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

Navigating:
Use the tabs along the top of the page to go to desired page:

The **City Home Page tab** returns you to the City's Home Page and takes you out of the agenda database.

Staff report content can be viewed or searched by selecting the **Reports tab**.

The **Meetings tab** is used to search and view agendas and historic records and to view videos.

The **Boards/Commissions tab** is used to view the current membership of City Boards and Commissions.

The **Live Streaming tab** is used to watch meetings in progress. Live content is broadcast in real time on this page.

The Reports tab:
To search reports:

1   Enter search criteria in the **Search textbox**
2   Select the date range from the **Date Range** drop-down menu
3   Select the type of report from the **Type** drop-down menu
4   Click **Search Reports button**
5   To clear the search criteria and start over, click the **Reports tab**

The Meetings tab:
The **Meetings tab** lists the meetings in the specified date range for the selected meeting bodies, using any criteria in the **Search textbox**.

The **Meetings 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. If no criteria is entered in the **Search textbox**, all meetings will be displayed. Please note: the **Calendar View** does not show meetings prior to September 2013.

To search agendas and historic records on the **List View** page:

1   Enter search criteria in the **Search textbox**
2   Select the date range from the **Date Range** drop-down menu
3   Select the body from the **Body** drop-down menu
4   Click **Search Meetings button**
5   To clear the search criteria and start over, click the **Meetings tab**

Please note: the **Reports tab** must be used to search a report's content.

The **Meeting details** link takes you to a page that lists all the agenda items for that meeting with links to the individual reports. Select the **Meeting details tab** to open and view reports without downloading the agenda. On the **Meetings details** page, reports

are opened by clicking the link which is in the **File # column**. Once the report page is open, clicking the attachments link downloads attachments.

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

<u>**Useful Tips for Searching:**</u>
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*.

<u>**RSS Feeds and Alerts:**</u>
Both the **Meetings tab** and **Reports tab** have **RSS Feeds** and **Alerts** which can be set up by users interested in receiving notifications. Users can select a specific agenda or item, click **Alert** and follow the instructions to receive notifications about that item or users can enter a specific search, click **Alert** and follow the instructions to be notified about future meeting. Please note: you must set up a user account to receive **Alerts**.