



■ ELO iSearch

# The intelligent search component of the ELO ECM Suite

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[www.elo.com](http://www.elo.com)

# Stop searching, start finding


Find documents and information within seconds – thanks to the integrated ELO iSearch in the ELO ECM Suite.


## Search request



 Intelligent dictionaries

 Filters

 Search favorites

 Dynamic folders



The integrated search engine in the **ELO ECM Suite**, **ELO iSearch**, gives you access to information in the ELO system and various connected applications or even the e-mail system. This produces top-quality results. You can also click on a variety of filter options to refine or broaden your search results. But that's not all: You can easily save recurring search requests as favorites or use dynamic folders which automatically refresh your queries – so you find information and spend less time searching.

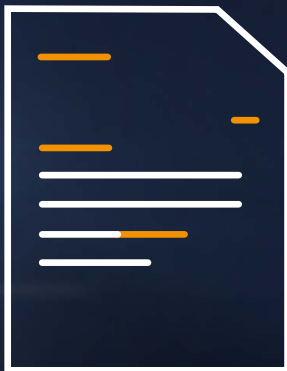
### Intelligent full text search and alternative search terms





Besides metadata searching or searching for documents within a hierarchical filing structure, searching the actual content of a document, i.e. full text search, is an important instrument. However, full text searching has its limitations. For example, a search for "insurance policy" will only return results containing that exact combination of words.

**ELO iSearch** also finds documents that contain only the word "insurance" or only the word "policy". Intelligent dictionaries break down compound words into their components or search for their root form. Don't worry about plurals or inflected forms or other compound words when entering search terms – the search engine does this in the background. And what if you make a typo in your search request? No problem. If the user enters "policij" instead of "policy", **ELO iSearch** displays the message: "Do you mean policy?"

When entering "poli", the linguistic search in **ELO iSearch** also offers appropriate suggestions such as "policy", "police", "Polish", or "polity". The additional information related to your search request gets you faster results even when you're not exactly sure what it is you're looking for.

### Search result



-  Deliver information faster
-  More efficiency
-  Save time
-  Increased motivation

### Filter options and search favorites

Especially when dealing with large volumes of data in your ELO system, a very generally formulated search request for an “invoice” or “e-mail” can yield a long list of unhelpful results.

But with a few clicks in the versatile filter options, **ELO iSearch** can weed out the bad search results so you can find what you need much faster. You might know who last edited the invoice, know when it was filed, or that it’s a PDF file. Using this knowledge, you can set the appropriate filters and watch the list of results shrink in real time. Or do you find yourself searching for the same documents over and over again, for example: for old supplier contracts or current offers? You can easily save recurring search requests as search favorites in **ELO iSearch**. With one click on the saved search favorite, you can quickly access the list of results and thereby always keep an eye on the relevant documents.

### Stop searching, start finding with dynamic folders

Wouldn’t it be convenient if you didn’t have to search at all? Let **ELO iSearch** handle it. Simply save a certain search result with all its filters and parameters as a dynamic folder in your ELO system. This folder collects all the results of your search query and keeps the list of results up to date. This puts an end to repetitive searching – you always have the desired results in your dynamic folder. Search smarter, not harder.

#### Intelligent search with ELO iSearch

- > Narrow down search results with comprehensive filter options
- > Save recurring searches as search favorites
- > Automate search requests with dynamic folders

 **ELO iSearch**

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