

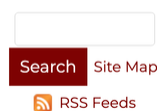
Site Search

For larger websites with a lot of content, finding a specific article or resource can be time consuming. The Site Search module makes it easy for members to locate what they need quickly, without having to browse through menus or scroll through pages. This is especially useful for sites that regularly post news, updates, or reference materials, where older content can otherwise be hard to track down.

The Site Search module allows members to search for content within your UnionActive website. Once activated, members can enter a search term and quickly find matching content across your site.

One of the handy extras that comes bundled with the Site Search module is a built-in Site Map link and RSS Feeds link, both of which appear directly alongside the search field. The Site Map provides a full hierarchical overview of your website's pages and structure, making it easy for members to get a bird's-eye view of everything available on the site. The RSS Feeds link allows members to subscribe to your site's content and receive updates automatically. Together, these three features make the Site Search module a useful all-in-one navigation tool for your members.

Search



Site Map

Main Menu

Home Page

About

Template Header Examples

Officers & Staff

Events

Photos

Offices

News Feeds

Modules

Contact Us

Member Resources

Member Home

Add New Page

Sub Menu

New Menu Item

Photos

Activating the Site Search Module

To add the Site Search module, navigate to the module selector on your homepage, select Site Search from the dropdown menu, and click Add Module. Once added,

you can reposition it using the move up or move down module controls.

Indexing Your Site

Update Site Search



► Update the Site Search information

Before the search feature will return results, you'll need to index your site. To do this, go to Admin Area > Settings Tab and click the Update Site Search link. On the next page, click Start Indexing and wait for the process to complete. Once indexing is finished, the search feature will have a searchable database of your site's content to draw from.

If the site search isn't returning results or seems to be missing content, re-indexing is usually the fix. It's a good idea to re-index every few months, or more frequently if you post new content on a regular basis.

Update Site Search

Click the button below to re-index the database content on your site.

This will update the site search information when a user searches for content on your site.

You only need to index your site every month or so.

Indexing can take a while, please be patient after clicking the button.

<<< Start Indexing >>>

Only Click the Button Once.