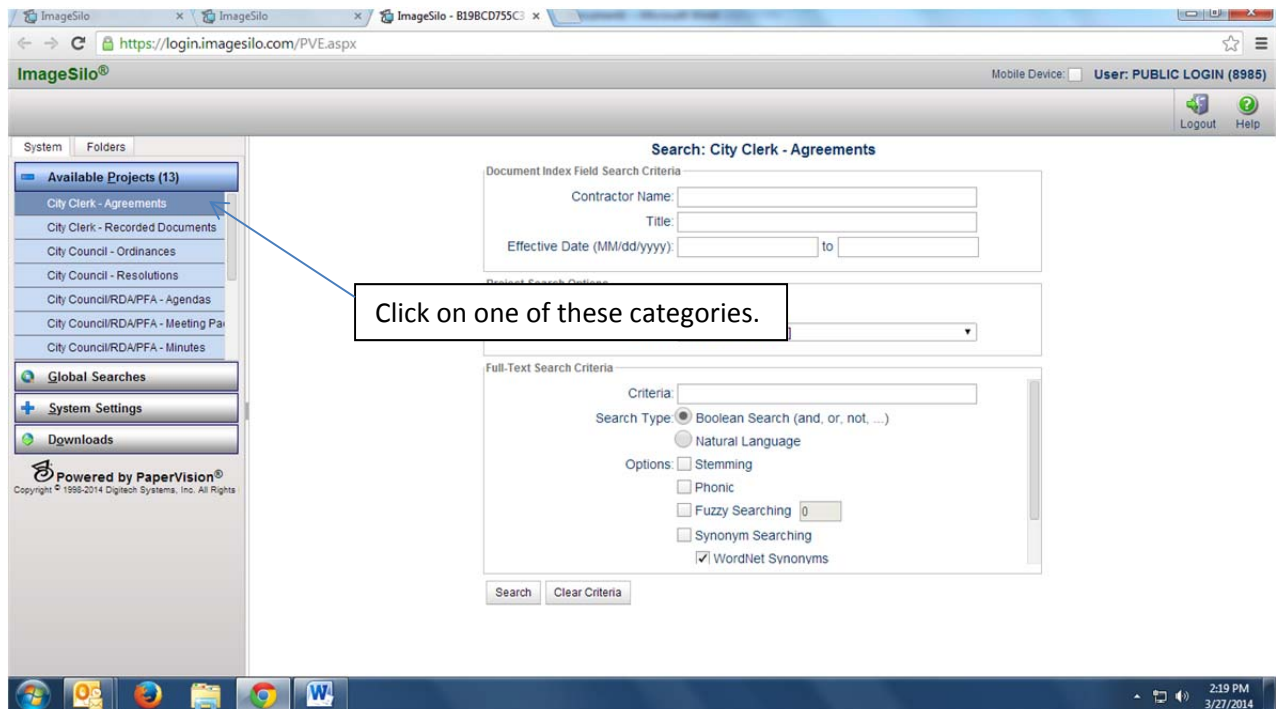


Tips to Help You Search

You will automatically be logged in to ImageSilo when you click on the Online Records hyperlink. You may choose to search documents in the following categories:

