

EPiSERVER

EPiServer 7.5 Find

User Guide

EPiSERVER

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Introduction

This is the **User Guide for EPiServer add-ons** – plug-ins for various purposes that you can add to extend your EPiServer solutions. Add-ons from EPiServer are available from the **EPiServer add-ons** feed in the **Add-on Store**, which is installed with all EPiServer products.

About this documentation

This documentation is intended for editors and administrators working with different EPiServer add-ons. Some parts also concerns configurations and various settings for add-ons, which might require help from a system administrator or developer.



Note This documentation describes all available EPiServer add-ons. Not all of these may be installed on your website. You may also have other third-party add-ons available, which are not described here.

The described functions as well as the screen shot examples shown in this documentation are based on a standard installation with the sample site and templates. Treat any displayed data in the examples purely for illustration purposes.

Screen shot examples as well as glossary links are only displayed in English.

References

This documentation describes the functionality of **add-ons** released by EPiServer. Features in other EPiServer products will not be covered here. Refer to *EPiServer World* for a complete set of documentation for other EPiServer products.

EPiServer help system

You can access the web help from the global menu. Click the ? icon and select the system for which you want to view the help. Browse or search for the topic where you need guidance.

You can also access the web help by browsing to *EPiServer web help*.



From each view in the user interface with a help icon provided, click the icon to get context-sensitive help.

Online community on EPiServer World

EPiServer World is an online community where you can find the latest product information. It is open to the public, for partners, customers, and everyone working with EPiServer products, such as editors, webmasters, site owners and developers. Here you can download material, participate in discussions, read articles, receive support and much more. Feel free to sign up as a member.

Copyright notice

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Version history

This section lists the version history **EPiServer Find**.

| Release date | System version | Description |
|---------------|----------------|--|
| December 2013 | 7.5 | Updated for EPiServer 7.5. |
| October 2012 | 7.0 | First release of Find for EPiServer 7. |

About EPiServer Find

This is the **User Guide for EPiServer Find**, a solution for building advanced search and querying functionality for websites.

Start
Destinations
Travel Information
News
About Us



ALL CONTINENTS

North America (5)

ALL CATEGORIES

City weekend (5)

Sun, sand and sea (2)

Live sports (2)

Concerts & musicals (2)

Shopping (4)

Golf (1)

Museums (2)

ALL DISTANCES

0-10000 km (5)

0-25000 km (5)

(From Stockholms Lan)



Chicago
North America / United States
Few cities in the world can match the character and culture of Chicago. Whether you're visiting for business or pleasure, you can expect to find world-class dining, museums, entertainment and accommodations here in the largest and most visited city in the Midwest.



Los Angeles
North America / United States
The question in Los Angeles is never what to do, but where to begin. The county is home to many famous attractions in a relatively concentrated space. Your choices include amusement parks, architectural landmarks, art museums and galleries, beaches, parks, hiking and shopping, to name a few. After the sun goes down, you'll find there's an abundance of nightlife options.



Miami
North America / United States

This User Guide provides guidance to the usage of the various functions in EPiServer Find. To find out more about how to configure and customize EPiServer Find, refer to the **EPiServer Find Developer Documentation**.

Overview

When browsing for specific content, powerful search features quickly becomes essential in order to find what you are looking for. **EPiServer Find** is a solution for building advanced search and querying functionality for large websites.

You can easily develop customized functionality such as filtering and faceted navigation based on your knowledge about the site content. As a web owner you can analyze search behavior on your sites and target your work to enhance the search hit rate. Based on search behavior, the system will automatically provide features such as auto-complete, spelling suggestions and related queries, with language support available for all. Any type of website object can be indexed, not only web pages, and since data is pushed to the search engine the delivered search result will be near real time.

