Performing a Keyword Text Search

Goal
You will create and execute a keyword document search.

Searches for words or phrases contained in the text of the document.

NOTE: More detailed help instructions can be found in Rational under Help>User Guides on the toolbar.

Prerequisites
The user knows the keywords they want to perform a search against

Perform a Full Text and Metadata Search

1. Sign into the Key Word Search Rational Governance Application.
2. Select the Project (Oracle Awards or Proposals) you would like to perform a search against by clicking on the Project's Name.
3. On the window that returns, select Analytic Tools menu and then select Search from the dropdown list.
Performing a Keyword Text Search

On the window that returns, click on the **Full Text Element**. It will then add to the right the Full Text, and you can change your operator by clicking on the **Red** text. Then click on the red **Click to insert** to enter your keyword.

**Note:** Review the document called ‘QUICK REFERENCE SHEET – FULL TEXT & BATCH SEARCH’ for more detail on the various search and special syntax options available (And/Or select the exclamation point next to Full Text Element for a summary of the special syntax options).
4. To add more rows, click on the **Full Text Element** again, and you will see a new row on the right. You can change your operator to an **OR** when searching for different variations of a word.

![Image of Full Text Element](image1)

**Example:**

![Image of Full Text with OR operator](image2)

5. Optional: To further define your search using the custom fields called **Metadata**, click on the **Metadata** tab and then click on **Metadata Field**.

![Image of Metadata Field](image3)

6. You can search for the field name or scroll through the list of fields. **NOTE: ORACLE AWARDS FIELDS BEGIN WITH 'A-' THE REST ARE PROPOSAL FIELDS**, so ensure you select the fields appropriate to the area you are searching. Hover your cursor over to the right until you see the 'Check Mark' and click the checkmark to add the field to your search.

![Image of Metadata Field Selection](image4)
Example of adding Proposal Status is ‘Awarded’:

<table>
<thead>
<tr>
<th>Proposal Status</th>
<th>Awarded</th>
</tr>
</thead>
</table>

7. Next, group the ‘Or’ on the keywords if needed, click the four-arrow icon to merge up, and continue with the rows you would like to perform that on.

Example, you can see the Full Text is boxed in Green
8. When ready, click the **Search** button to perform your search. When results are returned, click on the document name to view the document and analysis to find the hits on your keywords.