

Use the search engine

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

1. Type your keyword in the search field

The screenshot shows the Sinequa search interface with the keyword 'APM' entered in the search field. The interface includes a search bar, a 'Sort by' dropdown menu, and a list of search results. Annotations provide guidance on how to use the interface:

- Initiate your search here:** Points to the search bar containing the keyword 'APM'.
- Different ways to sort your results:** Points to the 'Sort by' dropdown menu.
- Hit a title and it will open the document with the appropriate application program:** Points to a search result titled 'ACD-Export-20110523 AT.xls'.
- Refine your search with the filters from the different available boxes. Each filter selected will be specified in the searched keywords section:** Points to the 'SEARCHED KEYWORDS' section on the right.
- Hit the star and the document will be added to your bookmarks:** Points to a star icon next to a search result.

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.

2. You can use several filters to refine your search

The screenshot shows the Sinequa search interface with the keyword 'APM' and several filters applied: 'ppt', 'This year', and 'English'. The search results are refined to 39 items. Annotations provide guidance on how to use the interface:

- Clicking on the cross on the left side of your keywords list will remove selected filters and refresh automatically your returned results:** Points to a cross icon next to the 'APM' keyword in the 'SEARCHED KEYWORDS' section.

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)

SOLVAY Silica regulatory

NEW SEARCH... Bookmarks Saved Queries Help Worldwide Intranet

ANSWERS 1 - 20 OF 32 Page 1 2

Sort by: Relevance

ATT - TIXOSIL AND COSMETIC DIRECTIVE - 13/02/2012
 Based on the ISO terminology within nanotechnology and nanosciences, the precipitated synthetic amorphous silica (called hereunder SAS) marketed by Rhodia under Tixosil Trade Name is neither a n
 Authors : fpeditto
 Date : 22/11/2012 19:07:32
 Size : 70 Kb
 Path : /Documentum/SILICA_ROCS/ROCS documentation/Collonges/Attestation/2012/
 Document en cache

ATT - TIXOSIL NANOSTRUCTURED SILICA STATEMENT - 09/06/2010
 Microsoft Word - Tixosil Nanostructured Silica - Certificate June 10... ATT - TIXOSIL NANOSTRUCTURED SILICA STATEMENT - 09/06/2010... ATT - TIXOSIL NANOSTRUCTURED SILICA STATEMENT
 Authors : pmoreau

PUBLICATION YEAR

2008-02-05	4
2010-06-07	3
2010-06-22	2
2010-06-23	2
2010-06-24	2
2007-02-22	1
2007-07-09	1
2008-08-04	1
2008-11-03	1
2009-03-16	1

CERTIFICATE TYPE

ISO 14001:2004	1
ISO 9001	1

SEARCHED KEYWORDS silica

REFINE SEARCH

DOCUMENT NATURE

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 :

SOLVAY EHS Search

NEW SEARCH... Bookmarks Help Worldwide Intranet eLearning

Precision: After: Format: Document type: PRCOM: Country where applies a specific regulation: Document identifier:

Strategy: Before: Description for Report Generation: Commercial name: RICAS: Article code:

Sorted by: relevance

Phonetization: Spell check: Enterprise: Content Languages: Version:

ABSIS Sinequa search engine :

SOLVAY ABSIS search

NEW SEARCH... Bookmarks Help Worldwide Intranet

Precision: After: Format: Document type: Confidential: Language: Number: Version: Transfer Date: Effective Date: Actual Standard: Previous Standard: Subject: CNPJ: Document: Initial Number: Serie: Datasheet Date: Internal Number: Classification: Serie: Characteristics:

Strategy: Before: Version: Sub-type: Basis version: Storage Location: Title: Receiver: Emission Date: Equivalent Standard: QA Standard: Book Location: Content Detail: Final Number: Lacking Numbers: Temporality: Product: Conclusion: Edition: Tombo Number:

Sorted by: relevance

Phonetization: Spell check: Enterprise: Emitter: Lending: Summary: Project Folder: Copy sent to: Next Revision: Existent Standard: Standard: Box Number: Department: Historical: Letters: CAS Number: FDS type: Purpose: Managed by: Volum:

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
 - o 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
 - o If the title begins with "SECURITE" or "SECURITEZZZ", it will be returned in the search results
 - o If the title begins with "XXXSECURITE" or "XXXSECURITE ZZZ", it will not be returned in the search results.
 - o 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'