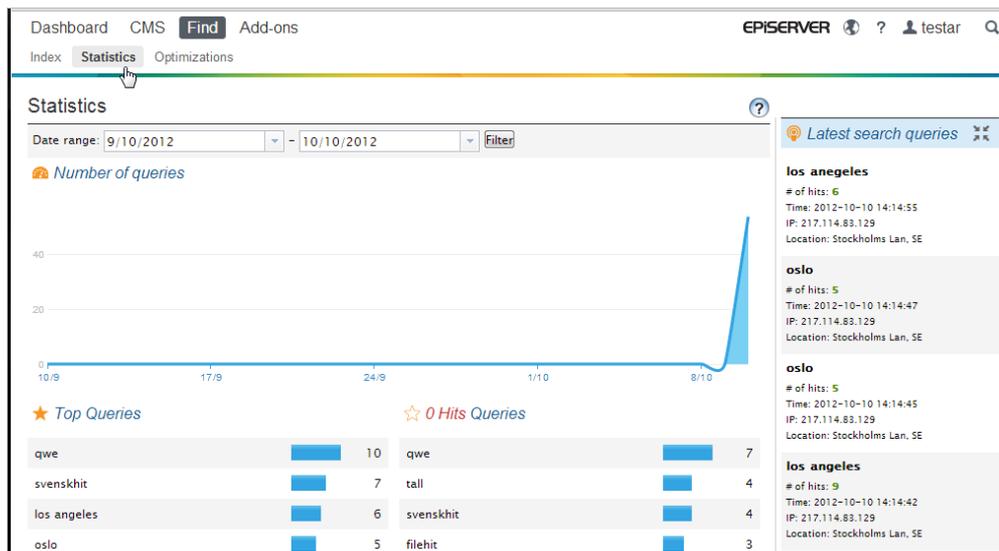
The EPiServer Find solution consists both of a hosted index service and interfaces to customize your solution, as well as a user interface for optimizing search on your site. The service has support for multi-languages as well as indexing of geographical coordinates and attachments. EPiServer Find is based on search engines Elasticsearch and Lucene, together with a state-of-the-art programming interface based on .NET.

For more details refer to the technical documentation for EPiServer Find.

Functions

EPiServer Find includes the following functionality:

- **Index view** is where both users and developers can explore the search index of the website to find answers to questions like "which pages have been indexed and when"?
- **Statistics view** is where you can study the search behavior on the site to find the most frequent searches as well as the delivered search result, providing an input for search optimization.
- **Optimizing search** is where you can improve search results and promote content, as well as refining the auto-complete, suggested spelling and related queries features.



Working with search

EPiServer Find is intended for search optimization in close cooperation between developers, website owners and editors. When a new website is set up, the search will be configured and customized filters and faceted search features will be developed through the programming interface.

As your website grows and the number of searches increases, the system will "learn" from the search behavior and base the search suggestions upon this "knowledge". Then your tasks as a website owner or administrator, marketer, or content editor will mainly be to monitor and finetune the search appearance. The user interface of EPiServer Find is described in more detail in the following sections of this documentation.

Getting started

In the following sections we will describe how you can log in and access EPiServer Find on your website. Note that the login procedures may be slightly different from what is described here, depending on how your website and infrastructure is set up.

Logging in

As an editor or administrator, you usually log in to your website using a **specified URL** or a **log in button**. To log in to EPiServer, enter your user name and password, and click **Log In**.

Access options

You access EPiServer Find through the Edit View, provided that you have the proper access rights for your user account. Select **CMS Edit** and proceed to the editing view.



You can also go directly to your personal Dashboard by selecting the **Dashboard** option.

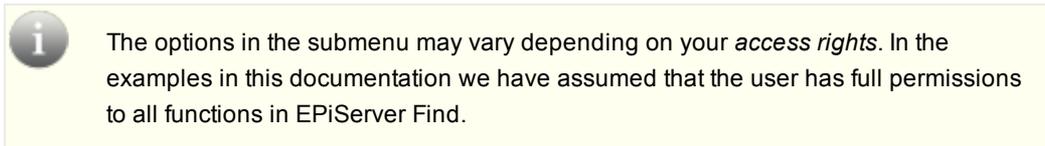
Navigation

When logged in, use the **global menu** available at the very top to navigate your way around. In the menu you will find the different systems integrated with your website.