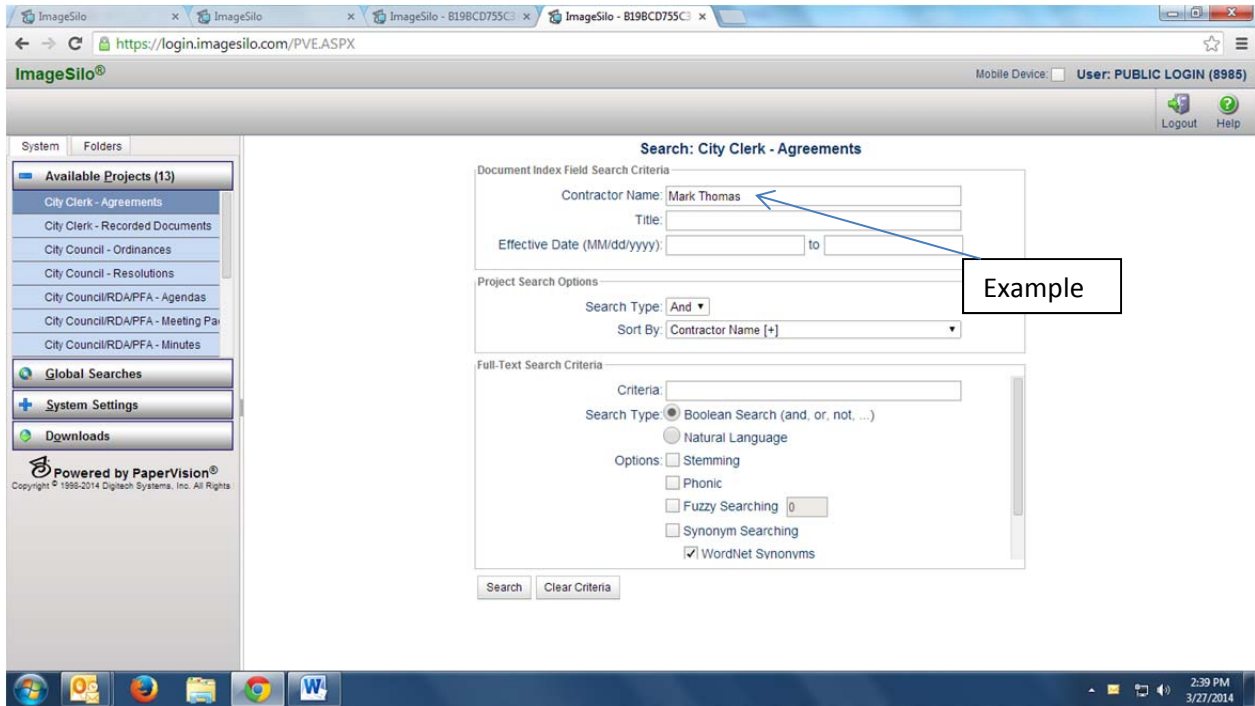
- Agreements
- Recorded Documents
- City Council Ordinances
- City Council Resolutions
- City Council/Redevelopment Agency/Public Financing Authority Agendas
- City Council/Redevelopment Agency/Public Financing Authority Meeting Packets
- City Council/Redevelopment Agency/Public Financing Authority Minutes
- Oversight Board Documents
- Planning Commission Meeting Packets
- Planning Commission Minutes
- Public Financing Authority Resolutions
- Redevelopment Agency Resolutions
- Successor Agency Resolutions

Step 1: Select which type of documents to search:

