



HCSS User's Conference

November 19-22, 2013
Kerrville, Texas

Full Text Search



Full Text Search

- Concept
- Associating Documents
- Demonstration
- What's Next?



Concept

- Current system captures and searches only *metadata*
- Observations
 - Scanned documents often have original source available in digital form
 - Attachment capability is inconvenient for such things as Commissioner Court minutes
- Associated Document
 - Direct link from the metadata to the full text of the original document



Document File Name Information

Enter Document Description:

File Date:

Optional Note Record Information

Book:

Volume:

Page Range: -

Optional Associated DOCX or TXT File

Include Associated File:

Scanning Information

Current DPI Setting that will be used for document scanning: ▾

Current File Format that will be used for document scanning: ▾

Select the type of scanning mode to be used: ▾

Use duplexing when supported by scanner: ▾

Letter Size - Flatbed Scanning
 Letter Size - Automatic Document Feeder
 Legal Size - Flatbed Scanning
 Legal Size - Automatic Document Feeder

Display Image after scanning is completed: ▾

Enter the pathname of a .DOCX or .TXT file to be associated with the image document. (This document is used to enhance text searches.)

Pathname: Browse...

Document Title: New Document
File Date: 11-19-2013

Scan New Document

- Click the checkbox to indicate an associated document is available.
- After the scan, a dialog is displayed to designate the path of the associated file.

Image Processing Index Screen

Documents Scanned: 1

Document Title/Description	Format	Options				
New Document .TIF	TIF	View	RS	CT	DD	AF

Add to an Existing Document

- A new option, AF (Associate File) is available on the Image Processing Index Screen.
- Click the AF option to display the same dialog.

Associate to an Attachment Name

The Attachment Name Preparation screen has had a new file browse control added.

The screenshot shows a web form with the following fields and sections:

- Name:**
(Subject for Court and Council Minutes)
- Address:**

(The address info should only be entered for the attachment to which the return documents are to be mailed.)
- Description:**
(Decision for Court and Council Minutes)
- Record Type Code:**
- Description:**
- Alternate:**
(For minutes, the alternate entry will replace the Description entry display.)
- Associated File:**
- Extended Information Display:** A large vertical text area on the right side of the form.

The "Associated File" field and its "Browse..." button are highlighted with a green background in the original image.

Using Full Text Search

- To search attachments, specify the word(s) in the Search By Name box.
- All words must appear in the metadata, or all in the associated document.
- Additional search capability will be added.

SEARCH BY NAME: - Enter a name and click on "Start Name Search".

Name:

----- TO NARROW YOUR NAME SEARCH, USE THE OPTIONS BELOW -----

Filing Date of Instrument: -- Before - On - After

Event Date of Instrument: -- Before - On - After

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Alternate Name Search:

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Variable Word(s) Search for Minutes Searches:

List in order.

Details, Details

- Supported File Formats
 - Plain text, indicated by file extension .TXT
 - Microsoft Word, using file extension .DOCX
- A copy of the document is made and stored on the server
- The text of the document is extracted and saved on the server
- Demonstration



What's Next?

- Work In Progress
- How will you use Full Text Search?
- What other file formats should we support?
- Should we support built-in Optical Character Recognition (OCR)?
- Please turn your ideas into suggestions



Thank you

