



Documents Available To View Online

To assist you in faster searching we have provided a list of available documents in each search category below.

You have **4 categories** of documents you can search for.

- Board Records Documents
- Board Records Agenda Minutes
- Board Records Zoning Applications
- Board of County Commissioners Contract Documents

SEARCHABLE DOCUMENTS AVAILABLE WITHIN THE DOCUMENT TYPES

Board Records Documents

- | | | |
|-----------------|-----------------------------|------------------------------|
| • Addendum | • Expenditure Journal | • Release of Mortgage |
| • Agreement | • Form | • Renewal |
| • Amendment | • Grant | • Resolution |
| • Application | • Letter | • Rezoning Resolution |
| • Bond | • License To Reclaim | • Right of Way Map |
| • Certificate | • Memorandum | • Satisfaction Claim of Lien |
| • Certification | • Miscellaneous Document | • Site Plan |
| • Change Order | • Modification | • Subdivider Agreement |
| • Contract | • Order | • Task Assignment |
| • Covenant | • Ordinance | • Work Order |
| • Deed | • Owner/Developer Agreement | • Zoning Interpretation |
| • Easement | | |

Board Records Agenda Minutes

- | | | |
|----------|------------------|------------------|
| • Agenda | • Closed Session | • Minutes |
| • Backup | • EPC Rules | • Public Viewing |

Board Records Zoning Applications Category

- | | | |
|----------------------|--------------------------|-----------------------|
| • Zoning Agenda | • Zoning Map | • Zoning Site Plan |
| • Zoning Application | • Zoning Party of Record | • Zoning Staff Report |
| • Zoning Decision | • Zoning Recommendation | • Zoning Transcript |
| • Zoning Exhibit | • Zoning Sign-in-sheet | |

Board of County Commissioners Contract Documents

- | | | |
|----------------|--------------------------------|--------------|
| • Change Order | • Contract Modification | • Work Order |
| • Contract | • Contract Supporting Document | |



How To Search For A Document Using Keywords

You can search for documents using a **Keyword search**. *Keywords are words, dates or numbers that indicate the content of a document.*

1. Enter your keywords in the search fields
 - Each **Search Type Category** has its own unique set of Keywords.
 - You can enter one or multiple keywords to locate the document you are searching for.
 - The more keywords entered will narrow down your search results list.

NOTE: The **Date Range Search** is when the document was brought into the Public Access View database. If you are not sure of the meeting date you can search for a keyword within the document using the **Full Text Search**.

2. Once you have entered your keyword(s) click on the **Search button**.

Your **search results list** will appear in the search results area.

- If your search did not retrieve the document you are searching for, try searching with less keywords, change the keyword you are using or try searching using **Full Text Search**.
3. **To view a document:** Click on the document you wish to view.
 4. **To start a new search:** Click the **Clear button**.

The screenshot shows a search form titled "Select Search Type" with a dropdown menu set to "PAV - Board Records Documents". Below the title are two links: "Click here for Search Instructions" and "Click here for Full Text Search". The form includes a "Dates" section with "Start" and "End" date pickers, both set to 7/1/2014 and 7/31/2014 respectively. A yellow arrow points from a "DATE RANGE" callout box to these date pickers. Below the dates are several input fields for "Document #", "Ordinance #", "Resolution #", "Rezoning Resolution #", "Agenda Item #", and "Meeting Date" (with a "M/d/yyyy" format hint). A yellow arrow points from a "KEYWORDS" callout box to these fields. There is also a "Party Name (enter supplier, vendor, etc.)" field. At the bottom are "Search" and "Clear" buttons.

COLUMN HEADERS

Search Results						
Document Type	Meeting Date	Zoning Meeting Type	Application #	Applicant Name	Folio #	Dept
BR - Zoning Decision	1/21/2013	ZONING HEA	14-0117	JOYCE D MCGRIFF	927360000	
BR - Zoning Exhibit	1/21/2013	ZONING HEA	13-0045	TOMMY BELL	869300000	
BR - Zoning Exhibit	1/21/2013	ZONING HEA	13-0054	THUONG BUI/LAURALEE WESTINE	599900000	
BR - Zoning Exhibit	1/21/2013	ZONING HEA	13-0113	JIUSEPPE MASCALI	139860550	
BR - Zoning Exhibit	1/21/2013	ZONING HEA	13-0066	NORTH DALE MABRY INVESTMENTS INC	241560000	
BR - Zoning Party of Record	1/21/2013	ZONING HEA	13-0045	TOMMY BELL	869300000	
BR - Zoning Party of Record	1/21/2013	ZONING HEA	13-0091	CAYGUARD PROPERTIES LLC	656780000	
BR - Zoning Recommendation	1/21/2013	ZONING HEA	13-0045	TOMMY BELL	869300000	
BR - Zoning Recommendation	1/21/2013	ZONING HEA	13-0091	CAYGUARD PROPERTIES LLC	656780000	
BR - Zoning Site Plan	1/21/2013	ZONING HEA	13-0113	JIUSEPPE MASCALI	139860550	

Sorting Results

You can sort your results by column

1. Click on a column header and the results will sort in **alphabetical or ascending order**. You will see a **green up arrow** next to the column header. **Document Type ▲**
2. Click on a column header again and the results will sort in **reverse alphabetical or descending order**. You will see a **green down arrow** next to the column header. **Document Type ▼**



How To Search For A Document Using Full Text Search

You can search for documents using full text search. Full Text search is when the search engine searches within the documents for the keyword you entered in the **Search** keyword field.

