

## Yamhill County Meetings Search Instructional Tutorial

There are quite a few different search options you can perform. This Instructional Tutorial is a quick overview of how to use them all.

### Option 1 – Start Date/End Date

#### START DATE

#### END DATE

If you've got a timeline that you'd like to sort/search within, you may do so by using this option. You may manually select all details for Year, Month, and Day as seen in the below example image.

#### START DATE

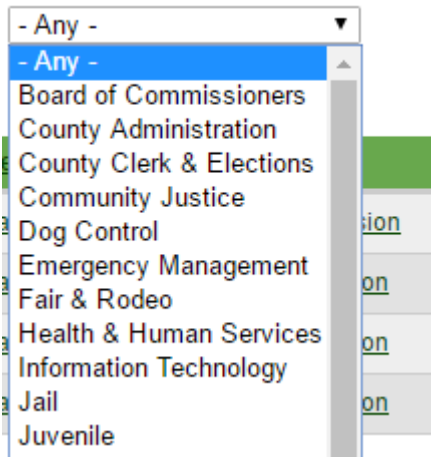
#### END DATE

### Option 2 – Boards, Commissions, Committees

#### BOARDS, COMMISSIONS, COMMITTEES

If you already know which Board, Commission, or Committee meeting you'd like to view this option is a much faster method to sort out all other unwanted postings. This will only show just what you'd like from the dropdown menu as seen in the example image below.

#### BOARDS, COMMISSIONS, COMMITTEES



### Option 3 – Title Filtering

<a href="#">Date Of Meeting</a>	<a href="#">Meeting</a>	<a href="#">Agendas</a>	<a href="#">Packets</a>	<a href="#">Action Lists</a>	<a href="#">Minutes</a>	<a href="#">Audio</a>	<a href="#">Video</a>	<a href="#">Joint Weekly Schedule</a>
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If you'd like to filter by Date of Meeting, Meeting Title, Audio, or Video you may do so by simply clicking on its title link as seen in the example images below.

<a href="#">Date Of Meeting</a>	<a href="#">M</a>	<a href="#">Audio</a>	<a href="#">Video</a>
Thu, 07/14/2016 - 10:00am	Bs		
Thu, 07/21/2016 - 10:00am	Bs		
Thu, 07/28/2016 - 10:00am	Bs		
Tue, 08/02/2016 - 2:00pm	Bs		

You'll notice that a small grey colored triangle will appear next to the title after you've clicked it. This shows it's now being used for sorting. If you click it again it will reverse the sorting and the grey triangle icon will show going in the opposite direction. This is very useful when you just want to do a quick simple filter search.

### Option 4 – Reset all search filters and start over

## Meetings - Past & Upcoming

Below you will find search options for past & upcoming meetings. You may also 'Reset' the search features at anytime by clicking the

