box and the saved query *@sysauthor=John* is applied, *Coveo AND Search* is replaced by *@sysauthor=John*. However, if *@sysauthor=John* is a saved filter, it is added to the query expression to form *Coveo AND Search @sysauthor=John*.

Note: Saved queries and filters are optional, they can be removed in the Interface Editor (for more information, refer to Interface Editor Help > How to Modify Features).