

Searching City Records

You will be able to search on **Document Type** (Communications, Contracts, Minutes, ordinances, resolutions), **Name**, **Number**, or **Date/Date Range**. If you do not know any of these three items, you can search on a word contained within the documents. This is called a Full-Text Search. See page 3 for Full-Text searching instructions.

1. Click on the link from City Clerk site.
2. You will then be presented with a document Search screen. If you want to clear the last search performed, simply click the **Clear Criteria** button.

Search: CC External

Index Fields Show/Hide

Doc Type
ORDINANCES

Name
☆

Number
☆ 7511

Date (MM/dd/yyyy)
to

System Fields Show/Hide

Options

Full-Text

Criteria

Query After Indexes

Search Clear Criteria

3. Select one or more of the following (you can combine indexes) Year, Number, and/or Document Type. In above example we are searching for **Ordinances** and **7511**.
4. Click the **Search** button and the search list will appear. In this example there is only one record.

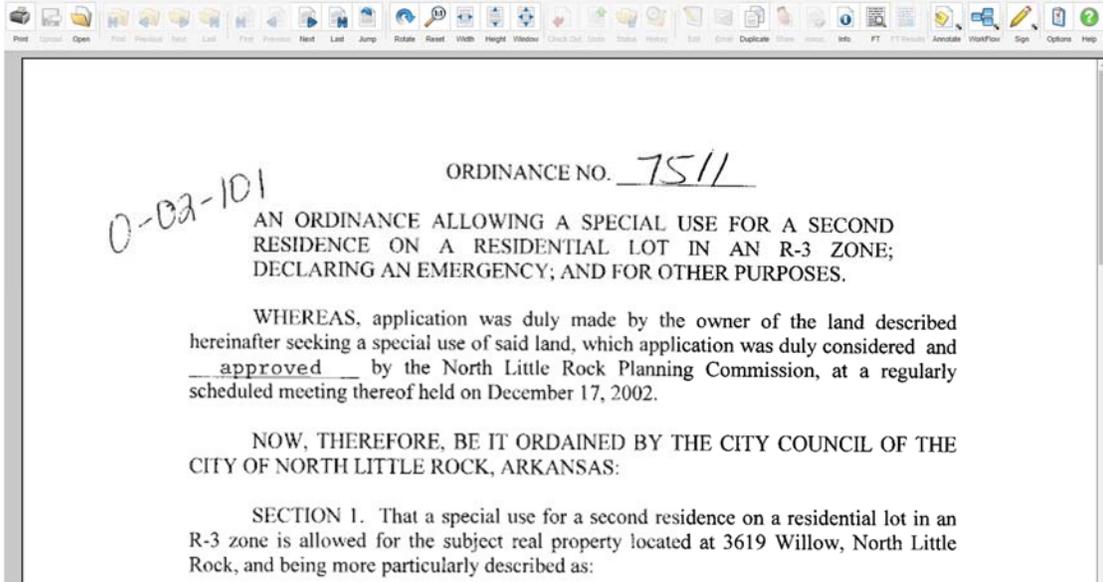
Home / Projects / Search / CC External

Expand Select Detail Refresh List Results Rebuild

Drag and drop here to group by columns

Doc Type ↑	Name	Number	Date
ORDINANCES		7511	12/23/2002

5. Double click on one of the listed items and the selected document will open.



6. If you wish to search for another document simply click the **Search** option on the upper left of screen.



Full Text Searching:

If you do not know the **Document Type, Name, Number, or Date/Date Range**, you can search instead on a word contained within the documents.

1. Use the **Full-Text Criteria** field to search for words contained in a document. In our example we are using the word "sidewalk". **Boolean Search** is the most common full-text search so you can leave this setting selected.

The screenshot shows a search configuration window titled "Search: Ordinances and Resolutions". It has several sections: "Index Fields" with a "Show/Hide" link, "System Fields" with a "Show/Hide" link, "Options", "Full-Text", and "Criteria". The "Criteria" section contains a text input field with the word "sidewalk" and a "Query After Indexes" checkbox which is unchecked. A red arrow points to the "Criteria" section.

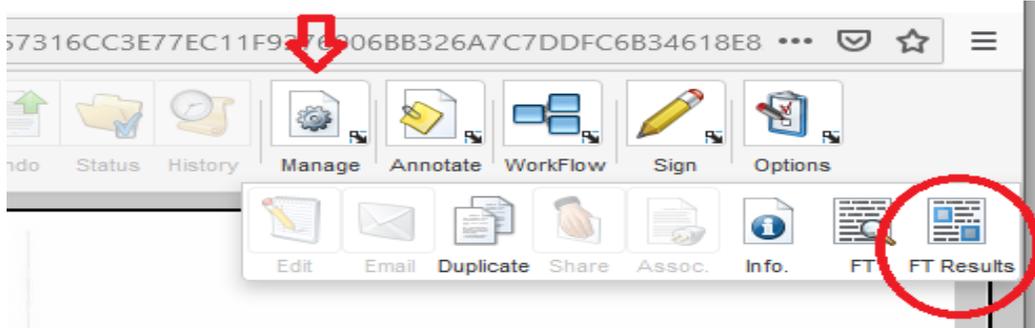
2. Click on the **Search** button.
3. You will then be presented with a list of documents that will also show some of the opening text of each document.

The screenshot shows a search results page for "Ordinances and Resolutions". The page has a navigation bar with "Home / Projects / Search / Ordinances and Resolutions". Below the navigation bar is a toolbar with icons for "Expand", "Select", "Detail", "Refresh", "List", "Results", and "Rebuild". The main content area is a table with columns: "Year", "Number", "Document Type", and "@Status". The table contains three rows of results, each with a score of 25 and 1 hit. The first row is for ORD 1136, the second for ORD 1202, and the third for ORD 1206. Each row shows a snippet of the document's opening text.

Year	Number	Document Type	@Status
1993	ORD 1136	Ordinance	
1994	ORD 1202	Ordinance	
1994	ORD 1206	Ordinance	

4. Double click on one of the list items and the selected document will open (like step 5 on page 1).

5. You can also find the searched word on each page of the open document by clicking on the **Manage** button from the viewing toolbar and selecting **FT Results** (see fig 6). If your PC screen is larger **FT Results** button will be located directly on the regular toolbar.



6. Doing so will display the pages of the open document where this word appears as well as the context of the word searched.

Page ↑	Word/Phrase	Context
4	sidewalk	... or other public ways and places. any disturbance of pavement, sidewalk driveway, or other surfacing, the 1, at its own cost ...
4	sidewalk	... a manner approved by the City Engineer restore all paving, sidewalk driveway, or surface of any street or alley . as ...
4	sidewalk	... street shall be placed at the outer edge of the sidewalk . curb line; and those placed in alleys shall be ...

View Cancel

7. Double click on the page or click the **View** button to open page.

Please Note: Using the online **Help** will provide more detailed information about using this portal.