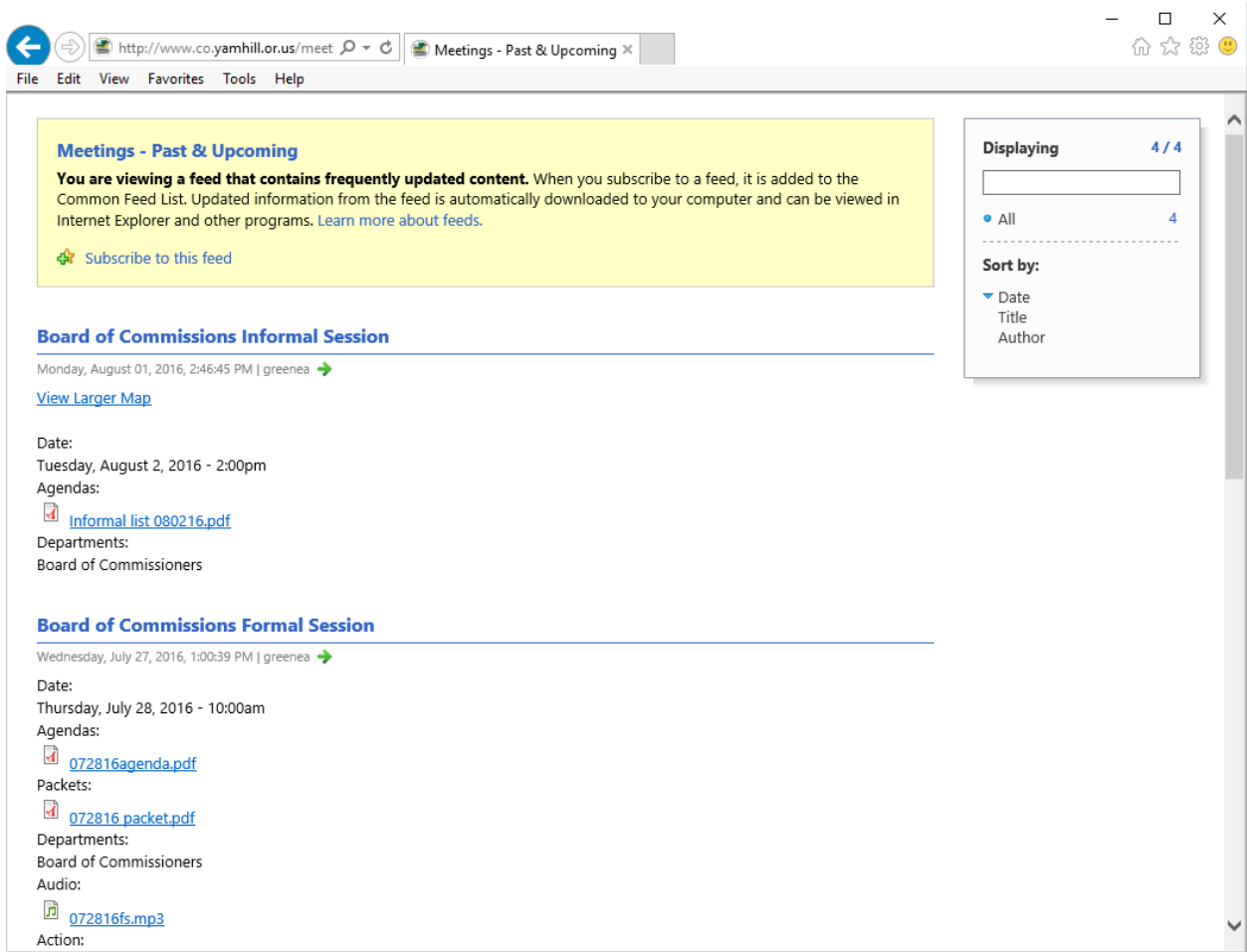


You may reset at anytime back to default search filters by simply clicking on the green 'Reset Search Filters' button on the upper part of the webpage. It quickly and automatically removes all custom created filters and sets everything back to stock.

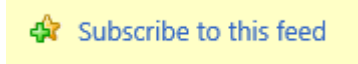
### Option 5 – RSS Feeds and Subscriptions



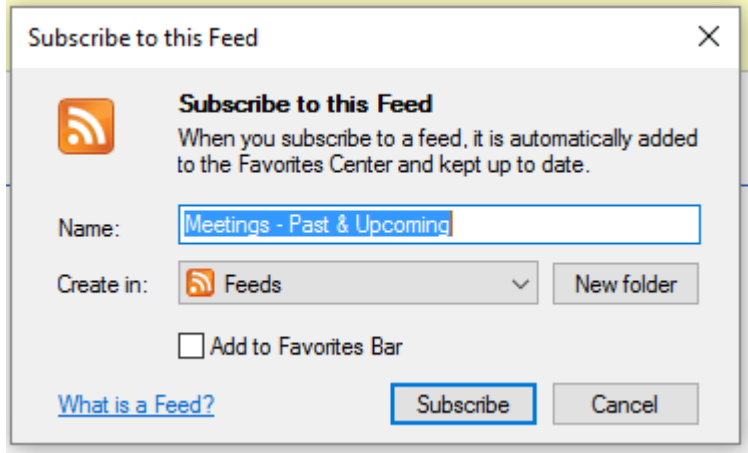
If you'd like to be notified automatically of any postings or changes that take place on this webpage you may do so by subscribing to its RSS Feed through Outlook or any other RSS Feed application you may like. If you'd like to use Internet Explorer as your RSS Feed application you may do so by simply clicking on the RSS feed icon and it will bring up the RSS Page as seen in the image below.



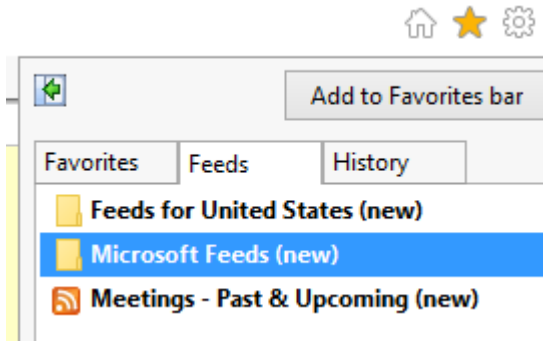
Then you may click on the top 'Subscribe to this feed' link as seen in the image below.



