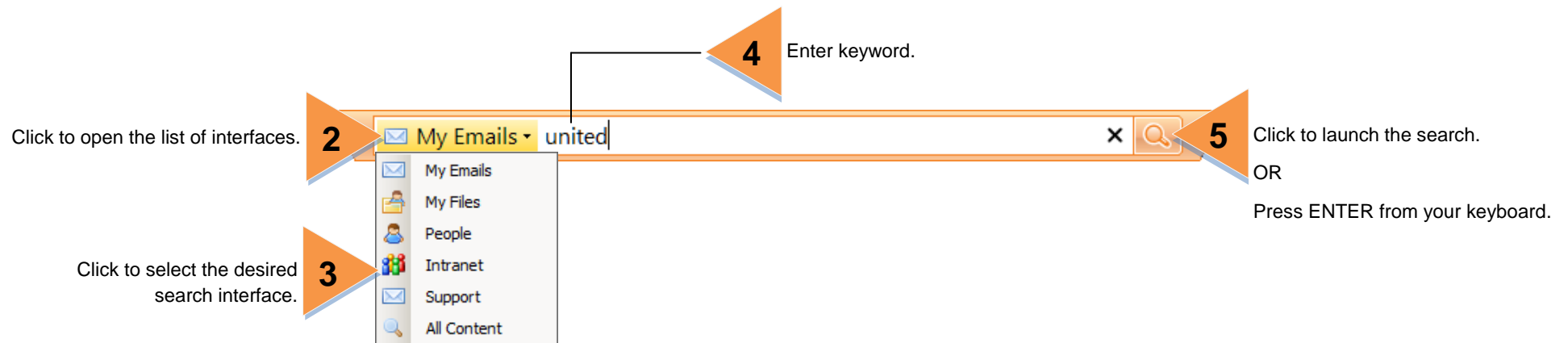


Desktop Searchbar – Quick Reference Guide

For more information on how to use the Desktop Searchbar, please refer to the user manual also available on our Web site at www.coveo.com/go?dest=searchbarintro.

Launching a Search

- 1 With your mouse, point to the orange line located at the top of any window.
OR
Use your keyboard shortcut (Windows logo key+C by default).



Desktop Searchbar – Quick Reference Guide

The corresponding results are displayed.

To export search results to a Microsoft Excel spreadsheet, click **Do more > Export to Excel**.

Available search interfaces.

Interfaces will vary depending on your product (Expresso or CES) and on configuration defined by your system administrator (CES only).

To display the entire thread (series) of messages as a list.

My Emails interface only.

To open an HTML copy of the selected message or document. This speeds up document access and reading.

Link will appear as **Cached** instead of **Quick View** when the original type of the document is HTML.

To refine (restrain) the search to the thread (series) of messages. Filtered results are displayed in a new window.


My Emails interface only.

To view a summary of the message or document, the associated keywords, and its properties such as the document type and size.

To view shared documents associated with the series (thread) of messages.

