



City of Tampa

Technology & Innovation

OnBase

Public Access Viewer Document Retrieval Instructions

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How to Find Documents in the OnBase Public Access Viewer

Step-by-step help for searching, opening, downloading, and printing City of Tampa documents

About the Public Access Viewer

The Public Access Viewer (PAV) is a City of Tampa website. You can use it to search for **CRA Resolutions**, **Executive Orders**, **Ordinances**, and **Resolutions**.

[City of Tampa Public Access Viewer](https://tampagov.hylandcloud.com/251publicaccess/)
(<https://tampagov.hylandcloud.com/251publicaccess/>)

Please note: A third party created some of these documents. The City of Tampa cannot promise that every document is accessible to people with disabilities.

Search Tips

Read these tips before you search. They will help you get better results. Here is a quick guide to the symbols and words you can use:

What you type	What it does	Example
" " (double quotes)	Finds the exact words in that order	"Parks and Recreation"
* (asterisk)	Stands in for any number of letters or numbers	*car* finds car, scar, care, cart
? (question mark)	Stands in for exactly one letter or number	b?ll finds ball, bell, bill
AND	Both words must be in the document	police AND car
OR	Either word can be in the document	new OR purchase
NOT	Leaves out documents that have the word	NOT truck

1. Dates

Type dates as **mm/dd/yyyy**. For example, type 03/05/2020 for March 5, 2020. Do not use wildcard characters (* or ?) in date fields.

Good to know: The **From Date** and **To Date** boxes use the day a document was added to the website, not the date on the document. To search by a date that belongs to the document, use a keyword box such as **CLK – Meeting Date**.

2. Not sure what to search for?

Type a word or phrase in the **Search Term** box. The viewer looks for your words in each document's **Document Name** and **Summary**, and then shows the documents that match.

3. Rules for the Search Term box

Keep these rules in mind:

- Type **at least 3 characters**. This is true even when you search for a keyword.
- Capital letters do not matter. The words **Mayor** and **mayor** give the same results.
- Special characters can cause unexpected results. Leave them out, unless they are inside double quotes for an exact phrase. Special characters include:

` ~ ! @ # \$ % ^ & () - = + [] { } \ | ; : ' " , . < > /

4. Search for an exact phrase

Put the words inside **double quotes** (" "). The viewer will only show documents that have those exact words together. Examples:

- "Parks and Recreation"
- "Capital Improvement Programs"

5. Use wildcards when you only know part of a word

A wildcard is a symbol that stands in for letters or numbers you do not know.

- **Asterisk (*)** stands in for any number of characters. Put it on both sides of a word to find that word anywhere. For example, ***car*** finds car, scar, care, cart, carry, carries, and Carmen.
- **Question mark (?)** stands in for exactly one character. You can use it in a keyword box. For example, **b?ll** finds ball, bell, and bill.

6. Combine words with AND, OR, and NOT

For a more advanced search, use these words in capital letters:

- **AND** – both words must be in the document
- **OR** – either word can be in the document

- **NOT** – leave out documents that have the word

Example:

((police AND car) AND (new OR purchase)) NOT truck

This finds documents that have both "police" and "car" and also have either "new" or "purchase." It leaves out any document with the word "truck."

Important: Parentheses () must be in the right places, or this kind of search will not work correctly.

7. Narrow down your results

Fill in more than one box to get fewer, better results. For example, type a keyword **and** a year or a date range. If too many documents match your search term, the website may time out. Adding a keyword box helps prevent this. Some searches take longer than usual, so please wait for your results to appear.

No results? Try this

- Check your spelling.
- Use fewer words, or put asterisks around your word (for example, *2016-06*).
- Take out special characters.
- Make sure your dates look like mm/dd/yyyy.

Search for Documents Using the Search Term Box

Follow these steps to find, open, download, and print a document from the OnBase Public Access Viewer. In this example, you will search City Ordinances for the word **mayor**.

