OCULUS Supplemental Index

An OCULUS document can be indexed under multiple Facility IDs or under multiple document types. This is achieved by creating a supplemental index when you insert the document.

To insert an object with a supplemental index

1. In the Navigation Bar, place mouse cursor over **Actions** and choose **Insert**. The Insert page appears.

2. In the **Catalog** list, click the catalog that you want this object to be inserted into.

3. In the **Profile** list, click the profile that you want to use to index this index entry. A list of properties associated with the profile you choose appears on the right side of the page.

4. In the **Object Type** drop-down list, click the type of object you want to insert.

5. In the property fields, specify the properties you want to use to index this index entry.

6. Select the **Create Supplemental Index** option.

7. Click **Next**. The Summary page appears, outlining the index information you provided.

8. If the object you are inserting is a document, click **Browse** and navigate to the location of the file you want to insert, select the file and click **Open**. The Summary page appears and the path to the file you chose appears in the **Select file to insert** field.

9. Click **Insert.** The Add Supplemental Index page appears.

10. In the property fields, specify your supplemental index property values. OCULUS automatically provides the   same Catalog, Profile, and Property values that were used to index the original object when it was inserted.

Note: If you want to insert the object into a different catalog or profile, change the property values, or insert the object into a folder please make the appropriate modifications at this time.

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11. Click **Next**. The Summary page appears, outlining the index information you provided.

12. Click **Add.** The object is inserted with a supplemental index. The Add Supplemental Index screen appears, allowing you to create another supplemental index. You can create as many supplemental indexes as you want.

Adding a Supplemental Index to an Object Already in OCULUS

In addition to adding a supplemental index to an object when you are inserting the object, you can also add a supplemental index to an object that already is inserted into the OCULUS system. You can an add a supplemental index to an object already in OCULUS from the Workspace or Search Results pages:

To add a supplemental index from the Workspace or Search Results pages

1. In the Search Results list, select the object you want to add a supplemental index to.

2. In the **Operations** drop-down list, click **Supplemental Index**. The Add Supplemental Index page appears.

3. In the property fields, specify your supplemental index property values. OCULUS automatically provides the same Catalog, Profile, and Property values that were used to index the original object when it was inserted.

   Note: If you want to insert the object into a different catalog or profile, change the property values, or insert the object into a folder please make the appropriate modifications at this time.

4. Click **Next**. The Summary page appears, outlining the index information you provided.

5. Click **Add.** The object is inserted with a supplemental index. The Add Supplemental Index screen appears, allowing you to create another supplemental index. You can create as many supplemental indexes as you want.