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Simple and Advanced Search

Jun 19, 2018 · How To

Simple Search

You can use Simple Search to search the Legislation, Calendar, Departments, and People tabs.

Search Type	Description
Single Word Search	Entering a single word in the textbox returns results containing that word. For example, searching for <i>safety</i> returns any item containing the word <i>safety</i> .
Multiple Word Search	Entering multiple words in the textbox returns results containing all of the entered words. For example, searching for <i>public safety</i> returns any item containing both the words <i>public</i> and <i>safety</i> .
Multiple Word Search (With Quotes)	Entering multiple words enclosed in quotes in the textbox returns results containing the entered words in the exact order they are entered. For example, searching for <i>public safety</i> returns any item containing the phrase <i>public safety</i> , but not items with the phrase <i>safety of the public</i> .
Wildcard Search	Entering a series of letters followed by an asterisk(*) as a placeholder returns any words that begin with those letters. For example, searching for <i>safe*</i> returns items containing <i>safe</i> , <i>safety</i> , and <i>safest</i> , but not <i>vouchsafe</i> (because the wildcard is placed after the word <i>safe</i> , not before it).
OR Search	Entering two words separated by OR in the textbox returns any items containing either of the words, or both. For example, searching for <i>public OR safety</i> returns items containing <i>public</i> , <i>safety</i> , and <i>public safety</i> .

AND NOT Search	Entering two words separated by AND NOT in the textbox returns items containing the first word, as long as the second is not present. For example, searching for <i>public AND NOT safety</i> returns items containing <i>public housing</i> , but not items containing <i>public safety</i> .
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Advanced Search

Click the **Advanced Search** link on the Legislation tab to use advanced searching capabilities. Advanced Search provides many ways to increase the accuracy of search results by adding to the Simple Search functionality.

Note: Search results in Advanced Search are based on the result of all fields combined, so each additional field will narrow the search results further. All search results have to match all criteria.

The following table describes the search fields available in Advanced Search:

Field	Description
Number of results	Limits the number of results returned by the search to the number selected in the drop-down menu.
Date	Limits the date range of the search results to the period selected in the drop-down menu.
Legislative Files Information	This is a heading.
Legislative text	Searches the text of Legislative Files (minutes, agenda, etc.) for the criteria entered in the textbox. It does not search attachments.
Title	Searches the titles of Legislative Files for the criteria entered in the textbox.
File/Enactment/Document #	Limits the search results to those with the specified File, Enactment, or Document number.
Type	Limits the search results to files of the legislative file type selected in the drop-down menu.
Status	Limits the search results to those with the status selected in the drop-down menu.
File Created (Intro Date)	These fields limit the search results to legislation created on (=), before (<), after (>), or between the entered dates. For example: • Selecting the <i>on</i> (=) radio button and <i>12/1/2013</i> on the calendar returns any legislation introduced on December 1, 2013. • Selecting the <i>before</i> (<) radio button and <i>12/1/2013</i> on the calendar returns any legislation introduced before December 1, 2013. • Selecting the <i>after</i> (>) radio button and <i>12/1/2013</i> on the calendar returns any legislation introduced after December 1, 2013. • Selecting the <i>between</i> radio button, <i>11/1/2013</i> on the first calendar, and <i>12/1/2013</i> on the second calendar returns any legislation introduced between November 1, 2013 and December 1, 2013.
In Control	Limits the search results to those currently controlled by the specified Legislative Body.

On Agenda	Limit the search results to legislation from an Agenda on (=), before (<), after (>), or between the entered dates. For example: • Selecting the <i>on</i> (=) radio button and <i>12/1/2013</i> on the calendar returns any legislation from any Agenda dated December 1, 2013. • Selecting the <i>before</i> (<) radio button and <i>12/1/2013</i> on the calendar returns any legislation from any Agenda dated before December 1, 2013. • Selecting the <i>after</i> (>) radio button and <i>12/1/2013</i> on the calendar returns any legislation from any Agenda dated after December 1, 2013. • Selecting the <i>between</i> radio button, <i>11/1/2013</i> on the first calendar, and <i>12/1/2013</i> on the second calendar returns any legislation from any Agenda dated between November 1, 2013 and December 1, 2013.
Final Action (Passed Date)	Limit the search results to legislation with a final action on (=), before (<), after (>), or between the entered dates. For example: • Selecting the <i>on</i> (=) radio button and <i>12/1/2013</i> on the calendar returns any legislation passed on December 1, 2013. • Selecting the <i>before</i> (<) radio button and <i>12/1/2013</i> on the calendar returns any legislation passed before December 1, 2013. • Selecting the <i>after</i> (>) radio button and <i>12/1/2013</i> on the calendar returns any legislation passed after December 1, 2013. • Selecting the <i>between</i> radio button, <i>11/1/2013</i> on the first calendar, and <i>12/1/2013</i> on the second calendar returns any legislation passed between November 1, 2013 and December 1, 2013.
Related Information	This is a heading.
Sponsor	Limits the search results to legislation sponsored by the person or Body specified in the drop-down menu.
Index	Limits the search results to legislation with the Matter Index specified in the drop-down menu. You can use this field to narrow your search to categories defined by your meeting body.
Code Section	Limits the search results to legislation affecting the Code Section specified in the drop-down menu.
Attachment	Searches Titles and Content of attachments for the criteria entered in the textbox.
History	This is a heading.

Action Date	Limit the search results to legislation with a final action on (=), before (<), after (>), or between the entered dates. For example: • Selecting the <i>on</i> (=) radio button and <i>12/1/2013</i> on the calendar returns any legislation passed on December 1, 2013. • Selecting the <i>before</i> (<) radio button and <i>12/1/2013</i> on the calendar returns any legislation passed before December 1, 2013. • Selecting the <i>after</i> (>) radio button and <i>12/1/2013</i> on the calendar returns any legislation passed after December 1, 2013. • Selecting the <i>between</i> radio button, <i>11/1/2013</i> on the first calendar, and <i>12/1/2013</i> on the second calendar returns any legislation passed between November 1, 2013 and December 1, 2013.
Action by	Limits the search results to the legislative body specified in the drop-down menu.
Action	Limits the search results to the action specified in the drop-down menu.
Sent to	Limits the search results to the legislative body specified in the drop-down menu.
Agenda note	Searches agenda notes for the criteria entered in the textbox.
Minutes note	Searches minutes notes for the criteria entered in the textbox.

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