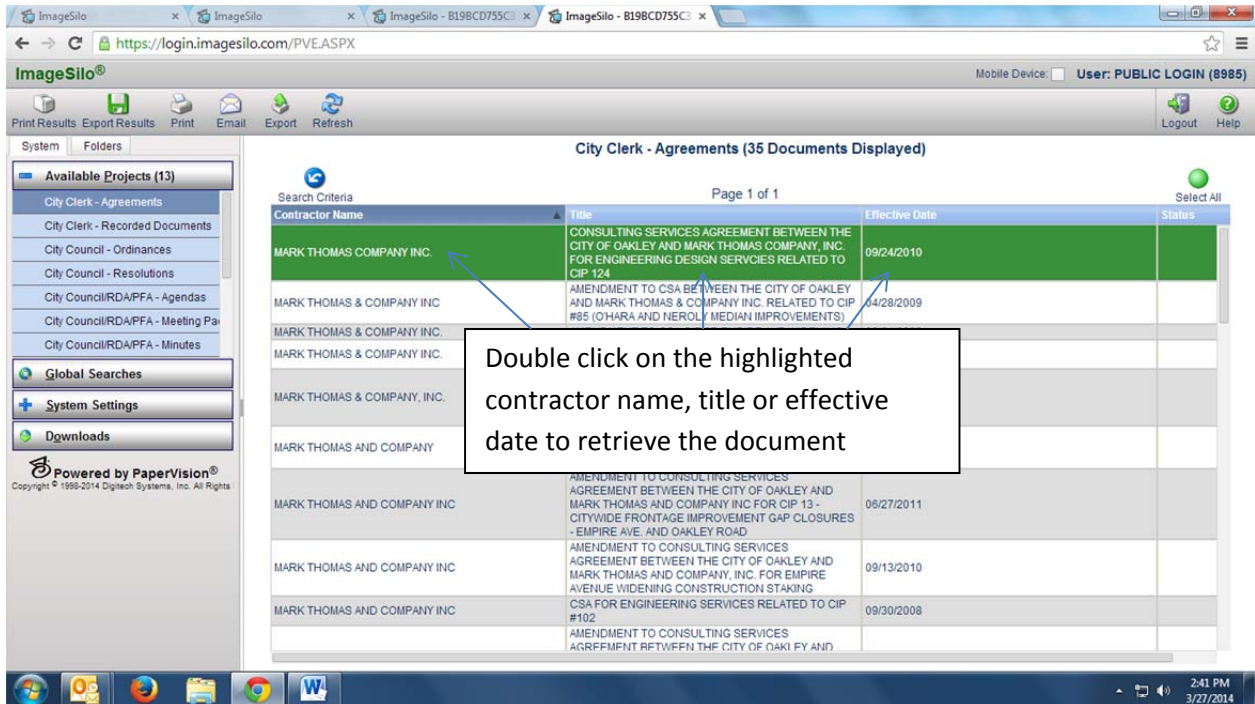


The screenshot displays the ImageSilo web application interface. On the left, a sidebar titled 'System' contains a 'Folders' section with 'Available Projects (13)' expanded, listing categories such as 'City Clerk - Agreements', 'City Clerk - Recorded Documents', 'City Council - Ordinances', 'City Council - Resolutions', 'City Council/RDAPFA - Agendas', 'City Council/RDAPFA - Meeting Pa...', and 'City Council/RDAPFA - Minutes'. A blue arrow points from the 'City Clerk - Agreements' category to a text box that says 'Click on one of these categories.' The main content area is titled 'Search: City Clerk - Agreements' and features a 'Document Index Field Search Criteria' section with input fields for 'Contractor Name', 'Title', and 'Effective Date (MM/dd/yyyy)'. Below this is a 'Full-Text Search Criteria' section with a 'Criteria' input field, 'Search Type' options (Boolean Search (and, or, not, ...) selected, and Natural Language), and various search options (Stemming, Phonic, Fuzzy Searching, Synonym Searching, and WordNet Synonyms checked). 'Search' and 'Clear Criteria' buttons are at the bottom of the search area. The browser's address bar shows 'https://login.imagesilo.com/PVE.aspx' and the user is logged in as 'PUBLIC LOGIN (8985)'. The Windows taskbar at the bottom shows the date and time as 2:19 PM on 3/27/2014.

Step 2: Enter your search criteria and click “Enter” on your keyboard:



Step 3: Select a document by clicking on it once to highlight it and double clicking on the Contractor Name, Title or Effective Date of the document to retrieve the document.



Step 4: Your document has been retrieved. Please see the available options below, including printing the document.

The screenshot shows the ImageSilo document viewer interface. The top menu bar includes Home, Edit, and various navigation icons. Below the menu bar are tabs for General, Document Navigation, Page Navigation, and Format. A callout box labeled "Print" points to the Print icon in the Document Navigation tab. Another callout box labeled "Click on 'Edit' to see more options (see Step 5 below)" points to the Edit icon in the top menu bar. A third callout box labeled "Move forward or backward between documents, go the last document or go to a previous document" points to the Previous and Next icons in the Document Navigation tab. A fourth callout box labeled "Move forward or backward between sequential pages, go to the last page or jump to a specific page" points to the First, Previous, Next, and Last icons in the Document Navigation tab. A fifth callout box labeled "Rotate the document or scale it to your preference" points to the Rotate, Scale to Width, Scale to Height, and Scale to Window icons in the Format tab. The main document area displays a legal agreement titled "CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF OAKLEY AND MARK THOMAS & COMPANY, INC. FOR ENGINEERING DESIGN SERVICES RELATED TO CIP 124". The footer shows "Page 1 of 11" and the system tray displays "Page 1 of 32 | MARK THOMAS COMPANY INC., CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF OAKLEY AND MARK THOMAS COMPANY, INC. FOR ENGINEERING DESIGN SERVICES RELATED TO CIP 124, 09/24/2010" and the date "2:43 PM 3/27/2014".

Step 5: Would you like to save the document to your computer? The best way to do this is to choose edit, click on the email envelope icon, email the document to your email address, open it from your email, and then save it to your computer.

The screenshot shows the ImageSilo document viewer interface with the Edit menu open. The Edit menu includes options like Check Out, Undo, Current Status, Revision History, Alter, Email, Share, Associated, Source File, Full Text, FT Results, Notes, Show, Show, and Sign. A callout box labeled "Edit" points to the Edit icon in the top menu bar. Another callout box labeled "You may email the document to your email address to open and save to your computer" points to the Email icon in the Edit menu. The main document area displays the same legal agreement as in the previous screenshot. The footer shows "Page 1 of 11" and the system tray displays "Page 1 of 32 | MARK THOMAS COMPANY INC., CONSULTING SERVICES AGREEMENT BETWEEN THE CITY OF OAKLEY AND MARK THOMAS COMPANY, INC. FOR ENGINEERING DESIGN SERVICES RELATED TO CIP 124, 09/24/2010" and the date "3:51 PM 3/27/2014".

Other helpful tips

- Date fields allow you to perform a limited search to limit the number of results (i.e., all documents within a specific month or year). You must enter numeric values in both date range index fields to search.
- Index field searches are not case sensitive.
- An asterisk * may be used as a wildcard. For example:
 - Typing T* in a name field will locate any document with a name beginning with the letter "T"
 - Typing *T* in a name field will locate any document with the letter "T" anywhere in the name
 - Typing *T in a name field will locate any document with a name ending with the letter "T"
- Multiple searches within a single index field can be performed by using the & (and) and ^ (or) operators. For example:
 - To search by name beginning with an A or Z, enter A*^Z*
 - To search by name beginning with an A and ending with a P, enter either A*P or A*^P
- Searches on multiple fields can be performed at once. Enter the search criteria into the desired fields and select a *Search Type* of "And" (to find documents where all criteria has been met) or "Or" (to find documents where any of the criteria has been met).