



The City of
WORCESTER

City Clerk Department

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Worcester City Clerk
User Guide to
DIGITAL RECORDS CENTER

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SECTION I: SEARCH TYPES

A. Text ✕

HELPFUL HINTS: To use **TEXT SEARCH**, you must close out all other search parameters, such as **TEMPLATE**, by clicking on the **✕** button on the title bars. This will allow the **TEXT SEARCH** function to find document images containing the specified keyword or phrase.

Use of asterisk * before and after a keyword or phrase will give you the best results. The asterisk wildcard search represents any number of missing characters, including zero. For example, a search using the term ***report*** would find report, reports, misreporting, unreported, reporter, etc.

There are 5 modes for a basic **TEXT SEARCH**:

Terms

TERMS search mode searches for a single keyword or phrase. See example below:

The screenshot shows a search interface with a 'Search' tab selected. On the left, a 'Customize Search' panel is open, showing the 'Text' search mode selected with a close button (✕). Below it, the search terms are set to '*public safety*'. There are radio buttons for search modes: 'Terms' (selected), 'And', 'Or', 'Not', and 'Within'. The main search results area shows 'Sort results by: Name' and 'Results 1 - 20 of...'. Two results are visible: 'Utilities 2016-09-13 Item 2C - Review - NPDES: Surface Water Low Impact Development Code Update (TMC Title 18 \"Zoning\")' and 'Utilities 2016-09-13 Item 2B - Review - NPDES: Surface Water Management Low Impact Development Code Amendments (TMC Title 14 \"Water and Sewer\")'. Both results show 'Council Committees' and page numbers.

And

AND search mode searches for all documents that contain both keywords or phrases. Selecting this mode will display a second box, where you can specify the second keyword or phrase to search by. See example below:

The screenshot shows a search interface with a 'Search' tab selected. On the left, a 'Customize Search' panel is open, showing the 'Text' search mode selected with a close button (✕). Below it, the search terms are set to '*bid*' and '*tabulation*'. There are radio buttons for search modes: 'Terms', 'And' (selected), 'Or', 'Not', and 'Within'. The main search results area shows 'Sort results by: Name' and 'Results 1 - 20 of...'. One result is visible: 'Utilities 2015-04-14 Item 2A - Agreement - 2015 Annual Small Drainage Program - Longacres Way South Construction with Laser Underground and Earthworks'. The result shows 'Council Committees - 3 page(s)' and page numbers.

Or

OR search mode searches for all documents that contain one of two keywords or phrases. Selecting this mode will display a second box, where you can specify a second keyword or phrase. See example below:

Not

NOT search mode allows you to search for all documents that contain the first keyword or phrase, but not the second one. Selecting this mode will display a second box, where you can specify the keyword or phrase that you do not want in the search result. See example below:

