

MuniMetrix Instructions

1. To access archived Board of Supervisor, Flood Control District, Library District or Stadium District minutes, you must access the ImageSilo web-server. Minutes are available from the year 1995 to 2003. For any minutes not available, contact the Clerk of the Board at (602) 506-7947.
2. Open Internet Explorer and enter: ***http://www.imagesilo.com*** in the address line. This will bring you to the home page of Image Silo. Along the left side of the screen is a list of options. Click on the last option "***User Login.***"
3. The login screen will be displayed. Enter the Entity ID, your User Name and Password.

For the public:

Entity ID – 1955
User Name – mcpublic
Password – public

4. This will bring you to the available projects (types of meeting minutes available) screen. Double click on the project you wish to view or highlight the project and press the ***Search*** button.
5. The search screen will be displayed. The search screen displays the index fields available to search by, as well as a field for ***Full Text Criteria***. You may search by one or more index fields, by full-text criteria, or a combination of the two. Also, you may want to run a date range search for documents containing a particular word or phrase.

SEARCH FIELDS

Date: From/To (01-01-2003 to 03-03-2003, format date as shown here)

Type: Formal, Informal, Special

Search Type: Or/And (choose one)

Sort By: Date/Type (choose one)

Full Text Criteria: (Enter words or phrases here)

Search Type: Boolean Search or Natural Language (choose one)

Options:

Stemming Search (Refers to root word origins. For example, Search, Searching, and Searches all have Search as the root stem. Some search engines use stemming to provide results from more

than just the entered search terms. A search on Boat could return results on Boating or Boats.)

Phonic Searching (Phonic searching looks for a word that sounds like the word you are searching for and begins with the same letter. For example, a phonic search for *Smith* will also find *Smithe* and *Smythe*.)

Fuzzy Searching (Fuzzy Searching lets the user find documents, even if the words being searched are misspelled due to optical character recognition (OCR) errors. For example, a document containing the phrase "United States of America" could be found even though "United" might have been OCR'ed as "United, Unlted, Vnited, or Vnlted", and "America" might have been OCR'ed as "Amerlca".)

Synonym Searching (Synonym searching finds synonyms of a word that you include in a search request. For example, a search for fast would also find quickly.)

6. After performing your search, the results screen is displayed showing a list of documents matching the search criteria. To list the documents in ascending date order, click on the word "**date.**" To switch back to descending order, click "**date**" again.
7. Click on the document you wish to view. The document will be retrieved and displayed.
8. To locate your exact search criteria within the document, simply right click on the document and left click on **search full text results**. The full text search results screen will be displayed. This screen includes the page numbers and a portion of the sentence where each occurrence of the word or phrase appears. Highlight the page you wish to view, and press the view button.
9. To print the document, click on the print icon. You can choose to print either the entire document or a specific page range.