Finding Terms with the Standard Term Browser View

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Applies To

Software	Version
Acrolinx Server	4.3, 4.4, 4.5

The Search and Filter Bar

The Search and Filter Bar

The **Search and Filter Bar** always appears under the Term Browser header graphic when you are in the **Term Browser**.

When you first open the **Term Browser**, the **Search and Filter Bar** displays the default filter but no search results appear. This behavior is due to the following:

- The default filter is set to show all terms unless the **Term Browser** administrator has customized the default filter for the **Term Browser**.
- If the default filter is set to show all terms in environments with more than 100 users, the database performance may slow down whenever a user opens a **Term Browser** window.

To see the results of the default filter after opening the **Term Browser**, perform one of these actions:

- Enter the following URL: `http://<SERVER_ADDRESS>:8031/termbrowser/termbrowser.html#list=yes`
- Use the menu elements:

  1. Open the **Filter** menu.
  2. Click Default Filter.
  3. Click OK.

Using Filters

The Filter Action Bar

The **Search Filter** enables you to build a structured search query which is expressed as a **Filter Description** within the **Filter Action Bar**.

Filter description
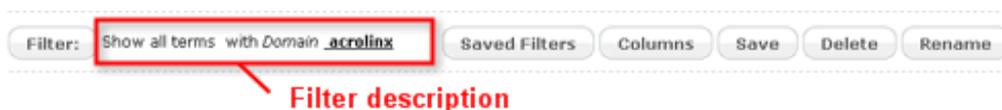
The **Filter Action Bar** contains all the controls necessary to edit a search filter:

The Filter Section in the Navigation Menu

You can have several filters open at the same time, and switch between open filters using the **Navigation Menu.** Each open filter is displayed as a menu item in the **Filter** section of the **Navigation Section** of the **Navigation Menu,** with the **Active Filter** highlighted in white.

You can use the close buttons to close filters and remove the menu items from the **Navigation Menu**. The **Filter** menu item always displays the results of the most recent search.

The Search Results Table

When you open a filter, all matching terms are displayed in the **Search Results Table**. You can customize the appearance of the search results table to reveal or hide information. For more information see the topic Changing Columns and Rows in the Search Results Table. When you save a filter, Acrolinx stores your selection of the Group by term entry option as well as other changes that you have made to the search results table.

Creating a Filter

To create and save a filter, follow these steps:

1. Click the Filter button to open the **Search Filter Menu**.

2. Add criteria to the search filter.

3. Click the Save button.

4. In the dialog box, enter a name for your filter.

5. *(Optional)* Select the **Default Filter** checkbox to set your new filter as the **Default Filter**.

The **Default Filter** appears when a user first opens the Term Browser.

6. Click OK.

Adding Criteria to a Filter

The following fields in the **Search Filter Menu** enable you to add search criteria to a **Search Filter**.

Name	Description
Term	Filter terms by term name or part of a term name. You can use the wildcard character '*' or '%' multiple times, and in any part of the search string. For example, enter one of the following: • 'multi*' to find all terms that begin with 'multi' such as "multi-byte", "multi-homed host" • '*ing' to find all terms that end with 'ing' such as "finding", "loading" • '*manag*' to find all terms which contain the string 'manag' such as "term management", "area manager"
Head Term	Filter for terms which are, or are not, head terms. Filtering for head terms only enables you to see a list of distinct term entries.
Term Entry ID	Enter the term database ID of the head term to filter for all terms which belong to a specific term entry.
Custom Fields Section	The fields in the **Custom Fields Section** enable you to filter terms by the values of their custom fields. Use the first dropdown to select the custom field that you want to search within. The second field displays as a dropdown or text field depending on the data type of the custom field you have selected. To search within custom fields which have the data type text: • In the text field which appears, enter your search text and include the wildcard character "*" if necessary. If you do not use wildcards, the search filter tries to match the entire contents of a field. To search within custom fields which have the data type category: • In the dropdown, select the list item you want to search for.
Inflected Term	Filter for terms based on whether they have the "check inflections" setting enabled.
System Fields Section	The fields in the **System Fields Section** enable you to filter terms by the values of their system fields. Select multiple list items to filter on more than one possible value.
Has translation into	Filter terms which have a translation into a particular language, or filter terms which have any kind of translation.

Name	Description
Created by Changed by	Filter terms that were created or changed by a particular user.
Created on Changed on	Filter terms that were created or changed in a specific time period. To see the time fields, click a date in the calendar popup. Enter the time in **24 hour** format.
Created Since Changed Since	Filter terms that were created or changed in a time period that is relative to today's date. • Select today to see all terms that were created since 00:00 today. • Select yesterday to see all terms that were created since 00:00 yesterday. • Select in the last ... days and enter a number in the input field to see all terms that were created within a specific number calendar or days before the current date. This option also includes terms that were created today.

Tip: When you open the Dashboard, the *created on* and *changed on* times are displayed relative to the time settings on your computer.

Example: If you are in New Delhi and create the term 'test' at 2:30pm, the *created on* time for the same term appears as 4:00am to a user in New York.

If users in both New Delhi and New York filter for terms created after 9:00am in the same day, only the users in New Delhi will see the term 'test' in the filter results.