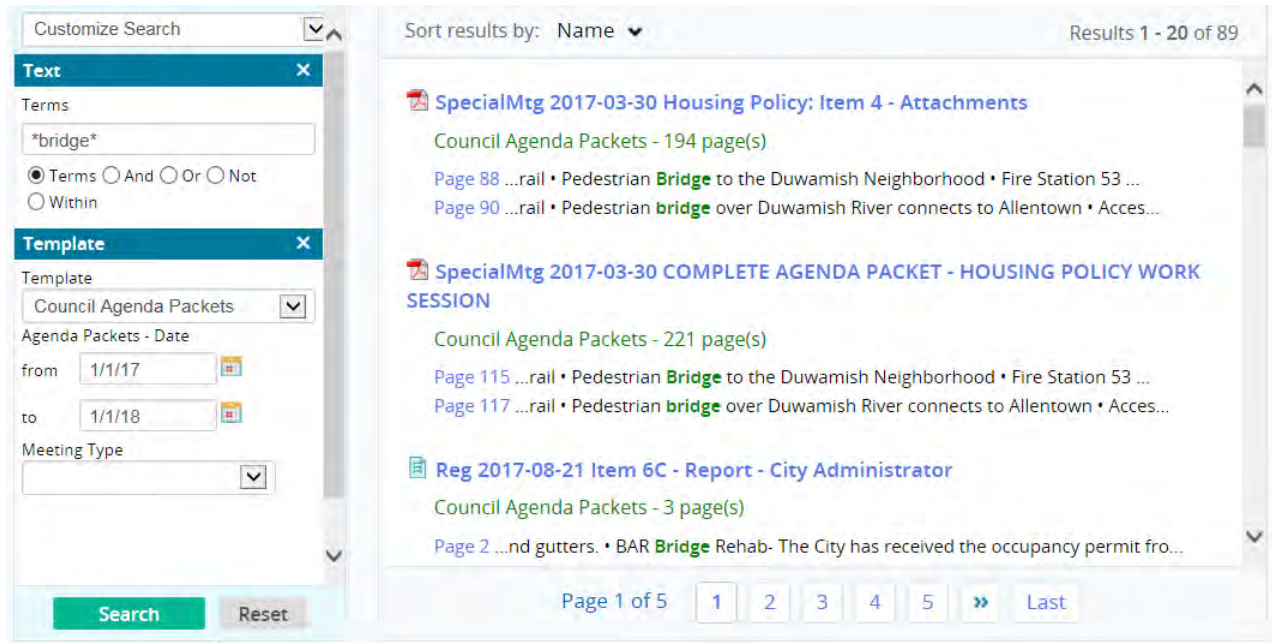
Within

WITHIN search mode searches for all documents that contain 2 keywords or phrases that appear within a specific number of words of each other. Selecting this mode allows you to configure the maximum distance between the first keyword or phrase and the second one. Additionally, it will display a second box, where you can specify the second keyword or phrase that must be found in a search result.

WITHIN search mode will look for all keywords that contain *Tukwila village* and *library*, and also any character(s) within 10 spaces between those 2 keywords. See example below:

B. Template ×

TEMPLATE finds all documents and folders that have been assigned to a particular template. Additionally, you can further limit search results to those documents or folders that have been assigned a particular field value or multiple field values, ie. a date range. See example below:



The screenshot shows a search interface with two main panels. The left panel, titled 'Customize Search', has two sections: 'Text' and 'Template'. The 'Text' section has a search term '*bridge*' and radio buttons for 'Terms', 'And', 'Or', 'Not', and 'Within'. The 'Template' section has a dropdown for 'Council Agenda Packets', a date range from '1/1/17' to '1/1/18', and a 'Meeting Type' dropdown. The right panel shows search results sorted by 'Name'. The first result is 'SpecialMtg 2017-03-30 Housing Policy: Item 4 - Attachments' with 194 pages. The second is 'SpecialMtg 2017-03-30 COMPLETE AGENDA PACKET - HOUSING POLICY WORK SESSION' with 221 pages. The third is 'Reg 2017-08-21 Item 6C - Report - City Administrator' with 3 pages. At the bottom, there are navigation buttons for 'Page 1 of 5' and page numbers 1, 2, 3, 4, 5, and 'Last'.

C. Quick Search

The **QUICK SEARCH** box is located on the *Welcome Page*, *Folder Browser*, and *Search Page*. In the *Folder Browser*, you have the option to search the folder currently open or the entire repository. This Quick Search enables you to search text, entry names, fields or a combination of these. It is an "OR" search, meaning one OR the other of the criteria must be met.

For example, performing a search on "court" will return documents named "court," documents with "court" in the text, documents with a field value of "court" or a combination of these.

Use the asterisk * (wildcard search) before and after the keyword to get search results with partial matches of entry names and fields. For instance, performing a search for the document named "report" will return documents named "report", "reports", "reported", etc.

SECTION II: SEARCH RESULTS

After performing a search, the results will be displayed with a list of results and “context hits” as shown below. The default order is set to **Relevance**, which sorts the results from most to least relevant. You can change to sort by **Name**, **Date Modified** or **Date Created** by using the drop-down menu.

Relevance
Name
Date modified
Date created

Context hits are displayed in the search results for a preview of the page content that contains the keyword. Click on the **Page #** link to open the referenced image page that contains the keyword. On the document preview pane, the keyword will be highlighted in blue.

The screenshot shows a search interface with a left sidebar and a main results area. The sidebar includes a 'Customize Search' section with 'Text' and 'Template' tabs. The 'Text' tab is active, showing search terms '*court*' and options for 'Terms', 'And', 'Or', 'Not', and 'Within'. The 'Template' tab is also visible, showing 'Council Agenda Packets' and date filters from 1/1/17 to 1/1/18. A 'Search' button is at the bottom of the sidebar. The main results area shows 'Sort results by: Name' with a dropdown arrow. Below this, two search results are displayed. The first result is 'SpecialMtg 2017-07-24 Item 2B - Interlocal Agreement - Auto Theft Task Force' with 'Council Agenda Packets - 49 page(s)'. It lists page numbers and content snippets, with the word 'court' highlighted in blue. The second result is 'SpecialMtg 2017-06-26 Item 2C - Public Safety Plan - 2017-2021 Program Management Quality Assurance Services with Steven M Goldblatt for \$250,000' with 'Council Agenda Packets - 20 page(s)'. It also lists page numbers and content snippets, with 'Courthouse' and 'Court' highlighted in blue. At the bottom of the results area, there is a 'Page 1 of 9' indicator and a set of numbered buttons (1, 2, 3, 4, 5, 6, Last). A 'Search results' label with an arrow points to the results area. A 'Drop-down menu' label with an arrow points to the 'Sort results by' dropdown. A 'Click page link to view' label with an arrow points to the 'Page 1' link in the first result. A 'Scroll bar to view more on the results page' label with an arrow points to the vertical scrollbar on the right side of the results area.