When selecting **Find**, you will have the following options in the submenu:

- Explore the **Index** of your sites.
- View and analyze the **Statistics** of your websites.
- **Optimize** the search experience of your websites.



Access rights

With **access right** user settings you can control which users should have access to work with search functionality. To be able to work with the features in EPiServer Find, the user must be a member of one of the following user groups:

- **Administrators**
- **WebAdmins**
- **SearchAdmins**

These groups will be configured by default in EPiServer Find. If a user is not a member in any of these groups none of the search features will be visible. However, if a user is **not** a member of **Administrators** or **WebAdmins**, membership in **both SearchAdmins** and **WebEditors** is required to be able to access the right-click and the global menu in EPiServer where the **Search** menu option is located.

Access rights for users

To provide access to EPiServer Find for a content editor whom you want to be able to work with search, create the group **SearchAdmins** in EPiServer CMS Admin mode if this group does not already exist. Make the user a member of this group as well as **WebEditors** to provide access to the search features.

The screenshot shows the EPiServer CMS Admin interface. The top navigation bar includes 'Dashboard', 'CMS', 'Find', and 'Add-ons'. The user is logged in as 'testar'. The left sidebar shows a menu with 'Access Rights' expanded, including 'Set Access Rights', 'Administer Groups', 'Search User/Group', and 'Create User'. The main content area is titled 'New User' and has two tabs: 'User Information' (selected) and 'Display Options'. The form contains the following fields and options:

- Username:
- Password:
- Confirm password:
- E-mail address:
- Active
- Account locked (too many failed logon attempts)
- Provider: _____
- Created date: _____
- Last login date: _____
- Description: _____

Below the form, there are two lists of user groups:

- Not member of:** WebAdmins
- Member of:** SearchAdmins, WebEditors

Green arrows indicate the ability to move groups between these lists. A 'Save' button is located at the bottom right of the form.



Even though it is preconfigured, the **SearchAdmins** group must first be created in EPiServer CMS Admin before it can be used for setting access rights.

Access right filtering of content

The search engine itself does not apply any access rights filtering when performing a search. However, when setting up the EPiServer CMS integration it is possible to set access right filtering in code to filter out pages that the current user should not be able to see. For more information, refer to the developer documentation for EPiServer Find on world.episerver.com.

For more information about access rights in EPiServer CMS, refer to the administration section of the EPiServer CMS User Guide.

Globalization

With **globalization** we mean the possibility to display content in different languages to website visitor groups with different language preferences. When a visitor to the website selects a language option, the content for that language will be displayed. If content doesn't exist in a selected language, a fallback procedure may be applied if this has been configured.

The EPiServer Find service supports a wide range of languages for which the various search features can be applied. When searching through a multi-language website each language versions of a web page will be treated as a separate object in the search result. Language support is also available for *autocomplete*, *spelling suggestions*, *related queries* and *Best Bets*, allowing you to select both which language and site to apply to.

Another dimension of globalization is the possibility for users to select different language options for the user interface inside EPiServer Find. The selected user interface language will follow that of EPiServer. The user interface language is set under the **MySettings** option for the user profile in the global menu.

For more information about globalization in EPiServer CMS, refer to the administration section of the EPiServer CMS User Guide.

The search index

Much of the features in EPiServer Find are built around the **search index**. The index is where all the data collected by the search engine is stored, and the index provides quick access to the entire website data. Without a search index a query would take much longer since all data would have to be searched for each query.

In EPiServer Find, the data is "pushed" to the search index to feed it with content, which makes the updates take place in near real time. The index will contain information about all types of website content, not only web pages. Depending on the setup, the index can also contain for example files of different types as well as comments in a community.

The **Index** option in EPiServer Find allows website editors to view and explore the index, answering questions like "has this page been indexed?" or "when was the page indexed the last time?". The feature also allows developers to analyze the exact information that was included in the index for a specific website object.

