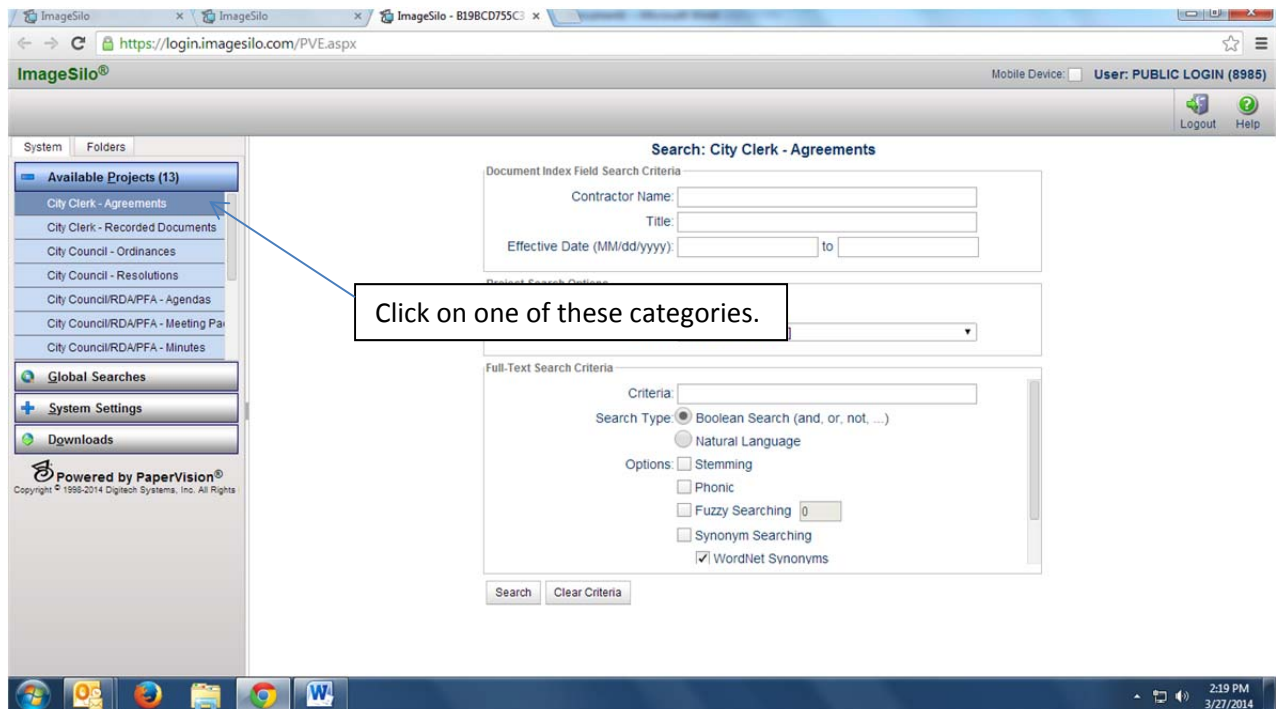## Tips to Help You Search

You will automatically be logged in to ImageSilo when you click on the Online Records hyperlink. You may choose to search documents in the following categories:
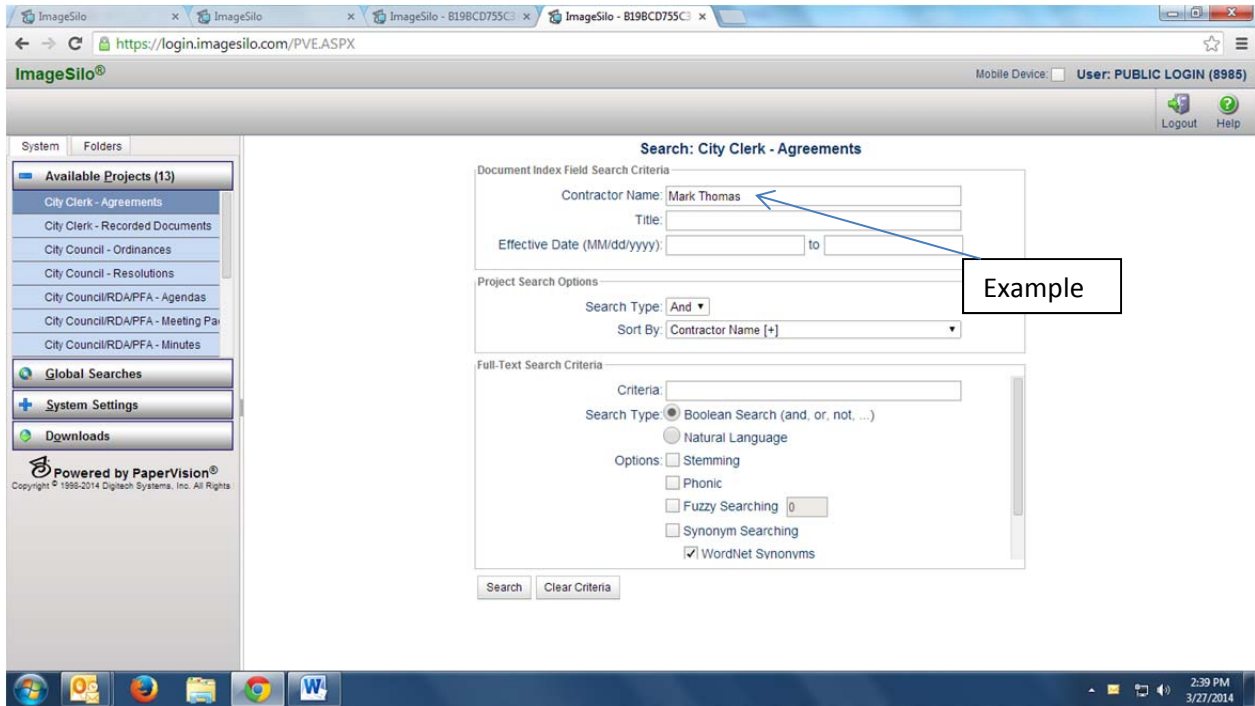
- Agreements
- Recorded Documents
- City Council Ordinances
- City Council Resolutions
- City Council/Redevelopment Agency/Public Financing Authority Agendas
- City Council/Redevelopment Agency/Public Financing Authority Meeting Packets
- City Council/Redevelopment Agency/Public Financing Authority Minutes
- Oversight Board Documents
- Planning Commission Meeting Packets
- Planning Commission Minutes
- Public Financing Authority Resolutions
- Redevelopment Agency Resolutions
- Successor Agency Resolutions