1. Go to the City of Tampa Public Access Viewer:

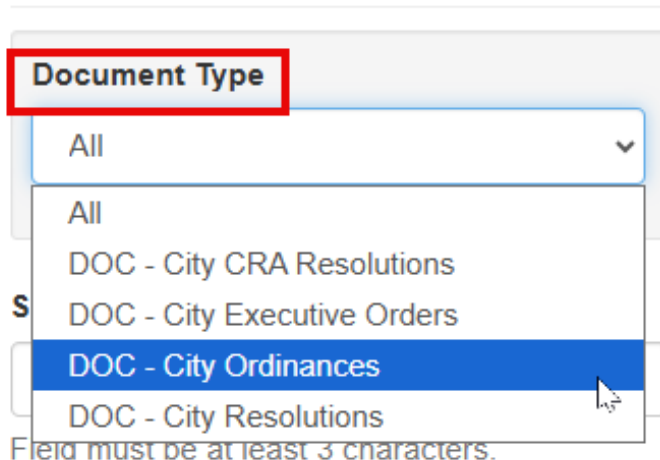
[City of Tampa Public Access Viewer](https://tampagov.hylandcloud.com/251publicaccess/)
(<https://tampagov.hylandcloud.com/251publicaccess/>)

2. The **Public Viewer** home page opens.
3. In the **Search** section, click the **Document Type** drop-down menu. Choose **DOC – City Ordinances**.

Search

Public Access Viewer (PAV) allows you to search for CRA Resolutions, Executive Orders, Ordinances, and Resolutions.

To Search: Enter a keyword or phrase in the **Search Term** field and click on the **Search** button. If you are looking for a specific Document Type, use the drop-down menu, select the Document Type, enter a search term and use the keyword fields to narrow down your results. Use the Up and Down arrow keys or the Tab key, to step through the form.



The screenshot shows a web form with a 'Document Type' dropdown menu. The menu is open, displaying a list of options: 'All', 'DOC - City CRA Resolutions', 'DOC - City Executive Orders', 'DOC - City Ordinances' (which is highlighted in blue), and 'DOC - City Resolutions'. A mouse cursor is pointing at the 'DOC - City Ordinances' option. To the left of the dropdown, the word 'Search' is partially visible. Below the dropdown menu, a text label reads 'Field must be at least 3 characters.'

4. In the **Search Term** box, type **mayor**.

Search

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To Search: Enter a keyword or phrase in the **Search Term** field and click on the **Search** button. If you are looking for a specific Document Type, use the drop-down menu, select the Document Type, enter a search term and use the keyword fields to narrow down your results. Use the Up and Down arrow keys or the Tab key, to step through the form.

Document Type

DOC - City Ordinances

Search Term

mayor

From Date

To Date

5. Click the **Search** button.

Search Reset

Note: If many documents contain your search term, the website may time out. To prevent this, add a keyword box to narrow your search. See the next example.

6. The **Results** section shows the documents that match your search.

Results

Disclaimer: This website may contain documents or links provided by third parties. The City of Tampa is not responsible for the accessibility, accuracy, or content of these external materials provided outside of its control by a party not affiliated with the City. If you need an accessible version of a third-party document, please contact the [City of Tampa ADA Coordinator](#).

document, and use the keyword fields to narrow results (i.e. Tampa)

- Search may take longer than usual.
- To ensure maximum document retrieval please place the keyword between two (2) Wildcard search characters: *keyword*

	Score	Name	Summary
	99	DOC - City Ordinances - Ord #: 2023-2 - Meeting Date: 1/5/2023 - Year: 2023	7 TAMPA OF 1975 AS AMENDED TO
	69	DOC - City Ordinances - Ord #: 2021-33 - Meeting Date: 3/18/2021 - Year: 2021	state grant applicable to the constr
	56	DOC - City Ordinances - Ord #: 2023-63 - Meeting Date: 5/4/2023 - Year: 2023	OR ENTITIES AND 20 21 WHEREAS A
	51	DOC - City Ordinances - Ord #: 2021-80 - Meeting Date: 6/17/2021 - Year: 2021	GINA K. GRIMES, CITY ATTORNEY
		DOC - City Ordinances - Ord #: 2023-73	

7. Look at the **Score** column. The score shows how closely each document matches your search. A higher score means a closer match.

Note: The **Search Term** box looks for your word in each document's **Document Name** and **Summary**.

8. To open a document, click the **Open in New Window** icon next to it.

	Score	Name	Sum
	99	DOC - City Ordinances - Ord #: 2023-2 - Meeting Date: 1/5/2023 - Year: 2023	7 TAI
	69	DOC - City Ordinances - Ord #: 2021-33 - Meeting Date: 3/18/2021 - Year: 2021	state
	56	DOC - City Ordinances - Ord #: 2023-63 - Meeting Date: 5/4/2023 - Year: 2023	OR E
	51	DOC - City Ordinances - Ord #: 2021-80 - Meeting Date: 6/17/2021 - Year: 2021	GINA
		DOC - City Ordinances - Ord #: 2023-73	

Note: Large documents may not open in a new browser tab. Instead, they download to your computer's **Downloads** folder on their own. If that happens, open the document from your Downloads folder.

