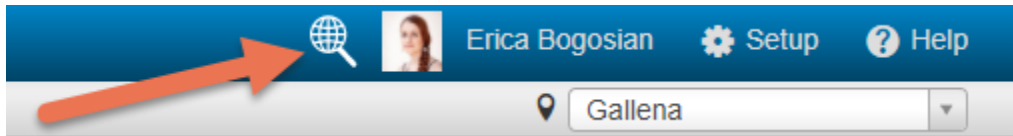


Global Search

Global Search allows you to search your account in OU Campus for any type of content (files, users, groups, etc.). The following short video provides an overview of how to use it:

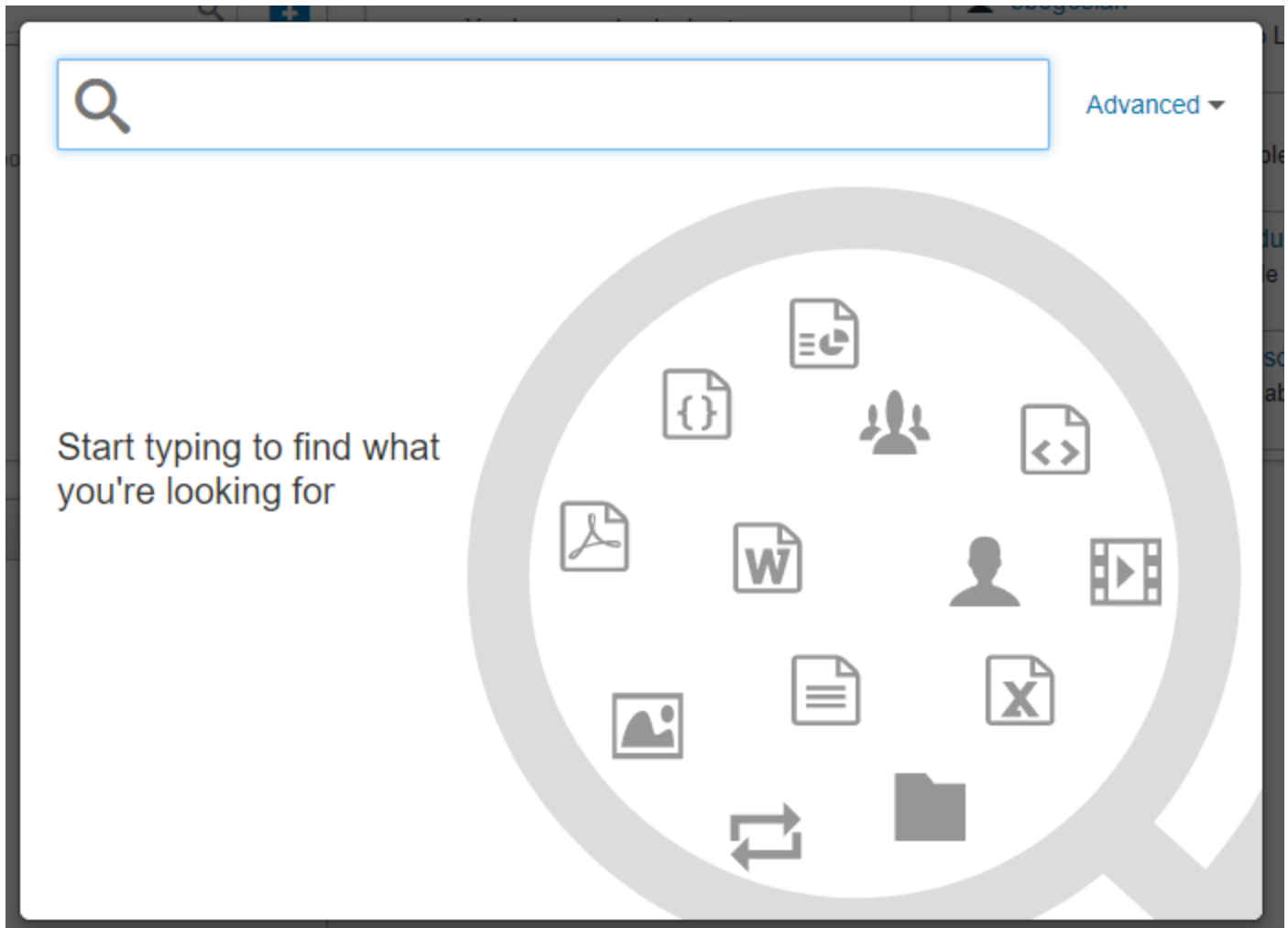
Using Global Search

Access it by clicking the magnifying glass icon in the global navigation bar.



Alternatively, use the **Ctrl + `** (**Cmd + `** on Mac) keyboard shortcut.

Either of these methods brings up the global search modal.



