CITY OF ALAMEDA
NAVIGATING AND SEARCHING
AGENDAS, RELATED MATERIALS AND VIDEOS

Navigating:
Use the tabs along the top of the page to select desired page
 The **Calendar tab** is used to view agendas and videos.
 Select the **Search tab** to search staff report content.
 The **Live Streaming tab** is used to watch meetings in progress. Live content is broadcast in real time on this page.

Calendar tab:
The **Calendar tab** has two views: **List View** and **Calendar View**. **List View** displays meetings in the specified date range in list form. **Calendar View** displays meetings in calendar form. Please note: agenda packets prior to September 2013 are uploaded as one large document.

Meeting details takes you to a list of the agenda items for that meeting date with links to individual reports. Reports are opened by clicking the **blue link** in the **File # column**. Once the report is open, click an attachment's **blue link** to download.

The **Agenda** link downloads the agenda as a PDF document which contains **blue links** to reports and attachments. To view staff reports once the agenda is downloaded, click on the **File ID Number blue link** that appears after the agenda item number. Links for attachments are listed under the agenda title. Please note: the **Meeting details** page and downloaded agenda links take you to the same reports and attachments.

Search tab:
To search reports:
1. Enter criteria in the **Search box**
2. Optional: select date range from the drop-down
3. Optional: select agenda item type from the **All Types** drop-down
4. Click **Search Legislation button**
5. **Advanced Search link** can be used if you would like to use specific parameters, such as selecting a particular body
6. To clear the search criteria and start over, click the **Search tab**

Useful Tips for Searching:
Single word search: Entering a single word in the textbox returns results containing that word. For example, searching for *safety* returns any items containing the word *safety*.

Multiple word search: Entering multiple words in the textbox returns results containing all of the entered words. For example, searching for *public safety* returns any items containing both the words *public* and *safety*.

Multiple word search (with quotes): Entering multiple words enclosed in quotes in the textbox returns results containing the entered words in the exact ordered entered. For example, searing for "public safety" returns any item containing the phrase *public safety*, but not items with the phrase *safety of the public*.

Wild card 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 *safe** returns items containing *safe*, *safety*, *safely* and *safest*, but not *unsafe* because the wild card is placed after the word safe 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 *public OR safety* returns items containing *public*, *safety* and *public safety*.

AND NOT Search: Entering two words separated by AND NOT in the textbox returns items containing the first word as long as the second word is not present. For example, searching for *public AND NOT safety* returns items containing *public building* or *public access*, but not items containing *public safety*.