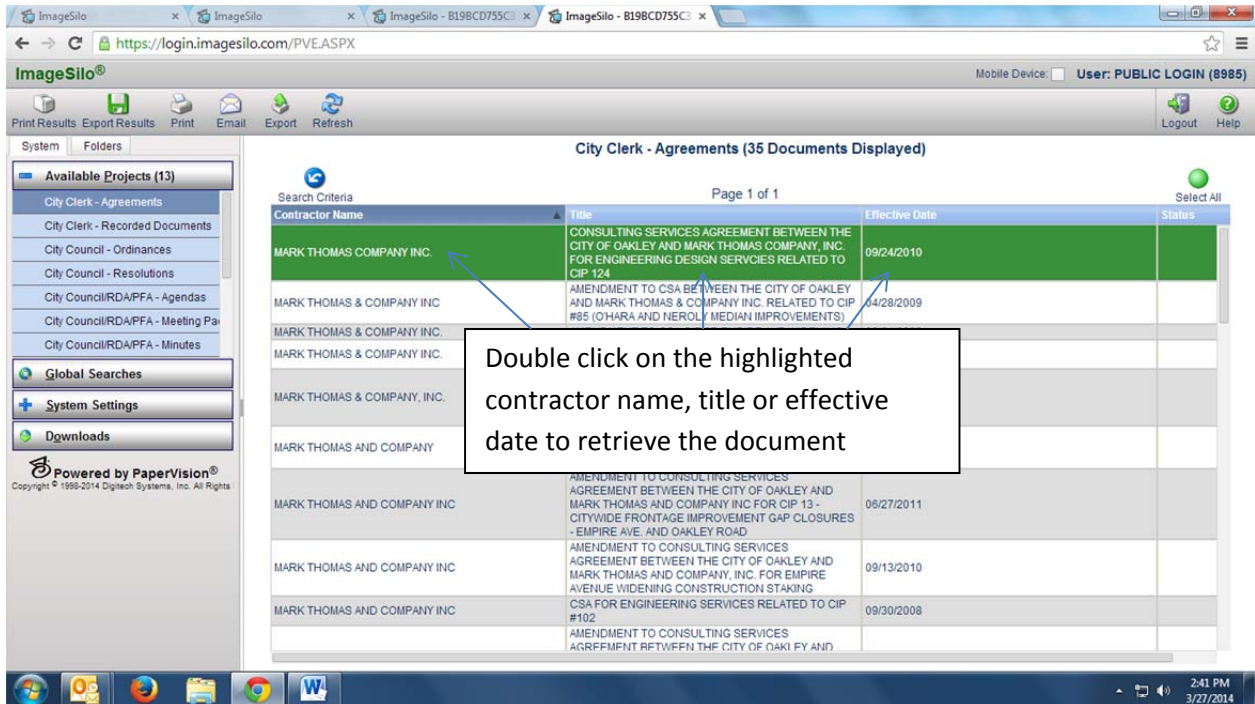**Step 1:** Select which type of documents to search:

Step 2: Enter your search criteria and click "Enter" on your keyboard:

Step 3: Select a document by clicking on it once to highlight it and double clicking on the Contractor Name, Title or Effective Date of the document to retrieve the document.

Step 4: Your document has been retrieved. Please see the available options below, including printing the document.

Click on "Edit" to see more options (see Step 5 below)

Print

Move forward or backward between documents, go the last document or go to a previous document

Move forward or backward between sequential pages, go to the last page or jump to a specific page

Rotate the document or scale it to your preference

Step 5: Would you like to save the document to your computer? The best way to do this is to choose edit, click on the email envelope icon, email the document to your email address, open it from your email, and then save it to your computer.

Edit

You may email the document to your email address to open and save to your computer

Other helpful tips

- Date fields allow you to perform a limited search to limit the number of results (i.e., all documents within a specific month or year). You must enter numeric values in both date range index fields to search.
- Index field searches are not case sensitive.
- An asterisk * may be used as a wildcard. For example:
  Typing T* in a name field will locate any document with a name beginning with the letter "T"
  Typing *T* in a name field will locate any document with the letter "T" anywhere in the name
  Typing *T in a name field will locate any document with a name ending with the letter "T"
- Multiple searches within a single index field can be performed by using the & (and) and ^ (or) operators. For example:
  To search by name beginning with an A or Z, enter A*^Z*
  To search by name beginning with an A and ending with a P, enter either A*P or A*^P
- Searches on multiple fields can be performed at once. Enter the search criteria into the desired fields and select a *Search Type* of "And" (to find documents where all criteria has been met) or "Or" (to find documents where any of the criteria has been met).