If the document opens in a new browser tab

1	
2	
3	ORDINANCE NO. 2023- <u>2</u>
4	
5	AN ORDINANCE RELATING TO THE GOVERNMENT OF THE CITY OF
6	TAMPA, FLORIDA, SUBMITTING TO THE ELECTORS OF THE CITY A
7	PROPOSED AMENDMENT TO THE REVISED CHARTER OF THE CITY OF
8	TAMPA OF 1975, AS AMENDED, TO CLARIFY THAT THE MAYOR'S
9	NOMINATIONS FOR HEADS OF DEPARTMENTS AND OTHER CITY
10	EMPLOYEES AS SET OUT IN SECTION 6.03, MUST BE APPROVED BY FOUR
11	VOTES OF THE CITY COUNCIL AND TO PROVIDE FOR INTERIM
12	APPOINTMENTS OF EXISTING CITY EMPLOYEES BY THE MAYOR FOR A
13	MAXIMUM OF 180 DAYS; PROVIDING AN EFFECTIVE DATE.
14	
15	WHEREAS, section 6.03 of the Revised Charter of the City of Tampa of 1975, as
16	amended, provides for the appointment of City department heads and other city
	personnel with administrative authority or responsibility equal to or greater than that of

9. To **download** a copy, click the **Download** icon.



10. To **print** a copy, click the **Printer** icon.



Narrow Your Search with a Keyword Box

Use a keyword box, such as **CLK – Year**, together with the **Search Term** box. This gives you fewer results and helps prevent time-outs. In this example, you will search City Resolutions from 2020 for the word **magistrate**.

1. In the **Search** section, click the **Document Type** drop-down menu. Choose **DOC – City Resolutions**.

Search

Public Access Viewer (PAV) allows you to search for CRA Resolutions, Executive Orders, Ordinances, and Resolutions. To search, select a Document Type, enter a Search Keyword, and enter a date range for when the documents were uploaded. (Using the Up and Down arrow keys, you can use your keyboard to step through the form.)

Document Type

All

All

DOC - City CRA Resolutions

DOC - City Executive Orders

DOC - City Ordinances

DOC - City Resolutions

From Date

To Date

2. In the **Search Term** box, type **magistrate**.
3. In the **CLK – Year** box, type **2020**.

Document Type

DOC - City Resolutions

Search Term

magistrate

From Date

To Date

CLK - Reso Number

From CLK - Meeting Date

To CLK - Meeting Date

CLK - Year

2020

4. Click the **Search** button.

Search	Reset
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5. The **Results** section shows the documents found.

		Score	Name	Summary
		100	DOC - City Resolutions - Reso# 2020-213 - Meeting Date: 3/5/2020 - Year: 2020	FURTHER LEGAL ADION MAY INCKWE /
		33	DOC - City Resolutions - Reso# 2020-474 - Meeting Date: 8/6/2020 - Year: 2020	FURTHER LEGAL ACTION MAY INCLUDE
		33	DOC - City Resolutions - Reso# 2020-696 - Meeting Date: 10/15/2020 - Year: 2020	FURTHER LEGAL ACTION MAY INCLUDE
		33	DOC - City Resolutions - Reso# 2020-804 - Meeting Date: 11/19/2020 - Year: 2020	FURTHER LEGAL ACTION MAY INCLUDE
		19	DOC - City Resolutions - Reso# 2020-171 - Meeting Date: 2/20/2020 - Year: 2020	FURTHER LEGAI ACTION MAY INCLUDE

To open, download, or print one of these documents, use the same steps from the section above.

Find Documents Using a Wildcard Search

In this example, you will find Executive Orders that have **2019** anywhere in the order number.

1. Go to the Public Access Viewer.

[City of Tampa Public Access Viewer](https://tampagov.hylandcloud.com/251publicaccess/)
(<https://tampagov.hylandcloud.com/251publicaccess/>)

2. Click the **Document Type** drop-down menu and choose **DOC – City Executive Orders**.
3. In the **Search Term** box, type **Order**.
4. In the **CLK – Order Number** box, type ***2019***.

The screenshot shows the search interface of the OnBase Public Access Viewer. It includes a 'Document Type' dropdown menu set to 'DOC - City Executive Orders', a 'Search Term' text box containing 'Order', 'From Date' and 'To Date' date pickers, a 'CLK - Order Number' text box containing '*2019*', and a 'CLK - Year' text box. Red rectangular boxes are drawn around the 'Document Type' dropdown, the 'Search Term' text box, and the 'CLK - Order Number' text box to highlight the search criteria.