1. Enter your **Keyword** in the Search Field. **Required field.** (Example: dog park)
2. Enter **From** and **To Dates** to narrow down your search. **Optional field.**

NOTE: The **Date Range Search** is when the document was brought into the Public Access View database.

3. Click the **Search button**.

Your **search results list** will appear in the search results area to the right of the search box. (See example below.)

- If your search did not retrieve the document you are searching for, try searching with a different search keyword. If you still cannot locate your document please contact a Clerk Staff Member.

3. **To view a document:** Click on the document you wish to view.
4. **To start a new search:** Click the **Clear button**.

FULL TEXT
SEARCH RESULTS:

The screenshot shows the 'Full Text Search' interface. A callout box labeled 'KEYWORD SEARCH FIELD' points to the search input box containing 'dog park'. Another callout box labeled 'DATE RANGE FROM & TO SEARCH FIELDS' points to the 'From Date' and 'To Date' input boxes. The search results list is displayed on the right, showing various document entries with details like document type, date, and meeting information.

Contact a Clerk Staff Member


1. If you are unable to locate a document and would like some assistance please contact a Clerk staff member via email.
2. Click on the link **Click here to contact Clerk staff via e-mail** at the bottom of the search page
3. An email message box will open .
 - a. Provide Contact Information
 - b. Provide as much information as possible about the document you are researching. Such as, meeting date, meeting type, Agenda Item #, subject material, or the document type (contract, agreement, ordinance, resolution, etc)
 - c. Click Send

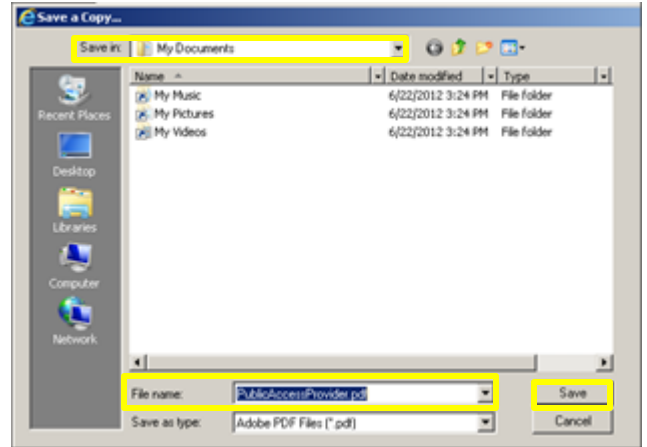
The screenshot shows the search results page. At the top, there are links for 'Click here for Search Instructions' and 'Click here for Full Text Search'. Below these are search filters for 'Dates' (Start: 7/1/2014, End: 7/31/2014), 'Book #', 'Meeting Date' (2/2/2000), 'Meeting Type' (dropdown menu), and 'Agenda Item #'. There are 'Search' and 'Clear' buttons. Below the filters is a 'Search Results' table with columns for Document Type, Meeting Date, Meeting Type, Agenda Item #, Agenda Minutes, Doc #, Bid Number, Book #, Dept, and Party Name. At the bottom, there is a 'Return to Selection Page' link and a callout box labeled 'EMAIL LINK FOR ASSISTANCE' pointing to the link 'Click here to contact Clerk staff via e-mail'.



To Save A Document




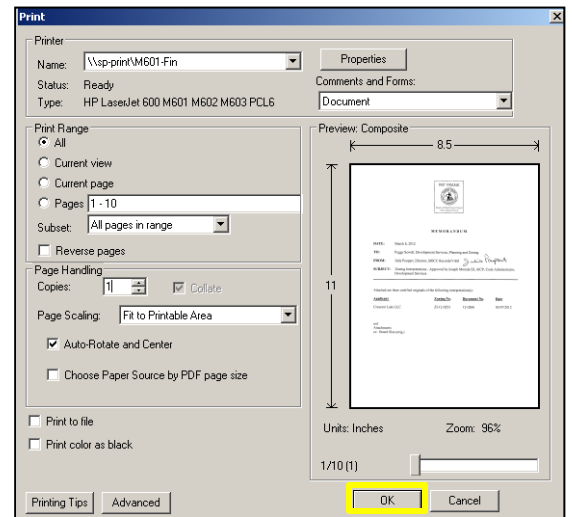
1. Open the document. The document will open in Adobe Acrobat view.
2. On the Adobe Acrobat view tool bar click on the **save icon** 
3. The **Save a Copy dialog box** appears.
 - a. Choose the location where the document is to be saved in the **Save in** drop down box.
 - b. In the File name field **enter the name of the document**.
 - c. Click the **Save button**.



To Print A Document



1. Open the document. The document will open in **Adobe Acrobat view**.
2. On the Adobe Acrobat view tool bar click on the **print icon** 
3. The **Print dialog box** appears choose your options.
 - **Printer:** Choose the printer if it is not your default printer.
 - **Print Range:** Choose which option you want to print: All, Current view, Current page, or specific page range.
 - **Copies:** indicate how many copies you want to print.
4. Click the **OK** button.



To Print Search Results

1. On your Internet Browser tool bar click on **File** (The example shows the Explorer tool bar.)
2. Click on **Print**
3. The **Print dialog box** appears, click **Print**

