

Full-Text Document Searching

Full-Text option will search across all document types. This option lets you perform searches on documents using words or phrases, or by using operators such as AND and OR.

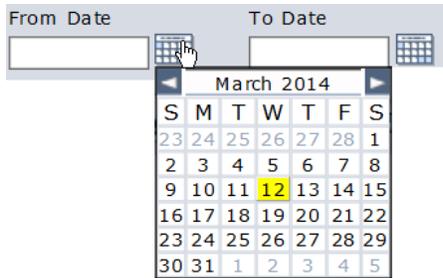
Full-text searches can also be combined with date range searches to filter the documents being returned.



When searching for an exact word or phrase it is best practice to use quotes before and after the word or phrase. For instance, searching for **election** will return: **election** or **selection**. Typing **"election"** will return documents with **any form of election** (e.g., *election, elections*). So, use quotation marks around your words and phrases.

You can also perform more [Complex Searches](#).

1. Click in the **Search** field, and enter the desired word or phrase.
IN THIS EXAMPLE, "ELECTION" IS TYPED.
2. Click in the **From Date** field, and enter a date (MM/DD/YYYY) or click on the calendar icon and select the date.
3. Click in the **To Date** field, and enter a date (MM/DD/YYYY) or click on the calendar icon and select the date.



Language English

Search

1 "election"

From Date 2 1/1/2012 To Date 3 12/31/2012

Powered by... OnBase

4 Search Clear

In addition to entering a search word or phrase - it is recommended to use the date fields to minimize the amount of documents being returned.

4. Tap **Enter** or click **Search**
*ALL DOCUMENTS THAT CONTAIN THE WORD **ELECTION** ARE DISPLAYED. THE WORD ELECTION IS FOUND WITHIN EACH DOCUMENT NOT IN THE DOCUMENT'S TITLE.*
5. In the results list, **hover the mouse over a document** and it automatically is highlighted
6. **Click once** to open the document

CL - BOS_Minutes - 11/26/2012 - REGULAR - - 11/26/2012
 CL - BOS_Minutes - 11/20/2012 - REGULAR - - 11/20/2012
 CL - Adopted_Reports_and_Plans - 7/10/2012 - PIMA COUNTY MULTI JURISDICTIONAL HAZARD MITIGATION PLAN 2012 - 7/10/2012
 CL - Adopted_Reports_and_Plans - 4/10/2012 - NEED FOR INCREASED INVESTMENT IN TRANSPORTATION AND HIGHWAY MAINTENANCE - 4/10/2012
 CL - BOS_Minutes - 11/13/2012 - REGULAR - - 11/13/2012
 CL - Adopted_Reports_and_Plans - 11/13/2012 - JOINT JUSTICE MUNICIPAL COURTS COMPLEX - 11/13/2012
 CL - Adopted_Reports_and_Plans - 11/13/2012 - JOINT JUSTICE MUNICIPAL COURTS COMPLEX - 11/13/2012
 CL - BOS_Minutes - 12/11/2012 - REGULAR - - 12/11/2012
 CL - Resolutions - 12/21/2012 - REGULAR - 2012-009 -
 CL - BOS_Minutes - 12/4/2012 - REGULAR - - 12/4/2012
 CL - Adopted_Reports_and_Plans - 4/17/2012 - FINAL EAMR FOR VALENCIA ROAD WADE ROAD TO MARK ROAD - 4/17/2012
 CL - Resolutions - 1/10/2012 - REGULAR - 2012-005 -
 CL - BOS_Minutes - 12/18/2012 - REGULAR - - 12/18/2012
 CL - Adopted_Reports_and_Plans - 1/24/2012 - ECONOMIC DEVELOPMENT REPORT AND RECOMMENDATIONS - 1/24/2012

7. Once the document is open, you can find a word or phrase within the document using the internet Find tool.
8. This is dependent on your browser. Two possible options are: 1) From the menu bar, select **Edit > Find on this page...** and 2) press **Ctrl + F** to find a word or phrase.
9. In the Find box, **type the word or phrase** for which you are looking.
IN THIS EXAMPLE, ELECTION IS TYPED.
10. Tap **Enter** or click **Next** to continue searching through the document.
11. **Close** the document window when finished.

In the example below, the following search criteria is used:

- “houghton” or “vail”
THE WORD OR IS USED TO RETURN DOCUMENTS WITH EITHER HOUGHTON OR VAIL.
- From Date and To Date (1/1/2010 through 12/31/2014)
ENTERING A DATE RANGE WILL FILTER THE AMOUNT OF DOCUMENTS BEING RETURNED.

The screenshot shows the OnBase search interface. At the top left, there is a 'Language' dropdown menu set to 'English'. Below it is a search box containing the text '"houghton" or "vail"'. Underneath the search box are two date input fields: 'From Date' set to '1/1/2010' and 'To Date' set to '12/31/2014'. Below the date fields are buttons for 'Search' and 'Clear'. The main area of the interface displays a list of search results, including document titles and dates, such as 'CL - Adopted_Reports_and_Plans - 7/10/2012 - PIMA COUNTY MULTI JURISDICTIONAL HAZARD MITIGATION PLAN 2012 - 7/10/2012'.

Complex Searches

Wildcards

You can use the wildcard * (asterisk) and ? (question mark) characters as substitutes for an unknown sequence of characters or a single unknown character, respectively.

Note: Searches that contain the following special characters may not return the expected results:

` ~ ! @ # \$ % ^ & () - = + [{ } \ | ; : ' " , . < > / .

These special characters should either be left out of the search or replaced with the ? wildcard.

For example:

Instead of searching for Bob&Sally you should search for Bob?Sally.

Note: Wildcards are not supported in numerical search terms (e.g., **1*345** or **12?45**).

Exact Phrase

Use double quotes around an exact phrase to return only documents that contain that exact phrase.

For example:

“bob jones” will not return a document that contains the phrase “Bob Smith and Sally Jones” but will return a document with the phrase “Bob Jones and Sally Smith.”

Boolean

You can also use Boolean operators to limit your search results.

- AND: Both terms must match
- OR: Either term can match
- NOT: The term must not match

For example:

Bob AND Sally returns only those documents that contain both Bob and Sally

Bob OR Sally returns documents that contain either Bob or Sally or both

Bob NOT Sally returns documents that contain Bob, but only if they do not also contain Sally

Fuzzy

A Fuzzy search will return documents that include the search term entered and any of its variations. Fuzzy searches are constructed using the F operand and enclosing the search term in curly brackets: F{term}.

For example:

A search for F{abandon} will return abandon, abandoning, and abandonment.

Excluded Words

The system does not search for words that are 3 letters in length or smaller. If you are searching for **3 letter words** make sure that it is enclosed with quotes (e.g., "Ina")

The following table displays words that are excluded when searching for documents.

A	B-F	G-H	I-M	N-O	S-Z
A	BE	GET	I	NO	SHE
ABOUT	BECAUSE	GETS	IF	NOT	SO
AFTER	BEEN	GIVE	IN	NOW	SOME
ALL	BUT	GO	INTO	OF	SUCH
ALSO	BY	GOING	IS	ON	THAN
AM	CAN	GOOD	ISNT	ONLY	THAT
AN	COULD	GOT	IT	OR	THE
AND	DID	HAD	ITS	OTHER	THEIR
ANY	DO	HAS	MANY	OUR	THEM
ARE	DONT	HAVE	ME	OUT	THEN
AS	EACH	HE	MORE		
AT	EVERY	HER	MOST		
	FOR	HERE	MY		
	FROM	HIM			
		HIS			
		HOW			