Note: The asterisk (*) is a wildcard. The search above finds every order number that has 2019 in it, no matter where the 2019 appears.

5. Click the **Search** button.

Two buttons are shown: a blue 'Search' button and a white 'Reset' button with a grey border.

6. The **Results** section shows the documents found.

		Score	Name	Summary
		27	DOC - City Executive Orders - Order #: 2019-2 - Year: 2019	OFFICE OF THE BWFITYOR 4 T E
		21	DOC - City Executive Orders - Order #: 2019-4 - Year: 2019	AFFORDABLE HOUSING MAY RE
		7	DOC - City Executive Orders - Order #: 2019-3 - Year: 2019	IS PREDICATED ON MULTI YEAR
		4	DOC - City Executive Orders - Order #: 2019-1 - Year: 2019	IMPLEMENTING THE INVESTME

Use Your Browser's Find Tool to Look Through Results

If a search gives you a lot of documents, you can use the **Find** tool in your web browser to jump to the words you want. Find only looks at the page you are viewing.

1. Set up your search: choose **DOC – City Resolutions** for **Document Type**, and type **2015** in **Search Term**. Then click **Search**.

Document Type

DOC - City Resolutions

Search Term

2015

Results

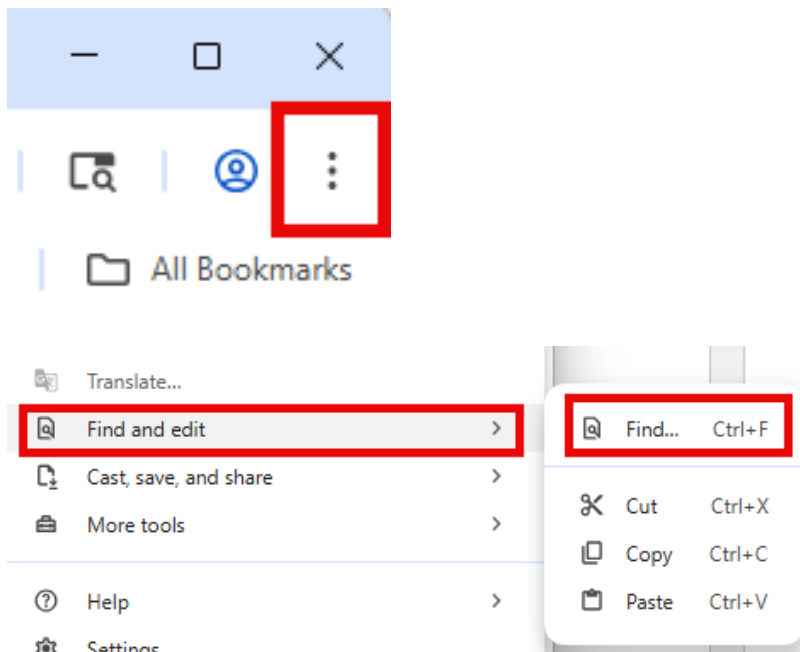
Please note that a third party created some of the following documents, and the City of Tampa cannot guarantee their accessibility for persons with disabilities.

- For better results, when entering a search term, use wild cards or double quotes to target specific search results (i.e. *123 Main St* or "Project Search Files")
- The From Date and To Date fields are exclusive to the dates the documents were uploaded into the application. Please use the date specific keyword fields for the document type to search for dates related to the document, i.e. CLK – Meeting Date.
- When Searching by Document Type, you must enter in a Search Term, for best results enter a word associated with the document and use the keyword fields to narrow results (i.e. Tampa)
- Search may take longer than usual.
- To ensure maximum document retrieval please place the keyword between two (2) Wildcard search characters. Example: *2016-06*