That will open a popup window like the image below.



You may then click on 'Subscribe' and you are all set. You may view the RSS feed anytime by clicking on the star icon on the top of Internet Explorer as seen in the image below.



And you may then click on the 'Meetings – Past & Upcoming'

You could also add the RSS Feed into Outlook and it will automatically send you an email when new meetings have been posted.

Option 6 – Postings Prior to 2016 July

If you'd like to view older postings you can easily do so by clicking on the section you desire viewing prior postings from as seen in the image below.

**Postings Prior to 2016 July**  
[Formal Session Agenda](#)  
[Board of Commissioners Minutes](#)

Option 7 – Search for 'keywords' from within ALL files on the server – including text files, pdf files, excel files, and word files.

**Search Text within ALL Documents**

There are 2 available search filters from within this filter. The first is searching the text within all files posted while the other is a more general search for text from within all pages of the website.

To search a keyword from within all files on the server you may simply type in a keyword of your choosing like the image below.

**Search**

Content Files

ENTER YOUR KEYWORDS

Once you click 'Search' it will quickly parse the server files looking for any text from within the files that are the keyword you've chosen and the results can be seen in the example image below.

## Search

Content Files

ENTER YOUR KEYWORDS

Search

### Search results

#### [06-23-11 formal session.pdf](#)

... Manager; Stephanie Armstrong, Associate Planner. **Commissioner Stern** called the formal/informal session to order. A. PUBLIC ... effective June 24, 2011, through September 8, 2011. **Commissioner Stern** moved approval of the change of status as listed; the motion ...

19.5 KB

#### [06-21-12 formal session.pdf](#)

... public comment will be limited to three minutes per person. **Commissioner Lewis** called the meeting to order. B. CONSENT AGENDA: **Commissioner George** moved approval of the consent agenda as listed. The motion ...

82.72 KB

#### [07-21-11 formal session.pdf](#)

... Deputy Counsel; Hannah Hoffman, News-Register. **Commissioner Stern** called the meeting to order. A. PUBLIC COMMENT: This ... three minutes per person. None was offered. B. AGENDA: **Commissioner George** moved approval of personnel items 1 through 8 below. The ...

15.68 KB

#### [08-18-10 formal session.pdf](#)

... County Administrator; and Hannah Hoffman, News-Register. **Commissioner George** called the meeting to order. A. PUBLIC COMMENT: This ... per person. No comment was offered. B. CONSENT AGENDA: **Commissioner Stern** moved approval of the consent agenda. The motion carried, ...

16.3 KB

#### [Joint Schedule Aug 31 - Sep 6- Revised.pdf](#)

... Informal Session, BOC office 2:00 - HR/agenda folder 2:10 - **Commissioner** updates 3:00 pm - Incite/Mid- Willamette Jobs Council, ... Informal Session, BOC office 2:00 - HR/agenda folder 2:10 - **Commissioner** updates 3:00 pm - Incite/Mid- Willamette Jobs Council, ...

47.9 KB

#### [02-04-16 formal session.pdf](#)

Now, if you'd like to search the web pages and not text within files you may do so by simply clicking the 'Content' Tab and it will quickly parse the web pages now and display.

## Search

Content Files

ENTER YOUR KEYWORDS

Search

▶ [Advanced search](#)

### Search results

#### [November 4th, 2014 General Election - Candidates filed for county-wide offices \(Commissioner & Sheriff\)](#)

... you will find all Candidates filed for county-wide offices (Commissioner & Sheriff): 1386 reads File Download: ...

... - 09/05/2014 - 3:32pm

#### [May 20th, 2014 - Candidates filed for county-wide offices \(Commissioner, Sheriff, etc.\)](#)

... you will find all Candidates filed for county-wide offices (Commissioner, Sheriff, etc.) 5080 reads File ...

... - 03/26/2014 - 5:27pm

#### [May 17th, 2016 Primary Election – Candidates filed for countywide offices \(Commissioner, Clerk, Assessor & Treasurer\)](#)

... from all Candidates filed for countywide offices (Commissioner, Clerk, Assessor & Treasurer) as it is filed and is available: ...