

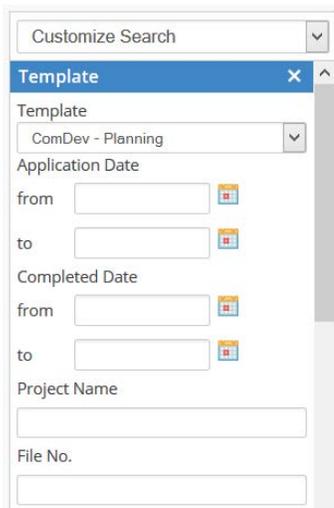
# TIPS FOR PUBLIC PORTAL ADVANCED SEARCH

## Template Field Search

You can search for documents and folders by field value or multiple field values using the Template search type.

### To search by field value

1. Click on **Search**.
2. Select **Template** from dropdown list.
3. To search **building** documents and folders, select **ComDev – Building** from template dropdown list.  
To search **planning** documents and folders, select **ComDev – Planning** from template dropdown list.
4. A list of fields will appear (e.g. Application date, Project Name, File No, Applicant/Owner, etc).



The screenshot shows a search interface with a 'Customize Search' dropdown menu. Below it, a 'Template' dropdown menu is open, showing 'ComDev - Planning' selected. Underneath, there are two date range fields: 'Application Date' and 'Completed Date', each with 'from' and 'to' input boxes and calendar icons. Below these are three text input fields: 'Project Name', 'File No.', and 'Applicant / Owner'.

5. Type a value or word(s) into the appropriate field option. Exact matches will be found unless you use the search wild card \*. To use the wild card place an asterisk at either the beginning or end of a word. For example, if you are searching for American Soda, LLP, your wild card placement would look like this:

### Applicant / Owner

**Note:** If you begin to type a value in the field and no characters appear in the option, the characters you are typing are not valid for that field. For instance, you will not be able to type alphabet characters in a number field.

6. Scroll down and click on **Search** located at the bottom of the screen.

**NOTE:** When searching on a date field, you can search for a date range, which allows you to perform the following types of date searches.

- All dates that occur on or after a particular date. This type of search can be performed by specifying a starting date and leaving the ending date blank.
- All dates that occur on or before a particular date. This type of search can be performed by specifying an ending date and leaving the starting date blank.
- All dates that occur on or between two dates. This type of search can be performed by specifying a starting and ending date.
- A particular date. This type of search can be performed by specifying the desired date as both the starting and ending date.

## Wildcards\*

- Are used to represent one or more unknown characters in a word. They are useful for retrieving all documents containing variations of a word or when you are not sure of the exact characters contained in a word. Wildcards can be used in either full-text or template field searches.

Wildcard	Description
*	(Asterisk) Represents zero or more missing characters. For example, govern*s would find "governors," "governments," and "governs."
?	(Question mark) Represents any single character. For example, gr?y would find "gray" and "grey," but not "gravy."
[]	(Brackets) Brackets are also used as a wildcard for any single character. A limited set of replacement characters can be specified within the brackets. For example, gr[ae]y would find "gray" and "grey," but no others.
-	(Dash) Indicates a range of characters. For example, b[a-i]t would find the words "batter," "better" and "bitter," but not "butter."

## Text Search

You can search through the full text of a document for a word or phrase by using the Text search type. This type of text search will provide more nuanced options than the Community Development Records Quick Search.

### To perform a text search

1. Click on **Search**.

2. Select **Text** from dropdown list.
3. Fill in a word or phrase to search. Narrow your search by using the “And”, “Or”, “Not” or “Within” options (Recommended).
4. Scroll down and click on **Search** located at the bottom of the screen.

**Text Search Types:**

- **Terms:** Allows you to search for a single word or phrase. It will also find all words or phrases that are similar to the word or phrase that you typed. For this reason, narrowing your search by adding a **second term field** is recommended.
- **AND:** Allows you to search for all documents that contain two specified words or phrases. Use the **second term field** to enter the second word or phrase.
- **OR:** Allows you to search for all documents that contain at least one of two specified words or phrases. Use the **second term field** to enter a second word or phrase.
- **NOT:** This mode allows you to search for all documents that contain the first specified word or phrase, but not the second one (in the **second term field**).
- **WITHIN:** Allows you to search for all documents that contain both specified words or phrases within a particular number of words of each other.

## Field and Text Search

➤ **To perform a Field and Text search**

1. Click on **Search**.
2. Select **Field** and **Text** from the dropdown list.
3. Fill in a word or phrase to search. Narrow your search by using the “And”, “Or”, “Not” or “Within” options (Recommended).
4. Choose field option from dropdown list. To narrow your search, multiple field options can be selected.

<b>Field Options for Planning Files</b>	<b>Field Options for Building Files</b>
<ul style="list-style-type: none"> <li>▪ Application Date **</li> <li>▪ Completed Date **</li> <li>▪ Project Name</li> <li>▪ File No.</li> <li>▪ Plan Case Type (Planning Files)</li> <li>▪ Applicant/ Owner</li> <li>▪ Representative</li> <li>▪ ParcelNum</li> <li>▪ Section – Township – Range</li> <li>▪ Address</li> <li>▪ City</li> <li>▪ Subdivision</li> <li>▪ Block</li> <li>▪ Lot or Tract</li> <li>▪ Zoning</li> <li>▪ Resolution Reception No.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application Date**</li> <li>▪ Application Status – Building</li> <li>▪ Issue Date</li> <li>▪ Completed Date</li> <li>▪ Project Name</li> <li>▪ File No.</li> <li>▪ Permit Type</li> <li>▪ Applicant/Owner</li> <li>▪ Contractor</li> <li>▪ Representative</li> <li>▪ ParcelNum</li> <li>▪ Section – Township – Range</li> <li>▪ Address</li> <li>▪ City</li> <li>▪ Subdivision</li> <li>▪ Block</li> </ul>

<ul style="list-style-type: none"> <li>▪ Permit Reception No.</li> <li>▪ Other Reception No.</li> <li>▪ General Description</li> </ul>	<ul style="list-style-type: none"> <li>▪ Lot or Tract</li> <li>▪ Zoning</li> <li>▪ General Description</li> </ul>
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5. Type search values into the appropriate field option. **Note:** If you begin to type a value in the field and no characters appear in the option, the characters you are typing are not valid for that field. For instance, you will not be able to type alphabet characters in a number field.
6. Scroll down and click on **Search** located at the bottom of the screen.

## Search Tips

- **Every word counts.** Every word in the query will be searched and only pages containing ALL words in the query will be returned. Note: Words like a, an, and the (sometimes known as "stop words") will NOT be ignored. The best practice is NOT to include them in your search string if they aren't necessary.
- **Search is NOT case sensitive.** A search for laserfiche quick fields will return the same results as a search for Laserfiche Quick Fields.
- **Punctuation will be ignored.** A search for Laserfiche, Glenwood Springs, CO will return the same results as a search for Laserfiche Glenwood Springs CO . Characters that are typically ignored include !/?@#^&\*() +{ }\ and other special characters.
- **Word-stemming in search is supported.** This allows you to find all words that naturally stem from the root of your original search term. For example, a search for stop will return stopped or stopping, but not stopper or stoplight.