

TAB Help

What's Under the Tabs?

Microsearch provides tabs for navigating to various screens used to get things done.

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Unregistered Users

Unregistered Users see the fewest tabs. Generally, unregistered users see the following:



Registered Users

Registered Users fall into two categories: **Site Administrators**, and **Site Users**. The Registered User Home Page Tab structure looks as follows:



Preferences

Clicking the Preferences Tab reveals a list of user preferences that registered users can use to instruct Microsearch to respond in their preferred manner. The preferences that can be set include:

- Which Document filter fields to display along with the opened document;
- Which Document filter fields to display on the Search Results page;
- How many Document Titles to display on each page of the Search Results
- Whether to order the documents in the Search Results page by number of Hits in the documents, in descending order, or in the same order as they are in the Table of Contents;
- Whether to show or hide the context around Hits in the Search Results page
- If Context is to be shown, how many words before and after each Hit to show
- What is the maximum number of words from a document to be shown in the context for a single document
- What filter field to show as the Document Title in the Table of Contents

The Preferences setting page looks like this:

The screenshot shows the 'Preferences for database: Affiliation Agreements' page. It is divided into four main sections: Document, Search Results, Hit Context, and Table of Contents. Each section has several settings and a 'Select Fields' link. Red callout boxes provide instructions for these settings:

- Document Section:**
 - 'Fields to Display: [Select Fields](#)' - Callout: 'Click here to view permitted filter fields'
 - 'Page Set Length:
- Search Results Section:**
 - 'Fields to Display: [Select Fields](#)' - Callout: 'Click here to see permitted filter fields'
 - 'Record Count:
 - 'TOC Ordered: Yes No' - Callout: 'Choose how to order the Hit List: by TOC position, or by number of Hits in the Document'
- Hit Context Section:**
 - 'Hit Context: Show Hide' - Callout: 'Click to show or hide Context'
 - 'Context Size: words' - Callout: 'Choose how much context in numbers of words'
 - 'Max Words:
- Table of Contents Section:**
 - 'Fields to Display: [Select Fields](#)' - Callout: 'Select filter fields to show as Document Title in the TOC.'
 - 'Max Words:

At the bottom of the page, there is an 'Update Preferences' button. A callout box points to it with the text: 'Update Preferences before leaving page.'

Multimedia Search Help Site

A Handy Tutorial for All of MicroSearch's Search Solutions

<http://help.microsearch.net>

These are the settings that Registered Users can change to improve their level of satisfaction:

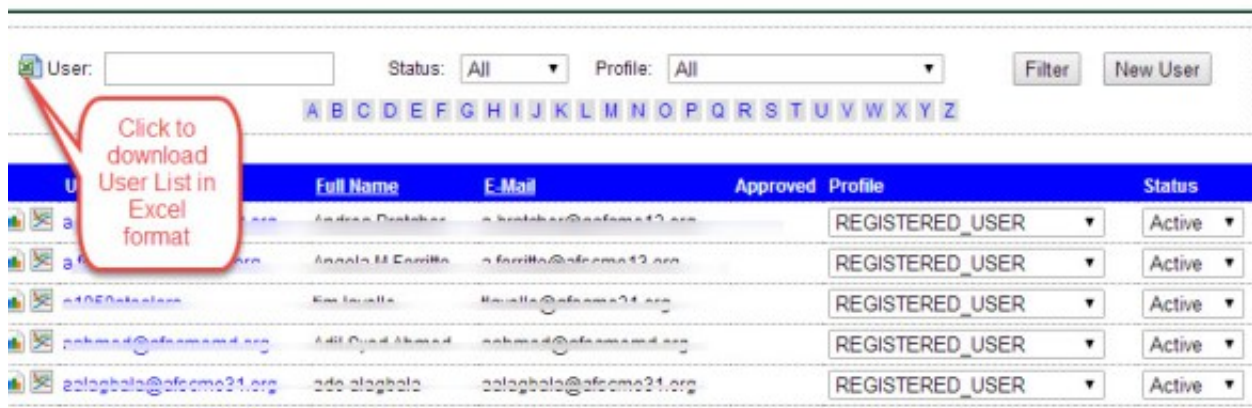
Most of these setting affect the amount of information to be acquired from Microsearch. Users of mobile devices, for instance, might want to minimize the amount of information they download to minimize their broadband costs, and maximize their speed.

Administrator-only Tabs






Two tabs are used by administrators only: Users, and Reports

Users Tab

Under the Users tab, Administrators can view lists of registered users.



The screenshot shows a web interface for managing users. At the top, there are search filters: a text input for 'User', a dropdown for 'Status' (set to 'All'), and a dropdown for 'Profile' (set to 'All'). There are 'Filter' and 'New User' buttons. Below the filters is an alphabetical navigation bar (A-Z). The main content is a table of registered users. A red callout box with a speech bubble points to a download icon in the first column of the table, with the text 'Click to download User List in Excel format'.

	Full Name	E-Mail	Approved	Profile	Status
	Andres Desther	a.desther@afcmo12.org		REGISTERED_USER	Active
	Angela M Ferrillo	a.ferrillo@afcmo12.org		REGISTERED_USER	Active
	Em Ferrillo	eferrillo@afcmo21.org		REGISTERED_USER	Active
	Adil Qud Ahmed	aqahmed@afcmo21.org		REGISTERED_USER	Active
	ado alagbala	aalagbala@afcmo21.org		REGISTERED_USER	Active

Reports

Under the Reports Tab, Site Administrators can find Activity Reports by document database.

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