



DATASHEET · UNDERSTAND · SMART SEARCH

What was that document called again? Now it is enough to say what is in it.

Smart Search finds documents through full text, the text from scans, entities and meaning, all in one result list. For anyone looking for a document without knowing its file name or where it was filed.

AT A GLANCE

Four sources in one ranking: full text, OCR, semantic and entities. The result line shows where the matches come from, and inside the document you jump from match to match.

01 · WHAT IT IS ABOUT

The file name is forgotten. The content is enough.

When people look for a document, they rarely know the file name. They remember the sender, an amount or what it was about. The search uses the index AI-DMS builds while reading, and it finds scans and photos too.

SOURCES

Full text, OCR text from scans, semantic via embeddings, entities

SCOPE

Current workspace or all workspaces you have access to

IN THE DOCUMENT

Matches highlighted on the page, jump from match to match

ACCESS

Search bar in the app, REST API and MCP tools

**One ranking**

Full text, OCR, semantic and entities come together. The result line counts how many matches come from each source.

Search by meaning

For a question or from three words on, the app also searches by meaning. That finds documents that describe what you want in other words.

Scans included

The OCR text from processing is part of the index. Scanned PDFs and photos are found just like digital documents.

Matches in the document

Open a result and the search term is highlighted on the page. **Next match** moves on, and the match list names the pages.

Filters and scope

Under **Filters** you narrow down by document type, keywords, status, region, date range or signature.
Save current filter keeps a selection.

Search by voice

With **Voice input** you speak the search term and the app types it into the search bar. Recent searches are ready to run again.

02 · HOW IT WORKS

Type, narrow down, open.

Search needs no setup. It works with the index AI-DMS builds during processing: text, OCR, embeddings and entities.

1

Enter a search term

Type a word, a number or a sentence in the search bar, for example "lease warehouse Hamburg".

2

Choose the scope

Current Workspace or **All Workspaces**. Search always covers the workspaces you have access to.

3

Narrow down

Filter by type, date range or status under **Filters**. The list updates right away.

4

See the match

Open a result. Use **Search in document** and **Next match** to step through the matches on the pages.

TECHNICAL DATA

FEATURE	DETAILS
Sources	Full text (file name, metadata, recognized text), OCR, semantic, entities
Ranking	One shared ranking across all sources, match count per source
Filters in the app	Document type, keywords, status, processing, region, date range, signature, audit
Modes via API	Hybrid, semantic, full text, exact (value of a metadata field) with relevance threshold
Embedding layers	Summary, full text, page, paragraph, metadata (po_embeddings_search)
REST API	documents/document-search, documents/ocr-search-hits
MCP	po_documents_search, po_search_advanced, po_embeddings_search, po_documents_similar_find

03 · IN PRACTICE

Found, though nobody remembered the name.

That old contract

Someone searches for “lease warehouse Hamburg”. The search finds the scanned contract through its OCR text, even though the file is called Scan_0042.pdf.

An invoice number on the phone

A supplier gives you an invoice number. You type it in, open the result and see the number highlighted on the page.

Across all workspaces

Management searches for a sender in **All Workspaces**. Matches come from every workspace they have access to, in one list.

FREQUENTLY ASKED QUESTIONS

When does the app search by meaning?

For a question and from three words on, semantic search via embeddings joins in. A single word or a number is found quickly through full text, OCR and entities.

Does everyone see every match?

Everyone sees matches from the workspaces they have access to. That applies in the app, via the API and over MCP.

Does search find scanned documents?

Yes. The OCR text from processing is part of the index. Scans and photos are found like digital documents, and the match is highlighted in the document.

Can I choose the search mode myself?

Via the REST API and the MCP tool `po_search_advanced`: hybrid, semantic, full text or exact for the value of a metadata field such as an invoice number, plus a relevance threshold.

GET STARTED

Find your next document in your own words.

Sign in to the app, open a workspace and describe in the search bar what you are looking for.

paperoffice.ai/en/ai-smart-search-semantic-document-search



MORE ABOUT THE MODULE

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