DirectSearch Documentation

How to Search?

In this document, we will explore the search capabilities available with Cloudtenna DirectSearch.

Prerequisite: This document assumes your Cloudtenna DirectSearch environment is already setup and your chosen third-party repositories are already configured.

Getting started:

Cloudtenna DirectSearch empowers users to perform a global search across a dispersed data set. File search results are personalized, ranked by multiple heuristics and machine learning to boost relevant files to the top of the page.
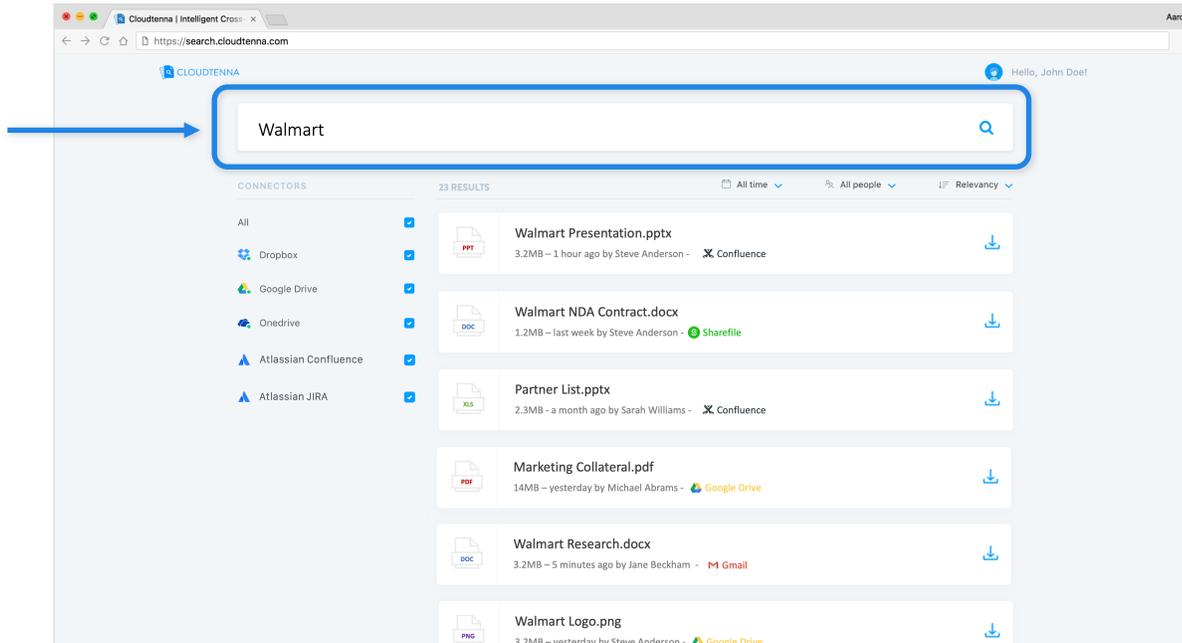
Before we start, we must perform an initial setup of your Cloudtenna DirectSearch instance. This one-time setup process reconciles disparate repositories and normalizes all the file permissions. File search only returns files that a user has permissions to view.

(1) Create you Cloudtenna DirectSearch account.
(2) Connect your third-party data repositories.

For more information about how to setup Cloudtenna DirectSearch, please refer to the Cloudtenna DirectSearch setup documentation or contact Cloudtenna support at support@cloudtenna.com.

Once configured, it may take time to complete an initial index of your data depending on the amount of data in your repository. You can track the progress of your index by referencing the icon badge on the left panel for each connector. When the index completes, the badge will go from orange to green.

Performing a search:

Performing a search on Cloudtenna DirectSearch is easy.

(1) Login to Cloudtenna DirectSearch.
(2) Use the search query box to submit a keyword search.
* for advanced search, you can apply filters and booleans.*

Cloudtenna returns a list of relevant files based on your search query. Files are ordered based on relevancy determined by a number of heuristics and personalized machine learning. The result set is limited to only files you have permissions to view. Via the Cloudtenna DirectSearch interface, you can apply various filters and sort the search results to further refine your search.