In the following sections the various features under **Index** will be described in more detail.

Index overview

The **Overview** option provides a quick overview of the index for the website. If you have multiple sites in your environment, the index will be shared between the sites, and you can explore the search index content for each site.

Dashboard CMS Find Add-ons

EPISERVER ? testar

Index Statistics Optimizations

▼ Index
Overview
Explore

Index Overview

Index

Index named **beque_manylanguages2** contains **171** documents [Explore it >](#)
.NET API version: 7.0.566.0

Types

The index contains **171** documents mappable to .NET objects. These are of **12** different types.
[Show types](#)

CMS Content

The index contains **163** CMS pages and **8** CMS files. The pages are distributed over **12** different page types. Pages have been indexed from **2** language branches.
[Hide page types](#)

| Page type | Count |
|--------------------------|-------|
| DestinationPage | 94 |
| DestinationSectionPage | 3 |
| DestinationsFarAwayBlock | 2 |
| DestinationsNearbyBlock | 1 |
| FactBoxBlock | 1 |
| ListBlock | 1 |
| SearchPage | 2 |
| StandardPage | 50 |
| StartPage | 6 |
| SysContentFolder | 1 |
| SysRecycleBin | 1 |
| SysRoot | 1 |

[Hide language branches](#)

| Language branch | Count |
|-----------------|-------|
| en | 156 |
| sv | 7 |

The index overview is divided into different section as described in the following.

Index

The Index section contains basic information such as name, number of documents and the .NET API version number. This information is useful when you want to verify the exact index that applies for the sites.

Types

The **Types** section visualizes the total number of indexed objects and types of objects in the index. In most cases "types" are page types, but it can also be other types of website objects that have been indexed. Clicking **Hide/Show types** will toggle between hiding/displaying the object type distribution.

CMS content

The **CMS Content** section provides an overview of the indexed content for the different sites in the site structure. You will see the total number of indexed objects such as pages and files for both the entire site structure as well as for each site. You can also see the distribution per page type and languages for each site by clicking on **Show page types** and **Show language branches**.



Note that a **language version** of a page will be indexed as a separate object in the index.

Exploring the index

The **Explore** section is where you have the possibility to explore the indexed content in more detail, to find out what has been indexed and when. The total indexed content will be listed, and you can filter the list according to **type** of indexed content, for instance page types.

You can also search for indexed content using query syntax such as "baggage" and "carry-on baggage" when searching for single words and phrases.

Dashboard CMS Find Add-ons EPISERVER ? testar

Index Statistics Optimizations

▼ Index
Overview
Explore

Explore Index ?

Query Search Supports *Lucene query syntax*

Found 171 document(s)

| Document | Type | Types |
|--|----------------|------------------------------|
| 1. /HeadFlyFind/Global/Maps/VisitSweden_Map_of_Sweden_EN.pdf | VersioningFile | ContentFolder (1) |
| 2. Reykjavik | Destination | DestinationPage (94) |
| 3. Mexico City | Destination | DestinationSectionPage (3) |
| 4. /HeadFlyFind/Global/Maps/Map_of_Stockholm_SVB.pdf | VersioningFile | DestinationsFarAwayBlock (2) |
| 5. Mallorca | Destination | DestinationsNearbyBlock (1) |
| 6. Buenos Aires | Destination | FactBoxBlock (1) |
| 7. Nairobi | Destination | ListBlock (1) |
| 8. Kiev | Destination | PageData (2) |
| 9. Nairobi | Destination | SearchPage (2) |
| 10. Bangkok | Destination | StandardPage (50) |
| | | StartPage (6) |
| | | VersioningFile (8) |

Index details

Clicking on an item in the **Explore Index** list will reveal more detailed information about the indexed object. Here you can find out when the object was indexed. Developers can see the IDs for the object as well as the actual indexed content, which might be useful when working with the set up of the index.

