



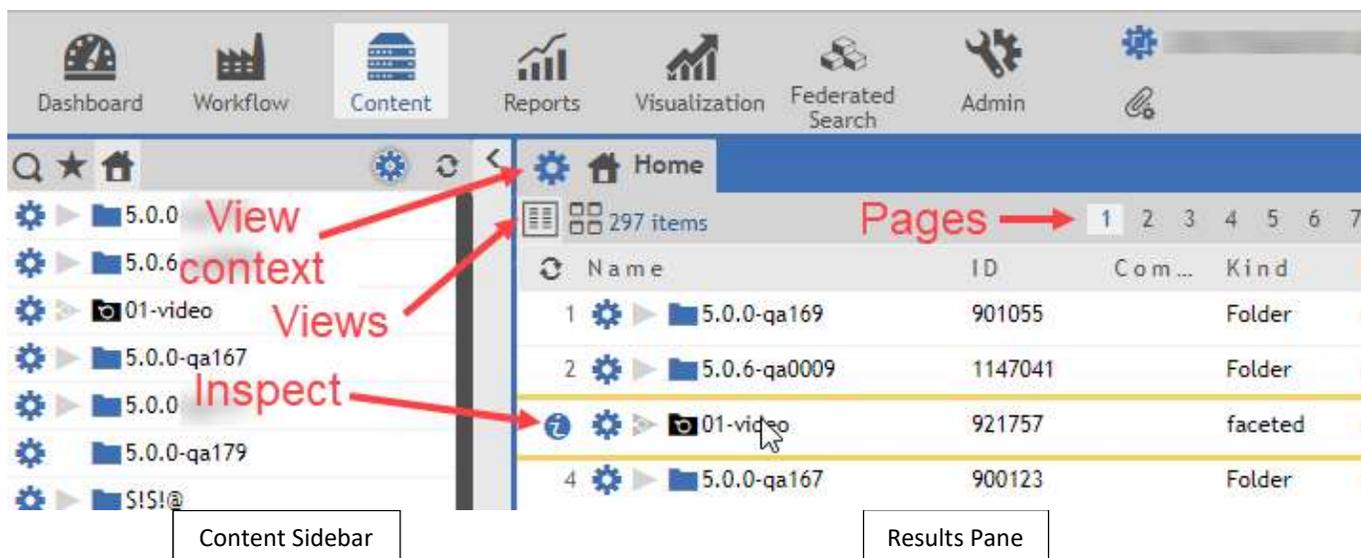
RSuite

# Organizing and Finding Content

*Quick Start*

# Results pane

The Results pane is the main area for viewing items in RSuite.



## View context

The View Context shows the source of the items in the Results pane: **Home** containers, **Search** results, or a container **name**.

The View context area includes a gear icon for opening an action menu specific for the type of content.

## Views

### *Table view*

The Table view shows items in a table. Columns are determined by the RSuite configuration. Click on a column heading to sort the table according to that column.

### *Icon view*

The Icon view shows items as thumbnails or icons.

The Views area also shows the **total count of items**. If your browser does not show all the digits of longer numbers, put the cursor over the number to open a pop-up with the full number.

## Inspect

The Inspect icon appears when the cursor is held over an item. Clicking on the icon opens the inspect panel for the item.

## Pages

To move to a page, click on the number. As needed, scroll arrows appear before and after the list of page numbers.

# Content sidebar

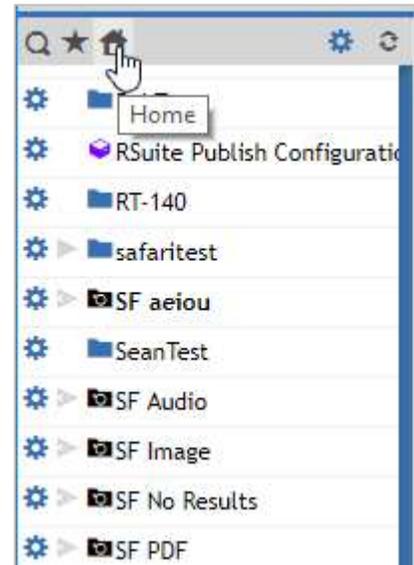
The Content sidebar controls what is displayed in the Results pane. Clicking on an item displays its contents in the Results pane.

At the top of the Sidebar are five controls, left to right: Search, Favorites, Home, Actions (⚙️), and Refresh.

## Browse Home containers

Selecting the Home icon displays a scrollable list of containers in the sidebar, like a table of contents.

- Home containers are not contained in other containers and are displayed without a search.
- Selecting a container displays its full contents in the Results pane.
- The gear icon opens an action menu.
- The triangle expands the container to show child containers in the Sidebar.



## Favorites

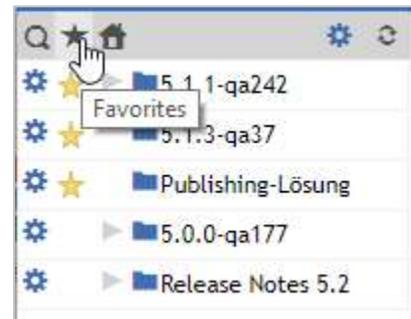
Selecting the Favorites icon opens a container list that can have two parts.

### *Selected containers*

- Selected items are pinned to the top of the list and marked with a star.
- Add and Remove selected containers with commands on the item's action menu.
- Feature added in RSuite 5.3.

