Oracle® Collaboration Suite

Using the Search Feature

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Oracle Collaboration Suite has a search feature that enables users to search for content located anywhere in the Oracle Collaboration Suite.

The various areas in which a user can search is determined by how the Oracle Collaboration Suite administrator configures Oracle Collaboration Suite. For example, if the Oracle Collaboration Suite administrator chooses to configure only Oracle Email and Oracle Files, the search feature will search only Oracle Email and Oracle Files.

The search feature additionally includes the optional added convenience of searching Web sites.

> **Note:** The Oracle Collaboration Suite administrator can configure Web sites to be whatever they want, such as a company intranet.

This guide contains the following topics:

- Searching for an Item by Name
- Searching for an Item by Content
- Searching for an Item by User
- Searching for an Item by Date
- Selecting The Areas In Which To Search
- Viewing Your Search Results

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1 Searching for an Item by Name

> **Note:** To clear your search criteria at any time, click **Clear**. To return to the Oracle9*i*AS Portal page at any time, click the **Return to Portal** global button.

Searching for an item by name searches the names of documents, folders, and files to which you have access in Oracle Files; the **Subject** field of e-mail messages in Oracle Email; and titles of Web pages in Web sites, all according to a search string you provide.

To search for an item by name, do the following:

1. Enter a search string in the **Item Name** field.

2. Click **Search**.

2 Searching for an Item by Content

Searching for an item by content searches document content to which you have access in Oracle Files; the body of e-mail messages in Oracle Email; and for Web page content in Web sites, all according to a search string you provide.

To search for an item by content, do the following:

1. Enter a search string into the **Content** field.

2. Click **Search**.

3 Searching for an Item by User

Searching for an item by user searches for a user who created or last modified a document or folder to which you have access in Oracle Files; for a user in the **To**, **From**, or **Cc** fields of message headers in Oracle Email; and for a user in the content of a Web page in Web sites all according to a search string you provide.

To search for an item by user, do the following:

1. Enter a search string in the **User** field.

2. Click **Search**.

4 Searching for an Item by Date

Searching for an item by date searches the created and last modified dates of documents and folders to which you have access in Oracle Files, and for sent dates of messages in Oracle Email according to criteria you provide.

To search for an item by date, do the following:

1. Enter a date in the **Date** field.

> **Note:**   Dates must be specified in the DD-MMM-YYYY format, as in 01-jul-2002.

Select from the drop-down list whether a particular date **is before**, **is on**, or **is after** the date that you enter.

2. Click **Search**.

5 Selecting The Areas In Which To Search

By default, the search feature selects all the checkboxes in the **Look In** field. You may select or deselect any number of the boxes to restrict your search to a particular area.

> **Note:**   If the Oracle Collaboration Suite administrator has not configured a particular area of the Oracle Collaboration Suite, that area will not appear in the list.

To select which areas you would like to search, select or deselect the checkbox next to the area in which you would like to search.

6 Viewing Your Search Results

Once you have entered your search criteria and clicked **Search**, your search results display below your search criteria in the **Results** section. The results are sectioned into the area of the Oracle Collaboration Suite in which they were found.

To view an item returned in your search results, do the following:

1. Click the link displayed for the item.

2. Once the item is opened in the browser window, click your browser's **Back** button to return to your search results.