▼ 1. Carry-on baggage

Standard Page

Index ID: _dc6c3fc6-7d2e-48fc-a372-c6fc3cbe826c_en**Index Type:** FlyTruffler_Web_PageTypes_StandardPage**Page name:** Carry-on baggage**Page type name:** Standard Page**Indexed:** 5/29/2012 3:34:34 PM**Page ID:** 77**Document source:**

```
{
  "$type": "FlyTruffler.Web.PageTypes.StandardPage, FlyTruffler.Web",
  "MainIntro$$string": null,
  "MainBody$$string": "All passengers are allowed to carry one piece of hand luggage on domestic flights and two pieces on international flights. A piece of hand luggage may not be larger than 55 cm x 40 cm x 20 cm and may not weigh more than 8 kg. Foldable garment bags are an exception to this; they count as hand luggage up to a size of 57 cm x 54 cm x 15 cm.\r\nPlease remember to pack any items that may not be taken onboard in your checked baggage.",
  "ListingRoot": null,
  "SearchHitType$$string": "Travel Information",
  "ChangedOnPublish$$bool": false,
  "ChildOrderRule": 1,
  "DelayedPublish$$bool": false,
  "ExternalURL$$string": "",
  "PeerOrder$$number": 0,
  "ShortcutLink": {
    "$type": "EpiServer.Find.Cms.IndexablePageReference, EpiServer.Find.Cms",
    "ID$$number": 0,
    "WorkID$$number": 0,
    "RemoteSite$$string": null,
    "___types": [
      "EpiServer.Find.Cms.IndexablePageReference",
      "EpiServer.Core.PageReference",
      "System.Object",
      "System.IComparable",
      "EpiServer.Core.IReadOnly`1[[EpiServer.Core.PageReference, EpiServer, Version=6.1.379.0, Culture=neutral, PublicKeyToken=8fe83dea738b45b7]]",
      "EpiServer.Core.IReadOnly"
    ]
  },
  "TargetFrame$$string": "",
  "Category": [],
}
```

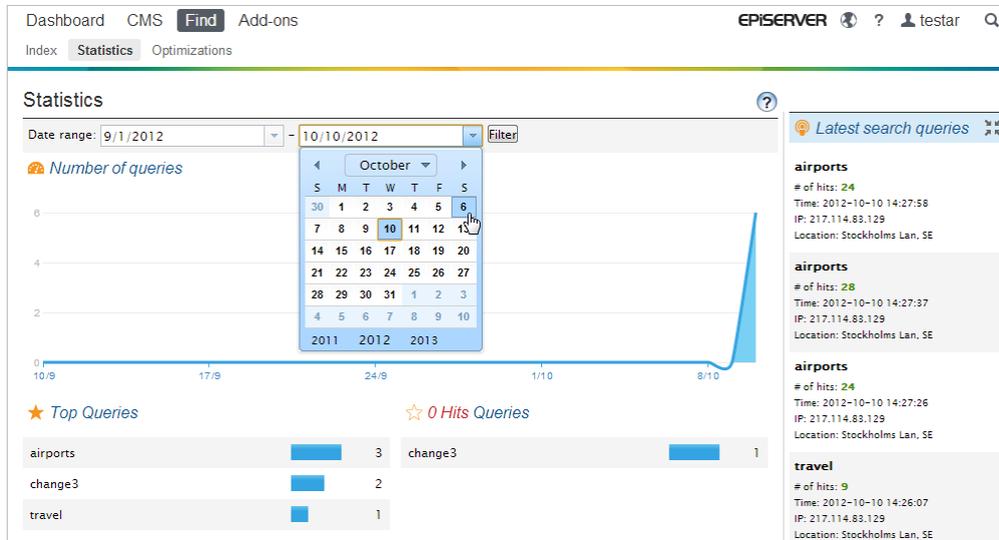


Explore Index has an advanced query feature making it possible to use *Lucene query syntax* when searching. However, be aware that if correct syntax is **not** used in the search field, an error message "Search query parse error" will be displayed.