To add criteria to a search filter:

- After editing a field, click the Add button to add the criteria to the filter.

  When you have finished adding criteria, click the OK button.

Changing Columns and Rows in the Search Results Table

You can adapt the columns in the **search results table** to display information which is relevant to your role or workflow step. A column is available for every field within a term including any custom fields you may add later.

You can also use drag-and-drop functionality to change the order of the columns, or click the column headers to change the order of the rows.

Any changes you make to the **search results table** are saved as part of the **Filter** when you click the Save button.

To add a column to the search results table, follow these steps.

1. Click the Columns button.

   A list of available columns is displayed, divided into three sections:

   ○ The first section contains **system fields**.

   ○ The second section contains **custom fields**.

- The third section shows **translations** of a term. There is a column for each language defined in the category *language*.

2. To add columns, click the check boxes next to the desired fields
3. Click OK.

To change the order of a column, follow these steps.

1. Mouse over a column name, then click and hold the left mouse button.
2. While holding the left mouse button, move the cursor to the new column location.

   The column header appears in a yellow box and follows the cursor.

   When you move the cursor over a column separator, a green vertical arrow appears. This arrow indicates that you can release the mouse button.
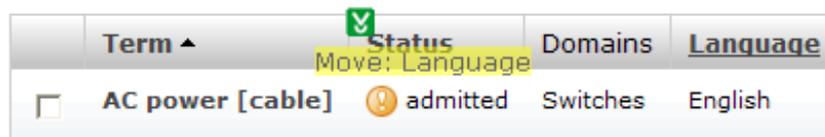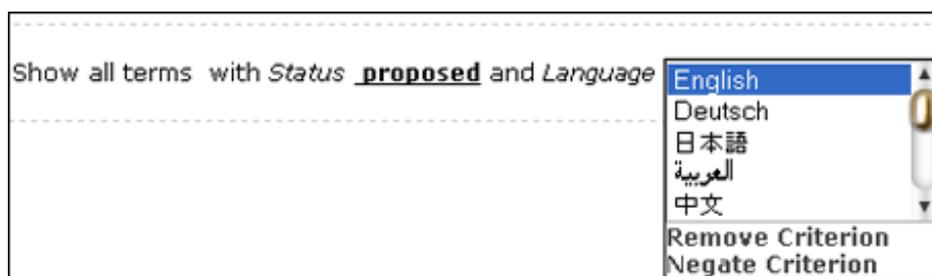

3. Release the left mouse button to drop the column into the new location.

Editing Search Filter Criteria

Editing Filter Criteria

After you have created a filter, the Terminology Manager displays the query as a **Filter Description** above your search results. The bold underlined words are also **Filter Criteria** which reflect your search.

You can use the **Filter Criteria** in the **Filter Description** to adjust your search without opening the filter menu.

To edit a criterion in the filter description, follow these steps:

1. Click a **Filter Criterion**.
2. In the menu which appears, choose from one of the following actions:

   - Select or enter a new search criterion.
   - Click **Delete Criterion** to remove the search criterion from the query.
   - Click **Negate Criterion** to search for all terms which *do not* adhere to the search criterion.

     Example: Show all terms where the category *language* is not *English.*

Opening and Closing Filters

To open a saved filter, follow these steps:

1. Click the Saved Filter button in the top right of the **Filter Action Bar**.

2. In the dialog box, click the name of the desired filter.

   Tip: The default filter is indicated by a star icon.

   The filter name appears as a menu item in the **Filter Section** of
   the **Navigation Menu**.

To close a saved filter, follow this step:

- Click the Close button next to filter name in the **Navigation Menu**.

  The Terminology Manager switches to the next open filter.

To clear a search filter and show all terms, follow these steps:

1. Click the Filter button to open the **Filter Menu**.
2. Click the Reset Filter option.

   Important: This action clears the active search filter but does not close it. If you save the filter
   after using the Reset Filter option, all previous settings for the filter are overwritten.

Showing or Hiding Linked Terms

The Linked Terms button enables you to control the display of linked terms in the **Linked Terms**
column. You can show or hide linked terms based on their status or language.

To show or hide linked terms, follow these steps:

1. Click the Linked Terms button.

2. In the menu which appears, select or deselect the options in the **Status** and **Language**
   sections.

   Example:

   Your filter displays a list of English terms.

   The **Linked Terms** column displays translations in several languages, but you only want to see
   the German linked terms which have a preferred status.

   1. In the **Status** section, click Deselect All and select *preferred*.

   2. In the **Language** section click Deselect All and select *German*.

3. Click OK.

Grouping Terms by Term Entry

You can **group terms by term entry** to see all terms that belong together. A term group displays all synonyms and translations. Each term group is displayed in a separate section of the search results table. This feature is especially useful if your terms usually have many synonyms and translations. If you group the terms by the term entry, you get a better overview of the terms that describe the same concept.

When you save a filter, Acrolinx stores your selection of the Group by term entry option as well as other changes that you have made to the search results table.

To group terms by term entry in the search results table, follow these steps:

1. Apply a filter or directly search for a term to view a list of terms.

2. In the navigation bar, click Group by term entry.

   The search results table now displays the terms as term groups. Each group displays the terms that belong to the same term entry.

Have more questions? Submit a request

Comments