



HCSS User's Conference

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Full Text Search



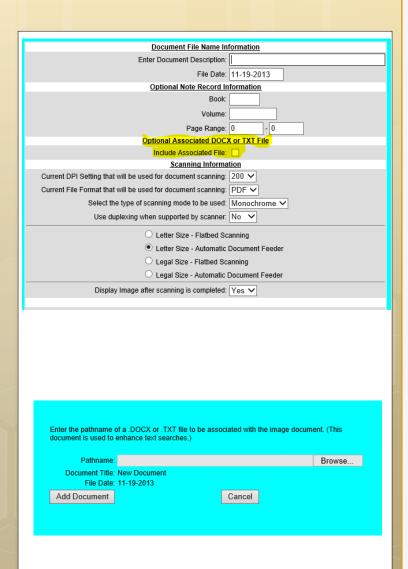
Full Text Search

- 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



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.

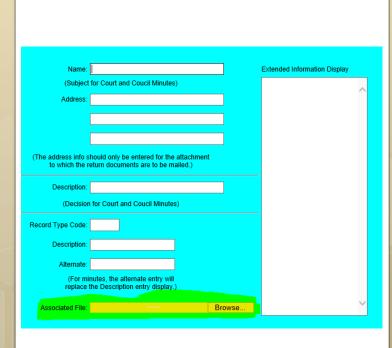


| Image Processing Index Screen | Documents Scanned: 1 | | Document Title/Description | Format | Options | | New Document .TIF | TIF | View | RS | CT | DD | AF

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.

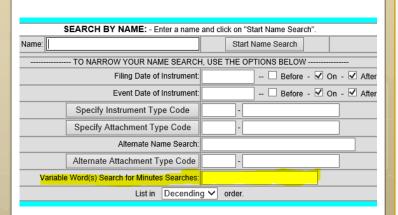




Associate to an Attachment Name

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





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.



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

