



Andy Klee is taking a bit of a break and has let his Publications team take up his space for this issue. So, this column will be “Out of Our Minds.” We thought this would be a good opportunity to show you some new functionality we have added to our Knowledge Express Document Library search engine. There are two ways you can search for answers.

The first method is where we added the new search functionality and this method uses key words to search. You can now search within a single category, or your search can include all categories. The default search includes all categories. Our key word search results return descriptions that highlight the occurrences of the key word. A major change with the descriptions that display for any given key word search is that this text is pulled from within the article itself whereas before our functionality update, the text that displayed were the overall article descriptions we assign to each article. This means you are reading search results from the article itself that include your keyword.

1. SEARCH BY KEYWORDS:
Use asterisk () for wildcards and place keywords in quotes (") to search exact phrases.*

Results per page:

Match: any search words all search words

Limit your keyword search to this category:

Our second method of searching is to use our category search. This method still gives us the article description without key word highlighting.

2. BROWSE ARTICLES IN PRE-DEFINED CATEGORIES:

*You can pick whichever method and view you prefer.
Happy searching!*

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