Analyzing statistics

The **Statistics** feature in EPiServer Find provides editors and website owners a possibility to get a quick overview of the search queries for the websites. Here you can see what visitors have searched for recently, the search frequency and the hit rate for the query. The result is displayed in a graphical view, as well as in a list format. In the right column you can also see the latest query result, together with the IP number and location of the computer from which the query was issued.

The search query statistics presentation can be filtered by defining a date interval of your choice.



The information under **Statistics** can be a useful foundation when working with *optimizing the search features* for your websites, as well as the entire website structure and navigation.

Optimizing search

The **Optimization** feature in EPiServer Find is where you work with optimizing the search experience for visitors to your website. These features offers a number of ways to enhance search.

All optimization features except Best Bets utilize the results from previous queries for content on the website. The optimization features are particularly useful for a new website where the number of queries are low in the beginning and the amount of search data is low. Using these features you can optimize the search experience for your visitors.

As the website and the number of queries grow, the system will "learn" and base search optimization suggestions on previous successful queries, providing an intelligent way of guiding the visitor to the content in question.

The following optimization possibilities are available:

- **Best Bets** - control what should appear at the top of the search list when you want to promote certain content.
- **Autocomplete** - helps visitors to complete a search by suggesting words based on previous successful searches.
- **Spelling suggestions** - suggests correct spelling of words based on previous successful searches.
- **Related queries** - suggests related queries based on previous searches for the same word.



All the functionality under **Optimizations** must first be activated in code by a developer before it can be used on the website.

Best bets

Using the **Best Bets** option you can control what should be placed at the top of the search list to promote specific content when visitors are searching for certain phrases on your website. For instance, by adding a best bet for a page named "Leave request form 193" for the phrase "vacation" may help intranet users find the vacation request form. Once a best bet has been added it will immediately take effect. A phrase can be applied both to a specific **site**, as well as a **language**.

Adding best bets

Do the following to add a Best Bet to the list:

1. Go to **Find, Optimizations** and **Best Bets**.
2. In the **Phrase** field, enter a search phrase.
3. Select the **site** and **language** where the search phrase should be applied.
4. Select the type of content in the **Type** field. You will have different options in the drop-down list depending on what is configured for your website, in this example we select **File**.
5. Select the content you want to appear for the search phrase, in this case an item in the **File Manager**. If you select "Page" in the **Page** field, the page tree will be displayed

instead for selection of a web page.

6. Click **Add** to add the Best Bet to the list.

Deleting best bets

In the **Best Bets** list, click the **Delete** button next to the item you want to delete. The Best Bet will be immediately deleted.

Autocomplete

The **Autocomplete** feature enhances the search experience by completing a search with search phrases that have resulted in successful hits. The result is based on previous searches that have yielded at least one hit. By adding editorial spelling suggestions the list of suggestions can be **pre-populated** so that suggestions will be made for important words even if no previous searches have been made by visitors for the words. A phrase can be applied both to a specific **site**, as well as a **language**.

Adding autocomplete phrases

Do the following to add an autocomplete phrase to the list:

1. Go to **Find, Optimizations and Autocomplete**.
2. In the **Phrase** field, enter a search phrase.
3. Select the **site** and **language** where the search phrase should be applied.
4. In the **Priority** field, set a priority number. If similar words exists, the suggestion with the highest priority number will "win". Editorial suggestions will always override the system suggestions.
5. Click **Add** to add the autocomplete phrase to the list.

The screenshot shows the 'Autocomplete' configuration page in the EPiServer Find interface. The breadcrumb trail is 'Dashboard > CMS > Find > Add-ons > Optimizations > Autocomplete'. The left sidebar shows 'Optimization' expanded with 'Autocomplete' selected. The main content area has a form titled 'Add Autocomplete phrase' with the following fields: 'Phrase' (flygplan), 'Site identity' (FlyFind), 'Language' (Swedish), and 'Priority' (1). An 'Add' button is below the form. To the right is an 'About Autocomplete' box. Below the form is a table of existing phrases:

| Phrase | Site identity | Language | Type | Priority | Delete |
|----------|---------------|----------|-----------|----------|--------|
| airplane | flyfind | English | editorial | 1 | ✕ |
| new york | flyfind | English | editorial | 1 | ✕ |

Deleting autocomplete phrases

In the **Autocomplete phrase list** list, click the **Delete** button next to the item you want to delete. The autocomplete phrase will be immediately deleted.

