Information Technology Services (ITS) has acquired a Web-based system to electronically search, view and print minutes from archived M-DCPS School Board meetings from 1885 through the current year.

**Getting Started**

Open your Internet browser and go to www.dadeschools.net.

On the Dadeschools.net page, from the top menu,

▼ Click School Board ▼ Select Board Information

The Board Information page will be displayed.

▼ Click School Board Meeting Minutes

The School Board Meeting Minutes page will be displayed.

Under the Archived School Board Meeting Minutes section,

▼ Click on the link Electronically search...

The ImageSilo main menu page will be displayed.

What You See

The ImageSilo® main menu has five selections.

Users will select Available Projects to search for M-DCPS Board Minutes and Downloads to install the required PaperVision Enterprise document viewer.

- **Available Projects** - M-DCPS Board Minutes.
- **Global Searches** - Not applicable. Locates documents in multiple projects.
- **System Settings** - Limited permission. Modify viewing options (User Options), view and work with notifications and migration jobs, and change password.

**NOTE:** Recommended for User Options: in the Document Viewing tab, select Use ImageSilo Viewer for Document Display Method.
To view M-DCPS School Board Minutes through ImageSilo®, the PaperVision Enterprise Document Viewer must be installed. The first time you attempt to view a document, the system displays a link to enable you to download the document viewer.

To download the document viewer,

The Downloads screen will be displayed.

Note: The required PaperVision Enterprise Document Viewer can also be downloaded from the Downloads selection on the main menu.

On the Downloads page, under ImageSilo Web Assistant,

The message “Do you want to run or save PaperVision Web Assistant.exe (103 MB)” screen will be displayed.
Document Viewer Installation (Continued)

When installation is completed, the message “The InstallShield Wizard has successfully installed PaperVision Web Assistant. Click Finish to exit the wizard.” will be displayed.

By default the Available Projects tab is expanded and the Search: M-DCPS BOARD MINUTES page will be displayed.

Two different types of searches can be performed.

- **Document Index Field Search Criteria** to perform searches for specific dates and meeting types.
- **Full-Text Search Criteria** to perform word searches.

**Document Index Field Search Criteria**

Search for M-DCPS Board Meeting minutes by known information. Minutes can be searched by selecting one or multiple search criteria fields. Searches are NOT case sensitive.

Entry of information in the search fields are expansive. Type and/or select from the drop-down menus all known information related to the minutes you are searching for to obtain the most productive results.

**Searching for M-DCPS Board Meeting Minutes**

Display the search criteria screen to enter known information about the subject or meeting minutes to be searched. Hand-written M-DCPS Board Meeting minutes cannot be searched.

The following search fields are available for entry of information to create the search:

- **DOCTYPE**: MINUTES
- **MEETING TYPE**: CANCELLED
- **ORGANIZATION**
- **REGULAR**
- **SPECIAL** (including public hearings)
Document Index Field Search Criteria (Continued)

- **MEETING DATE:** MM-DD-YYYY format
- **DATE STORED:** MM-DD-YYYY format
- **Search Type:** OR
  - AND (Recommended for best results)
- **Sort By:**
  - DOCTYPE
  - MEETING TYPE
  - MEETING DATE
  - DATE STORED

After completing the search options criteria,

▼ Click Search

The list of meetings matching the criteria will be displayed. List results can be printed, exported or e-mailed by selecting the option(s) at the top of the search results screen.

Note: To view a document, the PaperVision Enterprise Document Viewer must be installed. (See Document Viewer Installation, page 2.)

To perform a new search,

▼ Click Search Criteria

The Search: M-DCPS BOARD MINUTES screen will be displayed and new search criteria can be entered. [See Viewing Search Results, page 5.]

Full-Text Search Criteria

**Full-Text** search criteria contains a criteria text box and search type radio button options. Minutes can be searched by clicking on one or multiple options.

- **Search Criteria:**
  - Document Index Field Search Criteria
  - Full-Text Search Criteria
  - Full-Text Search Criteria (Continued)
  - Document Index Field Search Criteria
  - Full-Text Search Criteria

**Full Text Search** is performed by typing a word or phrase in the **Criteria** field.

- **Boolean** search consists of a group of words or phrases linked by search connectors (AND, OR, NOT) to indicate the relationship between them. (Ex. apple AND pear)

- **Natural Language** search returns all documents that contain the words that match the individual search terms. (Ex. 1999, school calendar)

- **Stemming** - Extends a search to cover grammatical variations of a word. (Ex. A search for read would also find reading.)

- **Phonic** - Looks for a word that sounds like the word to be searched. (Ex. Smith will also find Smithe and Smythe.)

- **Fuzzy Searching** - Finds a word even if it is misspelled. (Ex. A fuzzy search for apple will find appple.)

- **Synonym Searching** - Uses a thesaurus to automatically expand a search to include synonyms. (Ex. A search for fast would also find quick.)

Note: See Help in the navigation menu bar for additional search information.

After completing the search options criteria,

▼ Click Search

The list of meetings matching the criteria will be displayed.

Note: To view a document, the PaperVision Enterprise Document Viewer must be installed. (See Document Viewer Installation, page 2.)
To perform a new search,

▼ Click Search Criteria

The Search: M-DCPS BOARD MINUTES screen will be displayed and new search criteria can be entered.

Viewing Search Results

At the bottom of the search results page, the number of documents found will be displayed and the number of pages. The searched results list can be sorted by column, click on the column header to sort the documents by that column.

Show/Hide Option

The Show and Hide options are available when you do a search using the Full-Text Search Criteria. When you select Show, the document will expand and the first 500 characters of the document will display and the Show option will change to Hide to be able to close the text.

▼ Click Show

The document will expand to show the first 500 characters. The Hide option displays on the screen.

▼ Click Hide

The document will collapse to hide the text.

Viewing a Document

To open and view a document in the list,

▼ Double Click on the desired document

The View Document window will open. The School Board Meeting Minutes will be displayed.

Use the View Document toolbar at the top of the screen to:

• View other documents from the search results screen
• Move through document pages,
• Select a specific page in a document,
• Change the view of a document, and
• Print or e-mail a document
Viewing a Document (Continued)

To search within the document,

▼ Right Click anywhere on the document

A pop-up list of options will be displayed.

▼ Select Full Text Search Results

All the pages containing the requested full text search results will be displayed.

To view the searched results within the document,

▼ Select the page or context

▼ Click View

Or

▼ Double Click on the page or context.

The selected page will be displayed. The Criteria word entered will be highlighted on the page.

Logout

To log out of ImageSilo®,

▼ Click Logout

The message “Do you want to log out?” will be displayed.

▼ Click OK

The message “You have successfully logged out of ImageSilo.” will be displayed.

The Welcome to ImageSilo Login screen will be displayed.

▼ Click X in the browser screen to close

For Assistance

Note: See Help in the menu bar for additional search information.

For questions or comments, please contact the Board Recording Secretaries at (305) 995-1453 or (305) 995-2944.