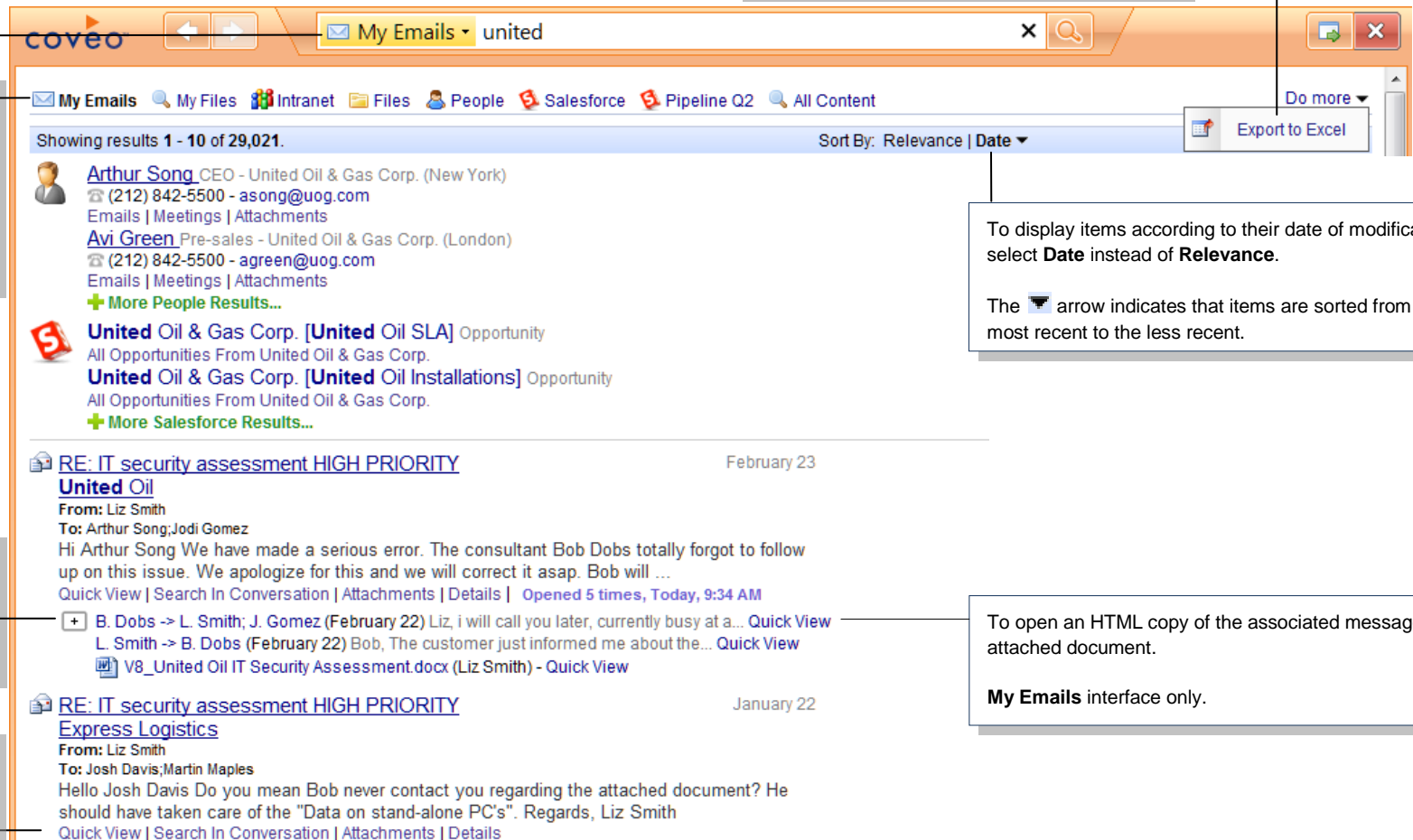
My Emails interface only.

To display items according to their date of modification, select **Date** instead of **Relevance**.

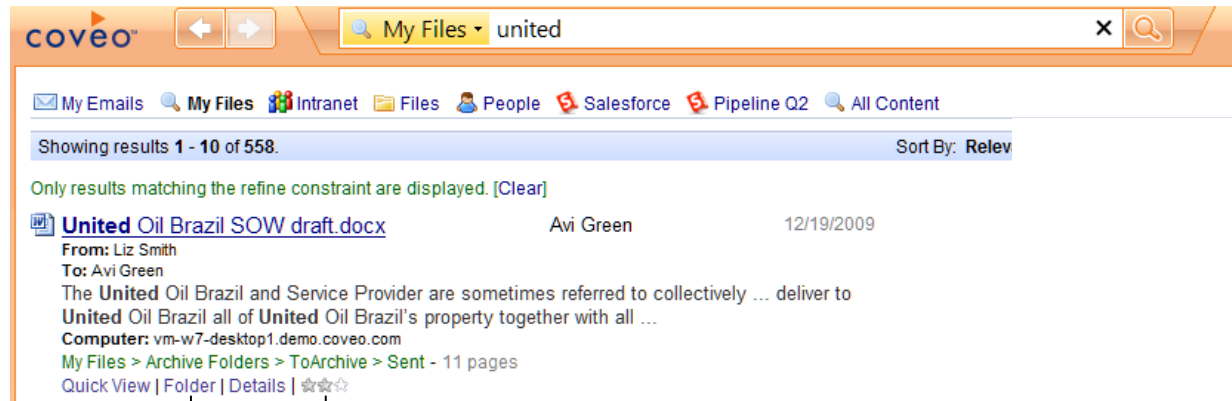
The  arrow indicates that items are sorted from the most recent to the less recent.

To open an HTML copy of the associated message or attached document.

My Emails interface only.

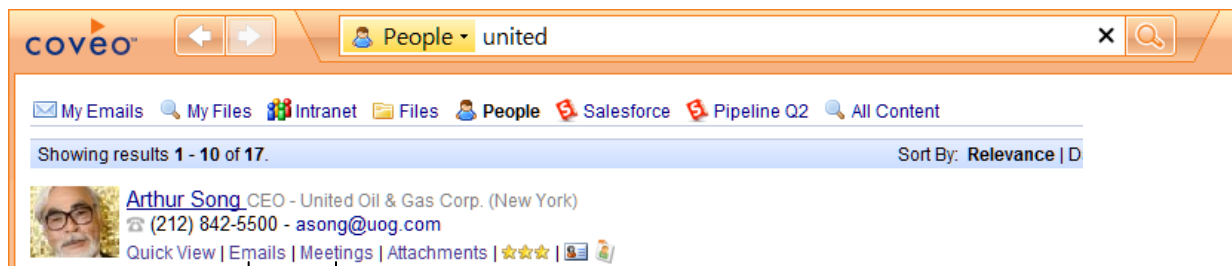


Desktop Searchbar – Quick Reference Guide



To open the parent folder (folder containing the document).
My Files interface only.

