Index Field Search

Depending on the search type selected, you can search documents using the following fields: Dates, Meeting Types, District Name, Assigned No., or Keywords.

Assigned Number Search
If you know the assigned number, it is the best way to search. The format must be YYYY-XXX (1980-001).

Date Range Search
It is recommended to include Date ranges in your searches to filter the amount of documents returned. You can type the date directly in each field or click the calendar icon to the right of each date field.

1. Select a Search Type
   *In this example, CL – BOS_MINUTES_PUBLIC is selected.*

2. Enter a Date range **MM/DD/YYYY**
   
   ![Image showing date range input]

   *If you leave the End date blank, it will search from Start date to current date.*

3. Select a **Meeting_Type** or **District Name**, when available
   *In this example, REGULAR is selected.*

4. Click **Search**
5. In the **Search Results** window, locate the desired document and click once to open the documents.

**Wildcard Search**
Use the wildcard * (asterisk) as a substitute for an unknown sequence of characters or a single unknown character, respectively.

*For example:*
Typing `pima` vs. `*pima` will return different results. Typing `pima` will return titles that begin with Pima whereas typing `*pima` will return titles that have pima located anywhere in the title – not just at the beginning.

**Exact Word Search**
When searching for an exact word or phrase it is best practice to use quotes before and after the word or phrase.

*For example:*
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.
Keywords Search
A keyword search is not a text search. Keywords are words that have been assigned to the document based on relevant content. Keywords are only available to search for CL - Ordinances_Public. Do not use Keywords on any other search type.

Complex Search
You can also perform more Complex Searches.

Searching Document Content
Once the document is open, you can find a word or phrase within the document using the internet Find tool.

6. 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.

The Searched word is highlighted in the document as shown below.

7. Tap Enter or click Next to continue searching through the document.

13. FRANCHISE/LICENSE/PERMIT: LIQUOR LICENSE
12-42-9139, Pimolrat Boutsanirath, Sushi Tran, 9725 N. Thomydale Rd. No. 149, Tucson, Series 7, Beer and Wine Bar, Person Transfer.

Without objection, this item was continued to the Board of Supervisors' Meeting of February 5, 2013.
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 always excluded when searching for documents.

<table>
<thead>
<tr>
<th>A</th>
<th>B-F</th>
<th>G-H</th>
<th>I-M</th>
<th>N-O</th>
<th>S-Z</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>BE</td>
<td>GET</td>
<td>I</td>
<td>NO</td>
<td>SHE</td>
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<td>BECAUSE</td>
<td>GETS</td>
<td>IF</td>
<td>NOT</td>
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