Search results are driven by filename, file content (full-text indexing), and other heuristics like last modified time. Cloudtenna performs full-text indexing on hundreds of the most common filetypes. For rare proprietary formats the Cloudtenna cannot full-text index, those files will still be searchable via filename and other heuristics. For a complete list of supported documents, please reference: https://tika.apache.org/0.9/formats.html#Supported_Document_Formats

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Common file types:

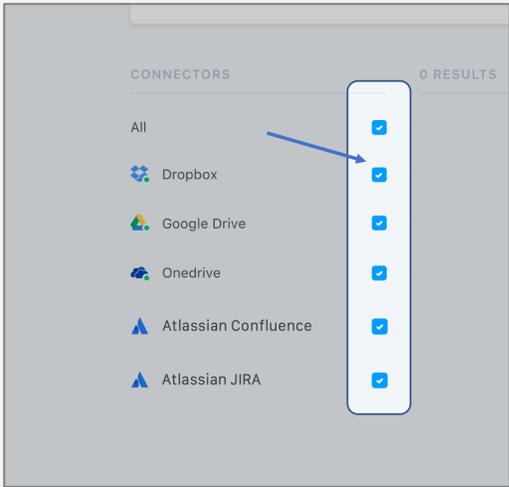| PDF	XLS	Apple Pages
DOC	XLSX	Apple Numbers
DOCX	TXT	Apple Keynote
PPT	RTF	HTML
PPTX	OpenOffice	*+ hundreds more*

Advanced search queries:

You can use search prefixes and operators to refine a search by specifying more precisely what terms (words, numbers, expressions…) you are looking for. The following sections describe the syntax of prefixes and operators that you can use when you build a search query.
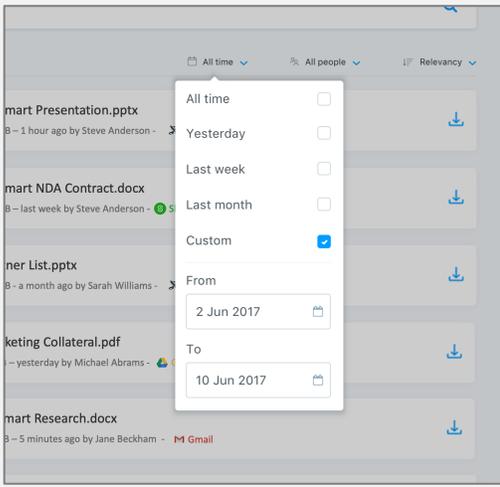
Filters:

By default, Cloudtenna DirectSearch performs a global search across all of the repositories you have connected. You can apply filters to further refine your search.

Search only select file repositories	By default, Cloudtenna DirectSearch searches all connected repositories. You can click the checkboxes next the connector to reduce your search scope.	Search query: `Walmart` with only Dropbox and Gmail selected.
Search by filetype	Narrow search results by only displaying certain filetypes	Search query: `Walmart` with only pptx and docx selected.
Search by date	Narrow search results by only displaying files last modified within a certain date range	Search query: `Walmart` in between Jan 3rd and Jan 10th.

Limit your search to specific repositories by checking and unchecking options from the Connectors menu.

Filter results by date range and by filetype when selecting options in the top advanced filters menu.

Booleans and search syntax:

AND

The item must contain all terms (words, numbers, etc.) joined by **AND**. The term order is irrelevant. By default, the **AND** operator is implicitly assumed between multiple terms separated by a space.

Example:
`Cloudtenna AND Search AND Help`
Finds items containing all three terms and is equivalent to: `Cloudtenna Search Help`

NOT

The item must not contain the term (words, numbers, etc.) preceded by **NOT**. The - prefix has the same effect.

Example:
`report NOT technical -Chicago`
Finds items that do not contain *technical*, do not contain *Chicago*, but do contain *report*.

OR

The item must contain at least one of the terms (words, numbers, etc.) joined by **OR**.

Example:
`Cloudtenna OR Search`
Finds items containing *Cloudtenna* or *Search*, or both.

"exact phrase"

Use quotations to submit an exact phrase. With quotations is an additional refinement beyond a standard search. Phrases inside quotations must match exactly.

Example:
`"Walmart earnings report"`
Finds items that match the exact phase. Order matters.