Type into the search field and results matching the search criteria will appear. The search reads both the item name and any content that might be in the item. Up to two variable characters are

allowed (e.g., searching for "cat" will return "cats" but not "catalog"). Items that can be found are users, files (text-based, images, media, and other binary files), assets, groups, and folders.

For items that are available account wide (such as assets and users), Global Search will pull results from your entire account. For items that are restricted to sites (such as pages and image files), the results will depend on which site you run the Global Search from.

The screenshot shows a search interface with a search bar containing the word "library" and a magnifying glass icon. To the right of the search bar is a dropdown menu labeled "Advanced". Below the search bar, there are two main sections: "IMAGES" and "TEXT-BASED FILES".

IMAGES (with a "SHOW ALL" link):

- blocksom_library.png
/_resources/images/campus/blocksom_library.png

TEXT-BASED FILES (with a "SHOW ALL" link):

- Library
/academics/library.pcf
- meganav.pcf
/_resources/includes/meganav.pcf
- Free Food in Student Union
/news/free-food-in-student-union.pcf
- New Employee Benefits Options & Leave Information | Towson University
/news/test/towson.html
- Housing & Dining
/campus-life/housing-dining.pcf

On the right side of the image results, there is a preview of the image "blocksom_library.png" showing a building. Below the image, there is a "Go to image" button. To the right of the image preview, there is a table of metadata:

Location	/_resources/images/campus/blocksom_library.png
Last Published	07/28/2016
Last Modified	02/27/2015

Results are sorted by type. The first five results for each type are displayed. Users will not see results to which they don't have access.

Selecting an item brings up a preview for it and displays relevant information, depending on what the item is. For example, previewing an image file will display its location, last modified and last published date, and tags if any, while previewing a user displays last login, user level, and contact info. Clicking the prompt in the bottom right corner ("Go to image," "Edit user," etc.) will take you to the item being previewed. **Note:** This option is not available for groups yet.









To view more than the first five results for a given type, click "SHOW ALL." This takes you to the **Search Results** page.

9 Search Results

Name: library

Content Types	
Images	1
Text-Based Files	8

Text-Based Files (8)

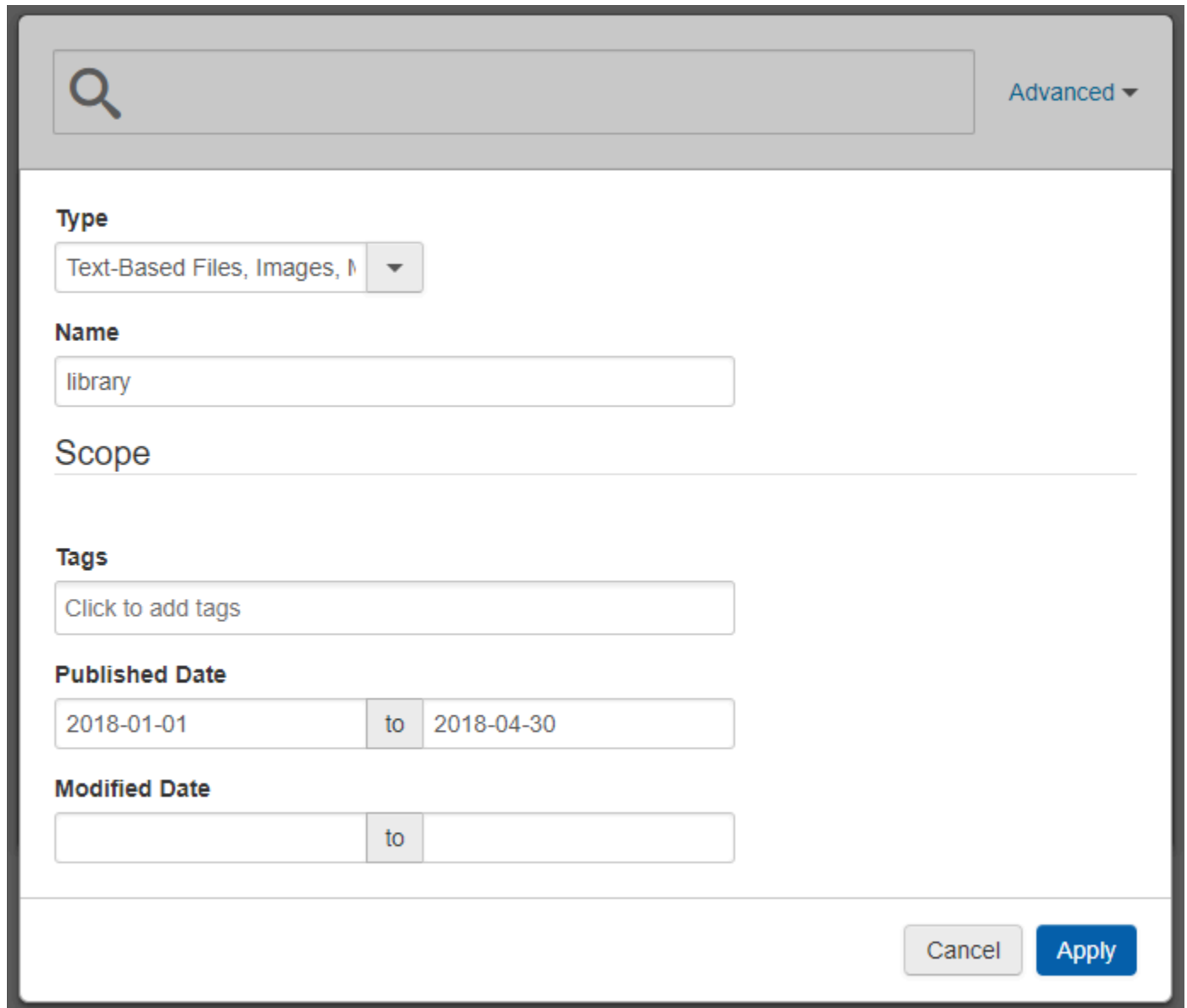
Title/Filename	Modified	Published/Options
 Library <i>/academics/library.pcf</i>	10/11/2017	08/10/2015
 meganav.pcf <i>/_resources/includes/meganav.pcf</i>	03/25/2016	02/27/2015
 Free Food in Student Union <i>/news/free-food-in-student-union.pcf</i>	05/18/2015	03/01/2015
 New Employee Benefits Options & Leave Inf... <i>/news/test/towson.html</i>	11/19/2015	Never published
 Housing & Dining <i>/campus-life/housing-dining.pcf</i>	05/18/2015	03/15/2017
 Academics <i>/academics/index.pcf</i>	05/18/2015	02/27/2015
 _sidenav.inc <i>/academics/_sidenav.inc</i>	01/24/2018	08/03/2016
 _sidenav-1.ounav <i>/academics/_sidenav-1.ounav</i>	10/11/2017	Never published

