


# Searching for Business Fitness Content Quick Guide

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## Introduction

This guide is designed to help you get the best results when searching for Business Fitness content in Acclipse Document Manager.

To access the search engine, on your Acclipse menu in Outlook, click  Search and use the **Search Text** field.

The search engine never turns off. You can minimise it and recall it from the bottom right of your task bar (next to the clock).

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## How Content is Structured and Named

When searching it helps to know how Business Fitness content is structured and named.

**Structure:** Content is procedure-driven. Procedures contain step-by-step instructions on how to perform a task and links to relevant tools. It's best to start from a procedure when you're looking for a related tool.

**Naming:** When we develop and name content we determine where it fits into a subject area or process (e.g. ACC) and what the related task and procedure is. Where a procedure fits within a wider group of procedures, we include the subject area or process (e.g. ACC) in the document title.

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## Search Parameters – Default Settings

Generally the most useful search parameters are the default settings: Title, Description, and Keywords.

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## Full Text Parameter – Gives the Greatest Range

To give yourself the greatest range of options, when you're searching for a keyword or concept that you know is within the text of a document, tick Full Text. You can then refine the search by using the filters.

This is great for finding knowledge base content. However, we recommend you don't do a Full Text search for common words (e.g. ACC) as it will produce too many results to be useful. Full Text is useful for more obscure words (e.g. Blackberry).

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## Document Types Filters

This is usually the most useful filter. From here you can select the types of document that you want to search for. For example, if you search for ACC using Procedure as the Document Type, the search will return ACC-related procedures. If you search for ACC using Letter as the document type then only ACC letters will return.

Unless you are already familiar with the procedure, it's best to start from the procedure and select the relevant tool, (e.g. letter, form, website, guide, etc) from there. This ensures tools are used in context.

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## Narrowing Down a Search

You'll get a better result if you think of the process or subject area first and search for a single keyword, then narrow it down by using the filters.

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## Using Multiple Document Types Filters

You can filter for multiple document types. For example, you can search for both Reports and Guides, or for both Procedures and Sub-Procedures.

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## Sub-Procedures

Sub-Procedures are found only in ACC, BankLink, Company Administration, Financial Statements and Trust Administration.

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## File Types Filters

You can filter for File Type if you know what you're looking for (e.g. Word document or Excel spreadsheet).

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## Category Filters

You can filter by category. However, we tend to use this least because you don't always know the category the document is in, and the search engine doesn't search through sub-categories.

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## Wildcards

\* (asterisk) is the wildcard search. It's useful as a short form of keyword, or when you're not sure about your keywords and want to capture a range of options.

Example searches:

- **refund\*** will find refund and refunds
- **minute\*** will find minute and minutes
- **trust\*** will find trust and trusts

You can also use \* at the front of a word.

You can use \* in combination with other relevant filters (e.g. search for **ACC Cover\*** with Document Type **Procedure**).

You can use \* on more than one keyword (e.g. elec\* work\*)

**Note:** Don't put a space between the word and \*

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## Quote Marks

You can use quote marks when you're looking for an exact phrase or combination of words.

This will find the words in the exact sequence you have between the quote marks. You can use these in combination with wildcards and other filters.

For example, "**ACC Cover\***"

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## For Help With:

- Using the software, use your 'Acclipse Document Manager User Guide'
- Finding or using our content, email [support@businessfitness.co.nz](mailto:support@businessfitness.co.nz) or phone 0800 10 58 60  
Or visit [www.businessfitness.co.nz](http://www.businessfitness.co.nz)