Spelling suggestions

The **Spelling suggestions** feature enhances the search experience by completing a search with search phrases that have resulted in successful hits. The result is based on previous searches that have yielded at least one hit. Spelling suggestions are displayed after a visitor has searched for a possibly misspelled phrase. The suggestions are based on previous searches by other

visitors and matched by similarity. For instance, if someone searches for "barcelon" and others have successfully searched for "barcelona" a suggestion may be made containing "barcelona".

By adding editorial spelling suggestions the list of suggestions can be **pre-populated** so that suggestions will be made for important words even if no previous searches have been made by visitors for the words. It can also be used to ensure that suggestions are made for the correct spelling of a word. A phrase can be applied both to a specific **site**, as well as a **language**.

Adding spelling suggestions

Do the following to add a spelling suggestion to the list:

1. Go to **Find, Optimizations** and **Spelling suggestions**.
2. In the **Suggestions** field, enter a spelling suggestion for a word.
3. Select the **site** and **language** where the search phrase should be applied.
4. In the **Priority** field, set a priority number. If similar words exists, the suggestion with the highest priority number will "win". Editorial suggestions will always override the system suggestions.
5. Click **Add** to add the spelling suggestion to the list.

The screenshot shows the EPiServer CMS interface. The top navigation bar includes 'Dashboard', 'CMS', 'Find', and 'Add-ons'. The user is logged in as 'testar'. The left sidebar shows 'Optimization' with sub-items: 'Best Bets', 'Autocomplete', 'Spelling suggestions' (selected), and 'Related queries'. The main content area is titled 'Spelling Suggestions' and contains an 'Add New Spelling Suggestion' form. The form fields are: 'Suggestions' (text input with 'amstradam'), 'Site identity' (dropdown menu with 'FlyFind'), 'Language' (dropdown menu with 'English'), and 'Priority' (text input with '1'). An 'Add' button is below the form. To the right of the form is an 'About Spelling Suggestions' box with a question mark icon and text explaining that suggestions are based on previous searches. Below the form is a table of existing suggestions:

| Suggestions | Site identity | Language | Type | Priority | Delete |
|-------------|---------------|---------------|-----------|----------|--------|
| barcelona | flyfind | English | editorial | 1 | |
| los angles | All sites | All languages | editorial | 1 | |

Deleting spelling suggestions

In the **Spelling suggestions** list, click the **Delete** button next to the item you want to delete. The spelling suggestion will be immediately deleted.

Related queries

The **Related Queries** option allows editors to add suggestions for other searches displayed after a visitor has performed a search. The results are displayed on the search result page in the format "People who searched for...also searched for...".

The suggestions are based on what other visitors searching for the same phrase have also searched for. Adding editorially related queries makes it possible to guide visitors to search patterns by displaying manually added suggestions. A phrase can be applied both to a specific **site**, as well as a **language**.

Adding related queries

Do the following to add a related query to the list:

1. Go to **Find, Optimizations** and **Related queries**.
2. In the **Phrase** field, add a search phrase.

3. In the **Suggestion** field, enter a suggestion for a related query word or phrase.
4. Select the **site** and **language** where the search phrase should be applied.
5. In the **Priority** field, set a priority number. If similar words exists, the suggestion with the highest priority number will "win". Editorial suggestions will always override the system suggestions.
6. Click **Add** to add the related query to the list.

