

# Getting Started with QuikBox Document Search

QuikBox Document Search provides you with a powerful yet simple interface to search across content sources and to swiftly get the right information at the right time.

**Please Note: Chrome is the preferred browser for QuikBox Document Search.**

Install QuikBox Links Chrome

Extensions <https://chrome.google.com/webstore/search/quikbox>



## Searching

- To search, type the IP-address e.g. <http://192.168.9.40> of QuikBox Document Search in your Chrome browser.
- When prompted, enter your username and password. It should be the same as when logging on to your computer or as provided by the administrator
- Start by typing one or more words that define what you are looking for. You can refine your search with.
- Adding quotes “ “before and after a word or a sentence will search for the exact sentence. For example: xerox copier brings up 7 results, where as “xerox copier” brings up 2 results. The first brings up documents with xerox and copier in any part of the document. The latter brings up only documents

with the phrase “xerox copier”

Adding ‘ | ‘ before a word means OR. For example, **conference | team** give out documents containing **conference** or **team**

## **Filtering and Sorting**

You can filter out your search based on the type of document, date and meta-information such as and projects. You can also sort on date or relevancy.

The screenshot below shows the results of the query “**Conference**”. The search has been further broken down to only include documents from the “**Public**”, “**Publications\_Archive**” and “**Events\_Archive**” collection. You can also filter the search to only include **documents** from a **file type** like **Excel, PDF PowerPoint** etc or from a **date interval** like the last **30 days, this year** or **older than two years**.

← → ↻ 192.168.9.40/webclient2/?query=conference&lang=en#

# QuikBox

 

Results for: *conference* Showing 1

**Filtering**

« All results

**File Type**

- Adobe PDF (499 hits)
- E-mail (4 hits)
- Excel (99 hits)
- Image (4 hits)
- Notepad (1 hit)
- Other (2 hits)
- PowerPoint (90 hits)
- Webpage (17 hits)
- Word (632 hits)

**Date**

- Today (0 hits)
- Yesterday (0 hits)
- Last 7 days (0 hits)
- Last 30 days (10 hits)
- This year (239 hits)
- Last year (441 hits)
- Older than two years (668 hits)

All collections Public (1,222 hits) Publications\_Archive (90 hits) Events\_Archive (97 hits)

**Conference post-event report template.doc**

back from the **conference** that relates to your organisational goals and justifies **conference** investment. 1 2 3 Cost Summary Budget Actual **Conference** Fee \$ \$ Airfare ...

- Language: U.S. English ↗
- Author: Christine Furano ↗
- Page count: 6 ↗
- Last saved by: Joan Phaup ↗

file://192.168.9.12/public/2015/2015 CID AM/Conference post-event report template.doc [cache](#) - [folder](#)

Date Modified: Tuesday 2. Jun 2015 22:01

**API Tax Reform Conference Recommendations Letter\_Dec2017\_FINAL.pdf**

As you proceed to **conference** to combine the House and Senate legislation, I am providing the following documents to highlight policy areas that will allow our industry ...

file://192.168.9.12/public/2017/.../Tax Policy/API Tax Reform Conference R....pdf [cache](#) - [folder](#)

Date Modified: Friday 8. Dec 2017 22:08

**Rio Oil & Gas Expo and Conference.html**

IBP, which holds several other smaller oil and gas **conferences** throughout the year in Rio de Janeiro. For further information about Rio Oil & Gas 2004 please ...

file://192.168.9.12/public/Mikes Filest.../mkt/brazil/Rio Oil & Ga...html [cache](#) - [folder](#)

Date Modified: Tuesday 28. Jun 2005 20:46

**norris contract.pdf**

TELEPHONES House phones are available in all meeting and lounge areas. **Conference** calls and long distance access needs must be pre-arranged with Norris **Conference** ...

file://192.168.9.12/Events Archive/2014/.../Oil 101 March/norris contract.pdf [cache](#) - [folder](#)

Date Modified: Wednesday 20. Nov 2013 22:06

## Collections

Collections are sources of documents like shared files and folders. Collections will appear as tabs in the search result. Clicking on a tab will filter out all other collections.

All collections Public (1,222 hits) Publications\_Archive (90 hits) Events\_Archive (97 hits)

## Suggestions

QuikBox Document Search suggests query words while you are writing. The words proposed are fetched from documents the user has access to such that words which you can't find in traditional dictionaries, are included.



## Spell Checking

QuikBox Document Search can propose correctly spelled words if you have misspelled a word. As for Suggest, the dictionary is built from indexed

**documents.**

## **Infections and Stemming**

Searching for “car” also shows documents containing “cars”, etc.

## **Sharing Search Results**

Create a search query, copy the URL on the address bar and share it on a messaging application or via email. Once the user clicks on the address, they’ll be able to view the search results similar to yours.

Online URL: <https://support.quikbox.com/article.php?id=30>