Here you can see all the results for your search. The top-right corner lists the search criteria. Use the left-hand menu to switch the content type for which you want to view results.

The main region of the page lists the results for the selected content type, including the number of results. These items can be filtered further, as well as sorted by title/location, last modified date, and last published date. Clicking the name of the item will take you to it. Hovering over an item brings up the options to preview it, go to its location, or edit it as applicable.

Advanced Search

Selecting the "Advanced" option from the Global Search modal brings up additional options:



The image shows a search interface with a search bar at the top containing a magnifying glass icon and the word "Advanced" with a dropdown arrow. Below the search bar are several filter sections: "Type" with a dropdown menu showing "Text-Based Files, Images, M"; "Name" with a text input field containing "library"; "Scope" with a horizontal line; "Tags" with a text input field containing "Click to add tags"; "Published Date" with two date input fields (2018-01-01 and 2018-04-30) separated by a "to" label; and "Modified Date" with two empty date input fields separated by a "to" label. At the bottom right are "Cancel" and "Apply" buttons.

Type: Select from the dropdown which type(s) of content you would like to search for. This applies only to text files, images, media, other binary files, and assets.

Name: Enter your search criteria. Typing in this field brings up the **Scope** options below:

- **Tags:** Click or type in this field to bring up a list of all tags used in your OU Campus account. Select tags to apply them as filters to your search.
- **Published Date:** Select a range of last published dates to which the search will be limited.
- **Modified Date:** Select a range of last modified dates to which the search will be limited.

Select **Apply** to run the search.

Indexing

Indexing is the process by which content is added to the search. Sites can be indexed by Level 10 administrators.

For Global Search to work, the search functionality must be enabled at the site level and the index must be built. The steps are the same when a site index is rebuilt.

When a site is indexed initially, it will also be indexed going forward automatically. Even if the search functionality is turned off, the indexing still occurs. The only time that indexing is not completed automatically is when the content is loaded via an FTP upload, which requires a Level 10 administrator to rebuild the index.

To build the index:

1. Navigate to **Setup > Sites**.
2. Hover over the site row to index and select **Edit > Site**.
3. Navigate to the **Site Information** panel.
4. To initially build or re-build the index, click **Build Index**.

It is possible to exclude specific folders and pages from being indexed. Select **Exclude From Search** in the Access menu of the [folder](#) or [page](#) to exclude it from the Global Search index.

Keep in mind that this will not remove any content that has already been indexed from the search results, unless the option to apply recursively is available and selected, and it only excludes that folder or page, but not subfolders.

Indexing will only index saved content. Any content that is currently being updated will not be indexed until it is saved. However, once the data is saved, it will be available for searching within approximately 10 seconds.

When a file or page is deleted or recycled, the content is automatically removed from the indexing.

If a user would like to make a global modification involving finding and replacing content, or would like to search source code, the global Find and Replace tool, available to Level 10 administrators, is a better option, as Global Search is not suitable for code or regex searches. [Learn more about Find and Replace](#).