I. The Search Bar

The search bar is available in all tabs of EMIS. The search is done in the full database, so as the result you are likely to see articles, researches, companies and lot more.
1.1 Mega Menu

Whenever you click in the search bar, a Mega Menu will appear with some filters you can use to make your search more precise.

The contents in the Mega Menu are:

Saved/Latest Searches:
- Here you will see your Saved Searches. By clicking on one of them, you will perform the search. If you have no saved searches, your latest searches will be visible here. If it is your first search performed, this filed be left blank.

Regions and Countries:
- This is a multi-selection dropdown allowing you to search in all countries of your subscription. By default, all your country settings are represented in the dropdown, but you might add or remove any countries or regions you want.

Language:
- Here you might select the language(s) of the items you search for. The default is the language of the countries selected (e.g. in case of Russia and Brazil you will see English, Russian and Portuguese languages), but you might remove any of these languages.

Date Range
- You can select here any publication date for which you want to see items in the search. The default is Last 12 month, but we remember your last choice by cookies.
1.1 Mega Menu

Whenever start typing the left pane will be transformed to auto-complete and keyword transformation boksz.

Keyword Transformation
- If you are starting typing and the last keyword you type matches a country/industry/publication type, we will offer you adding a filter instead of the keyword. E.g. if in the case displayed you click on Set filter: China, chin will be removed and China will be added as a country filter (replacing the currently selected 165 countries)
- Priority order is: country>publication type>industry
- Among industries the main ones are supported (2-3 digit NAICS usually).
- Supported publication types: news, reports, statistics
- Transformation is always based on your user interface language.

Auto Complete:
- When you will type a keyword in the search box, you will get automatic Company, Industry, Sources and Previous Searches suggestions. If you click on one of them, you will be navigated directly to that page instead of the search results.
- E.g. if you start typing China, you will get China Petroleum and Chemical Corporation as a suggestion.
2. Boolean Search Operators and Search Functionalities

Both within the search bar and in the "Refine Search" view in the results page, you are allowed to use Boolean operators. These are:

<table>
<thead>
<tr>
<th>Operator</th>
<th>Examples</th>
</tr>
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<tbody>
<tr>
<td><strong>AND</strong></td>
<td>Using AND means that you want all keywords with AND between them within the search results. So, if you search for telecom AND industry AND growth you will get hits containing all 3 words. Please note that AND is the default Boolean operator we use (except in Chinese language, where OR is the default), so if you do not add any other operators between keywords, we consider that you want to see all keywords in the results. If you type telecom industry for instance, it is equivalent to telecom AND industry.</td>
</tr>
<tr>
<td><strong>OR</strong></td>
<td>telecom OR industry This search will retrieve articles that contain either the word telecom or industry or both.</td>
</tr>
<tr>
<td><strong>NOT</strong></td>
<td>telecom NOT industry This search will retrieve articles that contain the word telecom, but not industry.</td>
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<tr>
<td><strong>NEAR</strong></td>
<td>internet nearN banking (where N is an integer) This search will retrieve articles that contain Internet within N words (or less) of the keyword Banking. <strong>Note:</strong> The N is optional; if omitted, the number 10 is assumed. Values must be 1 or more.</td>
</tr>
<tr>
<td><strong>Parentheses</strong></td>
<td>Use parentheses () to separate search operators. Take for instance, a search such as the following: (PE OR “private equity”) AND ITES This search will retrieve articles containing any of the words (phrases) in within the parentheses, and the word ITES.</td>
</tr>
<tr>
<td><strong>&quot;</strong></td>
<td>bank* This will retrieve articles containing words derived from bank: bank, banks, banking, banker, etc. It can be used only at the end of words.</td>
</tr>
<tr>
<td><strong>?</strong></td>
<td>The ? operator will substitute for any character. Use ? to search for words which can be spelled in different ways. For example: if you search for organisation, the search will retrieve results containing either organisation or organization.</td>
</tr>
<tr>
<td><strong>%, $, £, ¥, €, +</strong></td>
<td>These special characters are considered in search, so if you will search for $100, your search results will not contain words without &quot;$&quot;.</td>
</tr>
<tr>
<td><strong>Stemming</strong></td>
<td>When you are doing a single language search, we enable stemming. Stemming means that we find your keyword’s root form and we will search for all keywords with the similar root. For example: if you search for manufacturing, you will get results with the following keywords: manufacturing, manufacture, manufacturer, manufacturers etc. If you want to turn off stemming, put your keywords into quotation marks. Stemming is by default turned off in the following languages: Turkish, Hungarian</td>
</tr>
</tbody>
</table>

Please note that if you use any Boolean items in search, those are always treated as Boolean operators and not as keywords unless you put them into quotation marks. E.g. if you search for has not results containing has, you search for "has not get articles containing the exact phrase has".
3. The Search Results Page

Once you push the search button in the Search Bar, you will be navigated to the Search Results Page. Here next to the number of results you see all the filters you have selected in the Mega Menu. In the search bar you see the keywords you searched for. Below the search bar you see the search results sorted by relevance.
3.1 The Filters

In the search filters you have all options as in the Mega Menu and in addition to those you have the following options:

- **Industries:**
  - You will see items tagged to the industries of your choice.

- **Sources:**
  - Here you can select your preferred sources like a newspaper or a research provider.

- **Source Types:**
  - Based on your selection, you will see items in results from the sources you are interested in – like Banks/Brokerage Houses, Newspapers etc.

- **Page Counts:**
  - You can select the length of the documents you want to search in. Please note that it works best for pdf and Word formats.

- **Content Types:**
  - Here you can select what kind of items you want to see: News, Statistics, Press Releases etc.

- **Search All Text, Search Title Only, Title and Abstract Only:**
  - This is a radio button search. You might choose here in which part of the item's text you want to search. The default is search all text, which means that your keywords can appear in any part of the item.

- **Topics:**
  - Here you might select Topics you are interested in like Economy, Market Forecast, Compliance, M&A Deals and many more.

- **Document Format:**
  - You can select here what kind of document formats would you like to see (html, pdf etc.)

- **Show Similar Articles:**
  - In the press, articles of news agencies, PR agencies etc. Are published by several sources. In order to keep your search results clean, we only display those articles once. If you would still like to see them from all sources, select this checkbox.
3.2 The Results

The results of your search are grouped by types in tabs.

- By default you will see all results in the “All” tab.
- You may navigate between these tabs if you want to see specific results like Companies, News etc.
- Only tabs with search results are displayed. If there are no results for statistics, the Statistics Tab is not displayed.
- As many of these types have subtypes as well, you have an additional level of navigation. For instance in the Documents Tab you might choose to display only News or Analysis/Research etc.

You might select multiple non-pdf article results and view them.

Results can be sorted by relevance (default), date and other parameters depending on the tab selected.