

# Use the search engine

The Sinequa interface is the same for all search engines listed [here](#).

## 1. Type your keyword in the search field

Refine your search with the filters from the different available boxes. Each filter selected will be specified in the searched keywords section.

Initiate your search here

Different ways to sort your results

Hit a title and it will open the document with the appropriate application program.

As you select a filter, the box will be updated. Depending on the box itself, this one may disappear or let you choose other values. To edit your selected filters, see the section "SEARCHED KEYWORDS" on the top right corner and remove the filters you no longer want. It will also refresh your search results. To reset your search you can click on the home page icon on the top left corner or enter new keywords.

Hit the star and the document will be added to your bookmarks.

SEARCHED KEYWORDS

- APM

SOURCES

- Blogs (1)
- Documentum (13)
- eroom (1576)
- Intranets (1738)

FORMAT

xls	796
Web page	793
DocRow	543
ppt	481
pdf	241
doc	177
xml	81
zip	51
webp	41
xlsx	133

DATE

This month	18
Previous month	111
This year	876
Before this year	1416

## 2. You can use several filters to refine your search

Clicking on the cross on the left side of your keywords list will remove selected filters and refresh automatically your returned results.

SEARCHED KEYWORDS

- APM
- ppt
- This year
- English

SOURCES

- Documentum (1)
- RHODIADOC\_Magda (1)
- MAGDA (1)
- eroom (38)

## 3. Use the 'Refine Search' box to search within the results returned on the right (different than a new search which will trigger an entirely new search)

The screenshot shows the Solvay search engine interface. At the top, there is a search bar with the text 'NEW SEARCH...' and a search input field containing 'silica'. To the right of the search bar are buttons for 'OK' and 'Advanced Search'. Below the search bar, there are navigation links: 'Bookmarks', 'Saved Queries', 'Help', and 'Worldwide Intranet'. The main content area displays search results for 'silica', showing 'ANSWERS 1 - 20 OF 32'. The first result is titled 'ATT - TIXOSIL AND COSMETIC DIRECTIVE - 13/02/2012' and includes a brief description and metadata. The second result is titled 'ATT - TIXOSIL NANOSTRUCTURED SILICA STATEMENT - 09/06/2010'. On the left side, there are filters for 'PUBLICATION YEAR' and 'CERTIFICATE TYPE'. On the right side, there is a 'SEARCHED KEYWORDS' section and a 'REFINE SEARCH' section with an input field and an 'OK' button. Below that is a 'DOCUMENT NATURE' table with the following data:

Document Nature	Count
Product Data sheet	23
Statements	6
Certificate	2
Regulatory Information Sheet	1

#### 4. Advanced search features (Note that the features can be different between each search engine)

EHS Sinequa search engine :

The screenshot shows the EHS Sinequa search engine interface. At the top, there is a search bar with the text 'NEW SEARCH...' and a search input field. To the right of the search bar are buttons for 'OK' and 'Advanced Search'. Below the search bar, there are navigation links: 'Bookmarks', 'Help', 'Worldwide Intranet', and 'eLearning'. The main content area displays search options for 'EHS Search'. A red box highlights the advanced search options, which include:

- Precision: [dropdown]
- After: [calendar icon]
- Format: [dropdown]
- Document type: [dropdown]
- PRCOM: [input field]
- Country where applies a specific regulation: [dropdown]
- Document identifier: [input field]
- Strategy: [dropdown]
- Before: [calendar icon]
- Description for Report Generation: [checkbox checked]
- Commercial name: [input field]
- RINCAS: [input field]
- Article code: [input field]
- Phonetization: [checkbox checked]
- Sorted by: [dropdown set to 'relevance']
- Spell check: [checkbox checked]
- Enterprise: [dropdown]
- Content Languages: [dropdown]
- Version: [dropdown]

ABSIS Sinequa search engine :

The screenshot shows the ABSIS Sinequa search engine interface. At the top, there is a search bar with the text 'NEW SEARCH...' and a search input field. To the right of the search bar are buttons for 'OK' and 'Standard Search'. Below the search bar, there are navigation links: 'Bookmarks', 'Help', and 'Worldwide Intranet'. The main content area displays search options for 'ABSIS search'. A red box highlights the advanced search options, which include:

- Precision: [dropdown]
- After: [calendar icon]
- Format: [dropdown]
- Document type: [dropdown]
- Confidential: [checkbox]
- Language: [input field]
- Number: [input field]
- Version: [input field]
- Transfer Date: [input field]
- Effective Date: [input field]
- Actual Standard: [input field]
- Previous Standard: [input field]
- Subject: [input field]
- CNPJ: [input field]
- Document: [input field]
- Initial Number: [input field]
- Serie: [input field]
- Datasheet Date: [input field]
- Internal Number: [input field]
- Classification: [input field]
- Serie: [input field]
- Characteristics: [input field]
- Strategy: [dropdown]
- Before: [calendar icon]
- Version: [checkbox checked]
- Sub-type: [input field]
- Basis version: [input field]
- Storage Location: [input field]
- Title: [input field]
- Receiver: [input field]
- Emission Date: [input field]
- Equivalent Standard: [input field]
- QA Standard: [input field]
- Book Location: [input field]
- Content Detail: [input field]
- Final Number: [input field]
- Lacking Numbers: [input field]
- Temporality: [input field]
- Product: [input field]
- Conclusion: [input field]
- Edition: [input field]
- Tombo Number: [input field]
- Phonetization: [checkbox checked]
- Sorted by: [dropdown set to 'relevance']
- Spell check: [checkbox checked]
- Enterprise: [input field]
- Emitter: [input field]
- Lending: [input field]
- Summary: [input field]
- Project Folder: [input field]
- Copy sent to: [input field]
- Next Revision: [input field]
- Existent Standard: [input field]
- Standard: [input field]
- Box Number: [input field]
- Department: [input field]
- Historical: [input field]
- Letters: [input field]
- CAS Number: [input field]
- FDS type: [input field]
- Purpose: [input field]
- Managed by: [input field]
- Volum: [input field]

If the \* wildcard is not used, the fields in the "Advanced Search" form will only return those records that have an exact match in the first word

- o For example, if user entered "SECURITE" in the "Title" field, only those records that have "SECURITE" as the first word in the "Title" will be returned in the search results

- o If the first word of the title is "SECURITE", it will be returned in the search results

- o If the first word of the title is "XXXSECURITE" or "SECURITEZZZ" or "XXXSECURITE ZZZ", it will not be returned in the search results

- If the \* wildcard is used, the fields in the "Advanced Search" form will only return those records that begin with the word
  - For example, if user entered "SECURITE\*" in the "Title" field, all records that begin with "SECURITE" in the "Title" will be returned in the search results
  - If the title begins with "SECURITE" or "SECURITEZZZ", it will be returned in the search results
  - If the title begins with "XXXSECURITE" or "XXXSECURITE ZZZ", it will not be returned in the search results.
  - if user entered "\*"SECURITE" or "SECURITE\*" in the "Title" field, no record will be returned because the \* wildcard can only be used at the end of the word

## 5. Authentication required for Sinequa search

Authentication is required to access Sinequa search.

However this authentication is handled by the browser and Sinequa which is transparent for user when they are using IE and Chrome. When the user access via Firefox or other browser, there will be a system pop-up to prompt user to key in their credentials. If this is the case, the user can enter their windows credential "EUA\xxx" and windows password.

## Other Tips

If you can't access a document within eRoom, you will be able to retrieve it thank to Sinequa :

1. Run a search with Sinequa
2. Click on 'Document en cache'

