

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.

The screenshot shows a search form with the following fields: "Select Search Type" (dropdown menu with "CL - BOS_Minutes_Public" selected), "Dates" section with "Start" (1/1/2010) and "End" (12/31/2010) fields, "Meeting_Type" (dropdown menu with "REGULAR" selected), and "Keywords" (text input field). A calendar for January 2010 is displayed below the date fields, with the 1st and 31st highlighted. "Search" and "Clear" buttons are at the bottom.

1. Select a **Search Type**
IN THIS EXAMPLE, CL - BOS_MINUTES_PUBLIC IS SELECTED.
2. Enter a **Date range MM/DD/YYYY**

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**

The screenshot shows the search form with "Start" set to 1/1/2013 and "End" left blank. "Meeting_Type" is set to "REGULAR". "Search" and "Clear" buttons are visible.

The search results table has three columns: Meeting Date, Meeting Type, and Keywords. The results are as follows:

Meeting Date	Meeting Type	Keywords
4/9/2013	REGULAR	
4/2/2013	REGULAR	
4/2/2013	REGULAR	
3/25/2013	REGULAR	
2/12/2013	REGULAR	
2/5/2013	REGULAR	
1/22/2013	REGULAR	
1/15/2013	REGULAR	
1/8/2013	REGULAR	

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

Meeting Date	Meeting Type	Keywords
4/9/2013	REGULAR	
4/2/2013	REGULAR	
4/2/2013	REGULAR	
3/25/2013	REGULAR	
2/12/2013	REGULAR	
2/5/2013	REGULAR	
1/22/2013	REGULAR	
1/15/2013	REGULAR	
1/8/2013	REGULAR	

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.

Select Search Type: CL - Adopted_Reports_and_Plans_Public (1)

Dates: Start [] End []

Title: pima (2)

Search (3) Clear

Meeting Date	Title
12/18/2012	PIMA COUNTY TUCSON METRO CHAMBER JOINT BUSINESS OBJECTIVES
12/18/2012	PIMA COUNTY TUCSON METRO CHAMBER JOINT BUSINESS OBJECTIVES
11/13/2012	PIMA COUNTY ECONOMIC DEVELOPMENT PLAN 2012 TO 2014
11/13/2012	PIMA COUNTY ECONOMIC DEVELOPMENT PLAN 2012 TO 2014
8/20/2012	PIMA COUNTY PUBLIC LIBRARY COMMUNITY IMPACT PLAN FOR 2013 TO 2016
7/10/2012	PIMA COUNTY MULTI JURISDICTIONAL HAZARD MITIGATION PLAN 2012
6/5/2012	PIMA REGIONAL TRAIL SYSTEM MASTER PLAN AMENDMENT NO 1
7/12/2011	PIMA COUNTY SPORTS AND TOURISM AUTHORITY REVIEW FISCAL YEAR 2010-2011
10/19/2010	PIMA COUNTY BOND PROGRAM YEAR END REPORT FOR FY 2009 TO 2010
8/16/2010	PIMA COUNTY SPORTS AND TOURISM AUTHORITY REPORT FOR FY 2009 TO 2010
11/21/2006	PIMA COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

pima results

Select Search Type: CL - Adopted_Reports_and_Plans_Public (1)

Dates: Start [] End []

Title: *pima (2)

Search (3) Clear

Meeting Date	Title
12/18/2012	PIMA COUNTY TUCSON METRO CHAMBER JOINT BUSINESS OBJECTIVES
12/18/2012	PIMA COUNTY TUCSON METRO CHAMBER JOINT BUSINESS OBJECTIVES
11/13/2012	PIMA COUNTY ECONOMIC DEVELOPMENT PLAN 2012 TO 2014
11/13/2012	PIMA COUNTY ECONOMIC DEVELOPMENT PLAN 2012 TO 2014
8/20/2012	PIMA COUNTY PUBLIC LIBRARY COMMUNITY IMPACT PLAN FOR 2013 TO 2016
7/10/2012	PIMA COUNTY MULTI JURISDICTIONAL HAZARD MITIGATION PLAN 2012
6/5/2012	PIMA REGIONAL TRAIL SYSTEM MASTER PLAN AMENDMENT NO 1
7/12/2011	PIMA COUNTY SPORTS AND TOURISM AUTHORITY REVIEW FISCAL YEAR 2010-2011
11/9/2010	CITY OF TUCSON PIMA COUNTY ACTION PLAN FOR WATER SUSTAINABILITY
10/19/2010	PIMA COUNTY BOND PROGRAM YEAR END REPORT FOR FY 2009 TO 2010
10/12/2010	STATUS REPORT ON PIMA COUNTY WIRELESS INTEGRATED NETWORK PROJECT AND THE PROPOSED TUMAMOC HILL CONSOLIDATION PLAN
8/16/2010	PIMA COUNTY SPORTS AND TOURISM AUTHORITY REPORT FOR FY 2009 TO 2010
5/11/2010	CITY OF TUCSON AND PIMA COUNTY 5 YEAR HUD CONSOLIDATED PLAN
11/21/2006	PIMA COUNTY MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

*pima results

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. Thornydale 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.

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			