### *Recently used containers*

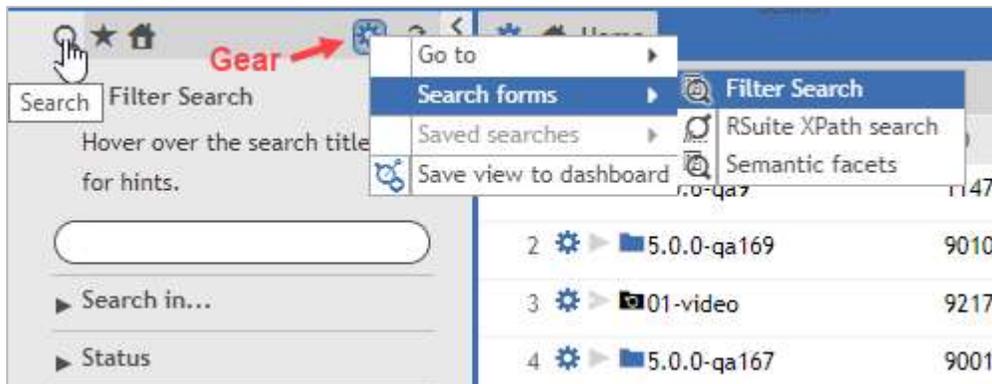
- Added to the Favorites list by the Browse from Here, Search from Here, and Clip for Quick Access actions.
- Removed by menu action or pushed off by more recently used items.
- Up to 10 displayed.
- In RSuite versions prior to 5.3, the Favorites list contains only recently used items.



## Search

The Search view shows different filters for the content in the Results pane. Click on the gear icon for the list of search forms:

- Filter search
- hPath search
- Semantic facets



## Organizing items

Select the Organize action from an item's action menu. Available actions include moving, removing, copying, and reordering.

### Move to...

**Actions>>Organize>>Move to...** opens a list of target containers.

### Remove item

**Actions>>Organize>>Remove item** removes the item and its content from its current container. The item remains in the data base but is no longer visible in the current container.

## Searching

### Clear filters

**Sidebar Action menu>>Reset search** clears the text box and search filters.

### Text-based search

A text search looks for matches in the title, content, user ID of creator ("By" column), and metadata of data base items. If a container matches the search, its parent containers are also in the results.

Enter text in the search box on the Filter Search form to search for matching phrases. To perform the search, click on the Refresh icon or press the Return key.

- Ctrl-Z recalls previous search targets.
- Searches find text within documents.

### Search expressions

Refine your text search using search expressions.

#### *Implicit Boolean OR*

When words are separated by spaces in a search expression, RSuite returns items

matching any of the words.

For example, searching for *cat dog*, returns items containing *cat*, *dog*, or both words.

### ***Boolean AND & NOT***

Searching for *cat AND dog* returns items containing both of the words *cat* and *dog*. If both words appear anywhere in the textual information relating to an item, it is a match.

Putting *NOT* before a phrase returns items that do not match the phrase. For example, *cat NOT dog* matches items containing the phrase *cat*, but not the phrase *dog*.

### ***Parentheses control the order of operations***

AND, OR, and NOT are applied in the order they appear.

Parentheses change the grouping of search targets and the order in which operators are applied.

- *cat and dog or fish* matches items containing both *cat* and *dog*, or just *fish*, or all three—that is, *cat and dog or fish* is parsed as *(cat and dog) or fish*.
- *cat and (dog or fish)* matches items with the word *cat* and either *dog* or *fish* or both. So items containing *cat* and *dog*, or *cat* and *fish*, or *cat* and *dog* and *fish* are returned.

### ***Case sensitivity***

In matching lower-case words, case is ignored. If there are upper case letters in a word, the word is matched with regard to case.

### ***Other text search options may be available***

RSuite's data base, MarkLogic Server, can be configured to support additional search options, such as wildcards (\*, ?) and proximity relationships. See the MarkLogic documentation for configuring and using these options.

Check with your system administrator regarding the options your RSuite configuration supports

## **Saved searches**

A saved search saves the current state of the Filter Search view in the Sidebar. A saved search is visible to the user who created it.

### ***Saving a search***

1. Execute a search so the Results pane displays the Search view.
2. On the Sidebar action menu, select Save Search.
3. On the pop-up, enter a name and select Save.

The search is added to the list displayed by selecting **Sidebar action menu>>Saved searches**.

### ***Running a saved search***

1. Select Saved searches on the Sidebar action menu to open the list.
2. On the list, click on the saved search to run it.

The search filters are restored, but the results reflect the current contents of the data base.

## Deleting a saved search

1. Select Delete Saved Searches on the Sidebar action menu to open a pop-up.
2. On the pop-up, check the saved searches to be deleted.
3. Select Delete.

# Smart folders

## Smart folders hold the results of a search

Smart folders take saved searches a step further. A Smart folder contains the results of the search current when it is created. As the content of the data base changes, RSuite reruns the search and updates the contents of the Smart folder.

## Create a Smart folder

1. Define a search and run it.
2. On the Sidebar action menu, select Create SmartFolder to open the configuration pop-up.
3. Enter a name for the Smart folder.
4. Select a location for the new smart folder:
  - Click to select**—put the Smart folder in a Home folder, a recent folder, or a folder in the Briefcase
  - As a new home SmartFolder**—make the new Smart folder a Home folder
  - Free-floating**—the new Smart folder appears only in search results

