

M-DCPS School Board Minutes Electronic Search System



Information Technology Services (ITS) has acquired What You See a Web-based system to electronically search, view] ImageSilo* and print minutes from archived M-DCPS School Board meetings from 1895 through the current year. Available Projects **Getting Started** THE CHIMNES Log in to the M-DCPS home page at: http://www.dadeschools.net Search The **M-DCPS** home page will be displayed. **Global Search** Sidbal Scarch Welcome to dadeschools.net Powered by PaperVision[®] Cross of A SEC 2000 E took Spillers, or A Borts Search Save of the Exception of Sector and Stock Spillers, or received a somewith density of Spillers German Inc. M-DCPS Board Minutes is the first available project in the electronic search system. There are four accessible tabs: • Projects - M-DCPS Board Minutes • Search - Type known criteria about M-DCPS School Board minutes to locate a chosen topic · Global Search - Not available • Results - View documents located through the selected search criteria The upper right corner of each page displays a navigation bar for: 10100420 • Configuration - Download Viewer and define From the left navigation bar, search options Click School Board Logout - System user sign off From the drop-down list. · Help - Screen and process information Click Board Information **Configuring Search Options** The School Board News screen will be displayed. Before beginning a search, specify the search options. From the School From the navigation bar, M-DCPS School Board Board News screen. ▼ Click Configuration The **Configure User Options** screen will be displayed. ▼ Click School Configure User Options Search reals - hold of the Server Desity (* 1321.3) The reactings is sheld only a whiled stort the reacting Desity Head out air **Board Meeting Minutes** Search Options that Rosults Fel Quent (900) School doubt fails
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Miami-Dade County Public Schools



M-DCPS School Board Minutes Electronic Search System



To view additional pages of results, More Available at the bottom of the page ▼ Click Search: MDCPS BOARD MINUTES HEETI-OCATE: DATE OT PRESS To change the search results, derich Tipi: 0 💌 tur iz 100 V t ▼ Click the Search tab and change the criteria Full Fail C Entra Full Fail C Entra Investigate () Ennoutine to an entral Construction of the second states or, ▼ **Click Clear Criteria** Select the new criteria Hitto chici 6y to or Renamina To view a specific document, ad by PaparVision **Click** on the document name Begin a search for minutes by entering basic search crite-The selected document will be displayed. ria or the following advanced options. Advanced Search Options Additional search options are available for more extensive • Full Text Search is performed by typing a word or scanning. in the Full Text Criteria field. phrase To enable the use of these options, from the Navigation Boolean search consists of a group of words or bar. phrases linked by search connectors (AND and OR) to ▼ **Click Configuration** indicate the relationship between them. (ex. apple AND pear) The Configure User Options-Search screen will be displayed. • Natural Language search returns all documents that Configure User Options - Search contain the words that match the individual search terms. Search | Document Access | Change Password | Migration Jobs (ex. 1999, school calendar) Search Options When a **Search Type** has been selected, additional Max. Results Per Query: 500 search options are available. Show Full-Text Options: 🔽 🧹 Document Grouping: O None O Oldest First • Stemming - Extends a search to cover grammatical Most Recent First variations of a word. (ex. A search for read would also find reading.) • Phonic - Looks for a word that sounds like the word to Powered by PaperVision[®] be searched. Copyright @1998-2006 Digitech Systems, Inc. All Rights Reserved er Vision® is a registered trademark of Digitech Systems, In (ex. Smith will also find Smithe and Smythe.) ImageSilo® is a registered trademark of Digitech Systems. Inc. About ImageSilo | www.digitechsystems.com • Fuzzy Searching - Finds a word even if it is misspelled. On the Configure User Options-Search page, (ex. A fuzzy search for apple will find apple.) Click Show Full-Text Options V Click Save V · Synonym Searching - Uses a thesaurus to auto-V **Click** Close matically expand a search to include synonyms. To return to the M-DCPS Board Meeting Minutes (ex. A search for fast would also find quick.) Search screen, from the Projects or Search tab, **Click Search** Note: See Help in the Navigation Bar for additional information. The Search: M-DCPS Board Minutes page will be displayed. For Assistance For questions or comments, please contact the Board Recording Secretaries at (305) 995-1453 or (305) 995-1458.