To rate the element (1 to 3 stars).
Grey stars show collaborative rating (based on rating of many people); yellow stars show your personal rating.
You can remove your personal rating by right-clicking the yellow stars.
My Files, People and **Intranet** interfaces only.

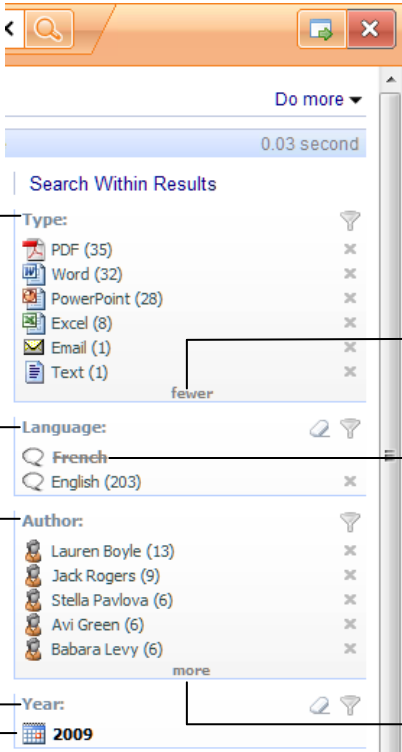


To view all messages that have been exchanged with the person. Messages are sorted from the more recent to the less recent.
People interface only.

To view all meetings that you had with the person. Meetings are sorted from the more recent to the less recent.
People interface only.

Desktop Searchbar – Quick Reference Guide

Refining the Results





The screenshot shows the searchbar interface with the following facets:



- Type:** PDF (35), Word (32), PowerPoint (28), Excel (8), Email (1), Text (1). A 'fewer' link is visible below the list.
- Language:** French (with a strikethrough), English (203).
- Author:** Lauren Boyle (13), Jack Rogers (9), Stella Pavlova (6), Avi Green (6), Babara Levy (6). A 'more' link is visible below the list.
- Year:** 2009 (highlighted in bold).

Annotations and their corresponding actions:

- Facets:** Points to the facet lists.
- To shorten the list of items of the corresponding facet:** Points to the 'fewer' link in the Type facet.
- Excluded items appear as strikethrough:** Points to the 'French' item in the Language facet.
- To display a more complete list of items for the corresponding facet:** Points to the 'more' link in the Author facet.
- Currently selected item appears in bold:** Points to the '2009' item in the Year facet.

 To display only the results associated with a particular item from one of the facets, click the item (not the ✕).

 If you want to exclude an item from the search results, click the corresponding ✕.

 If you want to clear the selection or exclusions that have been made to a specific facet, click the  icon. Clearing selections or exclusions will not delete any document or item.

Desktop Searchbar – Quick Reference Guide

Building a Filter with Multiple Criteria

0.09 second

Search Within Results

Type:

- Word (138) x
- PowerPoint (75) x
- Excel (45) x
- PDF (37) x
- Text (3) x
- Email (1) x

fewer


Language:

- French x
- English (544) x

Author:

- Stella Pavlova (26) x
- Lauren Boyle (22) x
- Avi Green (22) x
- Arthur Song (18) x
- Tom Ripley (16) x

more

1 Click the  icon next to the facet containing the criteria that you want to use to restrict your search.

Restrict Possible Values: Author

Use this dialog box to narrow down the results to any item of the restricted list.

Available: Select All Restrict To: Clear

- Stella Pavlova
- Lauren Boyle
- Avi Green
- Bruce Saint-Simon
- Arthur Song
- Jack Rogers
- Jane Grey
- Pat Stumuller
- Ashley James
- Tim Barr
- Babara Levy
- John Bond
- Benoit-Jean-Louis Jacquemin
- Josh Davis
- Edna Frank
- Abel Tiquet
- Basile Beauflis
- Andy Young
- Benedicte Garbe
- Bruce Terrier
- Bernard Chretien
- Sean Forbes

Filter:

OK Cancel

To empty the **Restrict To** list.

Only results corresponding to one of these items will be displayed.

Click to select each item that you want to use. **2**

To quickly find a specific item from the **Available** list. Application automatically adjusts the list as you type.

3 Click to confirm your changes.