SECTION III: PRINT DOCUMENT IMAGES

Browse Search

COT-City > City Clerk > Council Agenda Packets > 2013 > 2013-07-2 Alliance One Lease Agreement

Metadata Thumbnails

Metadata

Fields

Template: Council Agenda Packets

Agenda Packets - Date 7/22/2013

Meeting Type Committee of The Whole

FROM: David Chu, Administrator

DATE:


SUBJECT: ent

ISSUE
At the request of the Finance & Safety Committee, this memorandum provides use by the City Council to make an informative decision regarding the Alliance agreement.

BACKGROUND
Alliance One is the company Tukwila Municipal Court contracts with to provide services for unpaid court fines and fees. This company also manages long-term for our customers not in collections (Signal Credit). In May 2009, Alliance One space with the City of Tukwila.

DISCUSSION
It is the position of the administration that at the time the original lease was entered into, it was believed it was worthwhile to provide this space to Alliance One while monitoring the advantages and impacts this situation would create for the City and residents. Since that time Alliance One has now opened additional offices in Seattle and offers to accept payments over the phone or online, which provide alternate payment options for Tukwila Municipal Court customers.

PDF button to print or save

1. Click on the  PDF button to convert the TIFF image file to a PDF file for printing or saving.
2. Enter the page numbers you want to print. The default setting is print all pages. Please note that big image files may take a few minutes to process.

Print


Pages to print

1 - 9


Enter page numbers and/or page ranges separated by commas. For example, 1,3,5-12.

After downloading, print the document using a PDF reader (e.g. Adobe Reader).

Download & Print Cancel

3. Click  button. A new window with a message as depicted in the figure below will open to download the image. The PDF file will automatically open once the downloading process is complete.



HELPFUL HINTS: If the process window appears to be taking a long time, then hit **F5** on your keyboard or the browser refresh icon  and it will open the PDF file to print the document.

3. Click the  icon or **CTRL+P** to print or save the document.

SECTION IV: QUICK TIPS

The **BREADCRUMB** (or directory structure) serves 2 purposes:

- 1) provides site location, and
- 2) allows shortcut links to navigate from one folder to another without having to hit the back button.



In the example above, click on **Council Minutes** within the breadcrumb trail. The breadcrumb link will take you directly back to the **Council Minutes** folder.




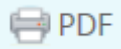









The **THUMBNAILS PANE** allows users to preview all the images (pages) in a document.

1. Open a document.
2. Click on **Thumbnails** tab to open **Thumbnail Pane**.
3. Click on a thumbnail image to display or jump to a specific page in the document viewer pane.



The **SHORTCUT BUTTONS** allow users to switch cursor mode in the image pane.



	Display the previous page
	Display the next page
	Display current page number and total pages of a document.
	Convert TIFF image(s) to PDF to print or save.
	Change cursor to pan. Use scroll wheel on mouse to navigate.
	Zoom
	Zoom in
	Zoom out
	Resize image to fit page
	Resize image to fit width
	Rotate image
	Full screen
	Normal screen

SECTION V: CUSTOMIZE SEARCH OPTIONS

There are a number of search types that allow users to search based on criteria from the basic (such as document text, field information, or document name) to the more complex (such as electronic document type or page count). The wide variety of search types allow you to find documents based on almost any property of the document.

Entry Name Search

You can search for documents, electronic documents, or folders with a particular name.

Within Folder Search

You can search the contents of the current folder or specify one or more folders to include or exclude from the search.

Within Volume Search

A search can be performed for all documents and electronic documents stored on a particular volume.

Electronic Document Search

You can search for documents by whether they have an electronic file associated with them—also considered searching for an electronic document—as well as what kind of electronic file.

The screenshot shows a search interface with two tabs: "Browse" and "Search". The "Search" tab is active. A dropdown menu titled "Customize Search" is open, listing the following options: Name, Field, Within Folder, Within Volume, Sticky Note, Creation Date, Modification Date, Electronic Documents, Has Pages, Relationship, Tags, General Search, and Advanced Search. Below the dropdown, there are input fields for "Ordinance Number" (containing "*2058*"), "Date" (with "from" and "to" sub-labels and calendar icons), and "Search" and "Reset" buttons at the bottom.

***Contact the Worcester City Clerk office
with questions at:***

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