



# Basic IQX CV Searching using Microsoft Indexing Services

Searching is much quicker when the search terms are all included in one CV criteria box on the search screen. For every separate instance of the criteria of CV being included in the search, IQX has to search the entire database and save the results in a separate table for each one before searching again. By combining words in one instance of the CV search criteria, CVs are only searched once and the search will be much more efficient.

The below two examples return the same list of matching candidates.

Example 1 takes around six seconds to return, Example 2 takes almost two minutes to return the same results.

The screenshot shows the 'Select Person' window. The 'Criteria' tab is active. The 'CV' checkbox is checked, and the search term 'flash and (develop\* or program\*)' is entered in the text box. Other criteria like 'Address' and 'Registration Date' are also visible but not selected. The 'Department' dropdown is set to 'Non-Departmental'. The 'Search' button is highlighted.

The screenshot shows the 'Select Person' window. The 'Criteria' tab is active. The 'CV' checkbox is checked, and the search term 'flash' is entered in the text box. To the right, there are two more 'CV' checkboxes, each with its own search term: 'develop\*' and 'program\*'. The 'Address' and 'Registration Date' criteria are also visible. The 'Department' dropdown is set to 'Non-Departmental'. The 'Search' button is highlighted.

## Tips on Index Server Searching

and

Using 'and' will look for instances of both words:

Example

Java and Delphi

near



There is also 'near' which will look for two words near each other:

Examples

```
Java near Delphi  
"Java Developer" near "Delphi Developer"
```

### **not**

Java and not Delphi means that Java must be found but there must be no instance of Delphi.

Example

```
Java and not Delphi
```

### **or**

Java or Delphi means that either Java or Delphi must be found.

Example

```
Java or Delphi
```

**multi word phrase** to search for a multi-word phrase use double quotes

Example

```
"java developer"  
"java developer" and "delphi developer"
```

### **Hitcount**

Searching for the word 'Java' will return a Yes or No on the first Java it finds - it takes no notice of the number of times found.

If you add 'and @hitcount>3' It will look for 3 instances before it returns Yes.

Example:

```
Java and hitcount>3
```

will return when Java is found 3 or more times within the CV.

Any **word sequence** needs to be in double inverted commas.

Example:

```
"Java Developer" and hitcount>3
```

To look for multiple hits of a word use:

```
and @hitcount>*
```



where \* is a number. You can use any relational operator = > < >= <=

Example

```
java and @hitcount>2
```

will only return records with more than 2 counts of java

```
"java developer" and @hitcount<=3
```

will only return records with equal to or less than 3 counts of java developer

The wildcard character (\*) can match words with a given prefix.

Example

```
esc*
```

matches the terms "ESC" "Esc." "escape" "escapade" and so on.

Or (\*\*) will match words based on the same stem word

Example

```
fly**
```

Matches based on the same stem as "fly," such as "flying," "flown," "flew," and so on

### Further tips

You can add parentheses to nest expressions within a query. The expressions in parentheses are evaluated before the rest of the query.

Use double quotes (") to indicate that a Boolean or NEAR operator keyword should be ignored in your query. For example, "Abbott and Costello" will match pages with the phrase, not pages that match the Boolean expression. In addition to being an operator, the word and is a noise word in English.

To use specially treated characters such as &, |, ^, #, @, \$, (, ), in a query, enclose your query in quotation marks (").

To search for a word or phrase containing quotation marks, enclose the entire phrase in quotation marks and then double the quotation marks around the word or words you want to surround with quotes.

Example

```
"World-Wide Web or ""Web""
```



searches for World-Wide Web or “Web”

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