Dashboard CMS **Find** Add-ons EPISERVER ? testar

Index Statistics **Optimizations**

Optimization
Best Bets
Autocomplete
Spelling suggestions
Related queries

Related queries

Add New Related Query

Phrase:
 Suggestion:
 Site identity:
 Language:
 Priority:

| Phrase | Suggestion | Site identity | Language | Type | Priority | Delete |
|---------|------------|---------------|----------|-----------|----------|----------------------------------|
| baggage | luggage | flyfind | English | editorial | 1 | <input type="button" value="X"/> |

About Related Queries
 Related Queries are suggestions based on what other visitors searching for the same phrase have also searched for. Adding an editorial suggestion makes it possible to guide visitors to search patterns by displaying manually added suggestions.

In this example, when searching for "los angeles", the visitor will also be presented with "baggage" as a related query, when the search results are displayed.

los angeles

Found 3 hits for "los angeles".

People who searched for **los angeles** also searched for [baggage](#)

Los Angeles
DESTINATION The question in *Los Angeles* is never what to do, but where to begin. The county is home to many famous attractions in a relatively concentrated space. Your choices include amusement parks, architectural landmarks, art museums and galleries, beaches, parks, hiking and shopping, to name a few.

- All (3)
- Destination (2)
- News (1)
- Travel Information (0)
- Extranet (0)

Deleting related queries

In the **Related queries** list, click the **Delete** button next to the item you want to delete. The related query will be immediately deleted.

EPIserver Find CMS Indexing job

A **scheduled job** is a service performing a specific task that can be executed repeatedly at a given time interval or when an administrator manually executes it. When installing EPIserver Find there will be a scheduled job added to your website, that is specifically needed for the search and indexing functions. This scheduled job is administered from the EPIserver CMS administration interface. For more information, refer to the User Guide for EPIserver CMS.

The **EPIserver Find CMS indexing job** allows for administrators to re-index the entire site. The job can be started either manually or triggered using the standard scheduling functionality in EPIserver CMS.

These are some scenarios where the scheduled job is useful:

- When indexing all pages after having installed EPIserver Find CMS the first time as existing pages will not be indexed unless they are manually re-published.
- In situations where the automatic indexing has failed or when pages for some reason must be re-indexed.
- When you have done changes of access rights on pages, this will not be detected by the automatic indexing.

Managing Find indexing

Do the following to manage the indexing scheduled job:

1. Log in as an administrator and navigate to the EPIserver CMS **Admin** mode.
2. Select **EPIserver Find CMS indexing job** under the **Scheduled Jobs** section of the **Admin** tab.
3. Check the **Activate** check box to activate the scheduled job.
4. If you want to run the scheduled job manually, click **Start Manually** and the job will be executed.
5. If you want the scheduled job to be run automatically, set the desired time interval in the **Scheduled job interval** field.
6. The time when the scheduled job will be run the next time will be displayed in the **Next scheduled date** field.
7. Click **Save** to save your changes.

The screenshot shows the EPIserver CMS Admin interface. The top navigation bar includes 'Dashboard', 'CMS', 'Find', and 'Add-ons'. The user is logged in as 'testar'. The main content area is titled 'EPIserver Find CMS Indexing Job' and has tabs for 'Settings' and 'History'. The 'Settings' tab is active, showing the following configuration:

- Active
- Scheduled job interval: 1 day
- Next scheduled date: 2012-10-10 00:00

At the bottom of the settings area, there are three buttons: 'Save', 'Start Manually', and 'Stop job'. On the left side, there is a sidebar menu with categories: 'Access Rights', 'Scheduled Jobs', and 'Tools'. The 'EPIserver Find CMS Indexing Job' item is highlighted under the 'Scheduled Jobs' category.

Under the **History** tab, you can monitor the status and results when the scheduled job has been executed.

EPiServer Find CMS Indexing Job

The job has completed. Please refresh the page to see the status.

Settings **History**

| Date | Status | Message |
|----------------------|--------|---|
| 5/29/2012 3:34:45 PM | OK | Indexing job [FlyTruffler] [Page]: Reindexing completed. ExecutionTime: 0minutes 11seconds Number of pages indexed: 120 Indexing job [FlyTruffler] [File]: Reindexing completed. ExecutionTime: 0minutes 0seconds Number of files indexed: 0 |