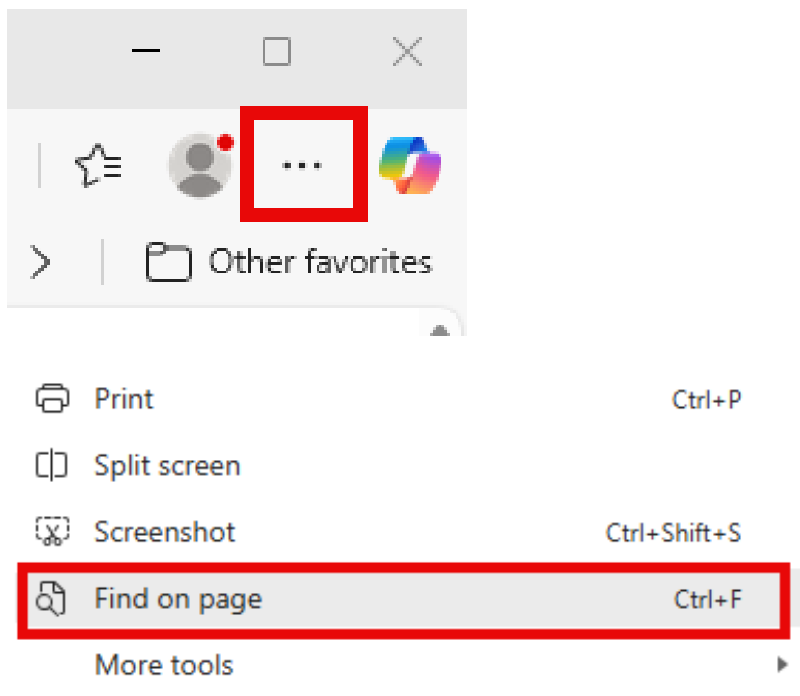
	Score	Name	Summary
	100	DOC - City Resolutions - - Reso# 2019-6 - Meeting Date: 1/10/2019	City of Tampa, Florida, by authority
	21	DOC - City Resolutions - - Reso# 2019-46 - Meeting Date: 1/10/2019	Analyses; and 4) City of Savannah
	13	DOC - City Resolutions - - Reso# 2019-30 - Meeting Date: 1/10/2019	records of Hillsborough County, Fl
	7	DOC - City Resolutions - - Reso# 2019-25 - Meeting Date: 1/10/2019	and made a part hereof; and WHE
	2	DOC - City Resolutions - - Reso# 2019-18 - Meeting Date: 1/10/2019	THE POLICY PROVISIONS. AUTHOI
	2	DOC - City Resolutions - - Reso# 2019-20 - Meeting Date: 1/10/2019	be hen:to afixed on this 9th day o
	2	DOC - City Resolutions - - Reso# 2019-41 - Meeting Date: 1/10/2019	5208 AUTHORIZED REPRIISSENTATI
	2	DOC - City Resolutions - - Reso# 2019-51 - Meeting Date: 1/10/2019	WIU. BE DELIVERED IN ACCORDAN
	1	DOC - City Resolutions - - Reso# 2019-19 - Meeting Date: 1/10/2019	Street. 2E AUJHOAIZED REPRESEIIT
	1	DOC - City Resolutions - - Reso# 2019-7 - Meeting Date: 1/10/2019	816 for the second annual mainte

2. After the results appear, open your browser's **Find** tool.

- **In Google Chrome:** click the **three vertical dots** in the top right corner. Point to **Find and edit**, and then click **Find**.



- **In Microsoft Edge:** click the **three horizontal dots** (Settings and more) in the top right corner. Then click **Find on page**.



Shortcut: In Chrome and Edge, you can also press **Ctrl + F** on a Windows computer or **Command + F** on a Mac.

3. A search box opens. Type **-46**. The box shows how many matches were found. Here, it found **1** document with **-46** in the **Name** column.



4. The browser highlights the match in the results list so you can spot it quickly. Try other words to find other documents.

	Score	Name	Summ
	100	DOC - City Resolutions - - Reso# 2019-6 - Meeting Date: 1/10/2019	City of
	21	DOC - City Resolutions - - Reso# 2019-46 - Meeting Date: 1/10/2019	Analys
	13	DOC - City Resolutions - - Reso# 2019-30 - Meeting Date: 1/10/2019	recor

Use Double Quotes to Find an Exact Phrase

Put a phrase or number inside double quotes (" ") in the **Search Term** box. The viewer will only show documents that have that exact phrase or number.

Example 1: Search all document types

1. Click the **Document Type** drop-down menu and choose **All**.
2. In the **Search Term** box, type **"Code Enforcement"** (include the quotes).
3. Click the **Search** button.

Search

Public Access Viewer (PAV) allows you to search for CRA Resolutions, Executive Orders, Ordinances, and Resolutions.

To Search: Enter a keyword or phrase in the **Search Term** field and click on the **Search** button. If you are looking for a specific Document Type, use the drop-down menu, select the Document Type, enter a search term and use the keyword fields to narrow down your results. Use the Up and Down arrow keys or the Tab key, to step through the form.

The screenshot shows a search interface. At the top, there's a 'Document Type' dropdown menu with 'All' selected. Below it is a 'Search Term' text input field containing the text '"Code Enforcement"'. Further down are 'From Date' and 'To Date' input fields, both of which are empty.

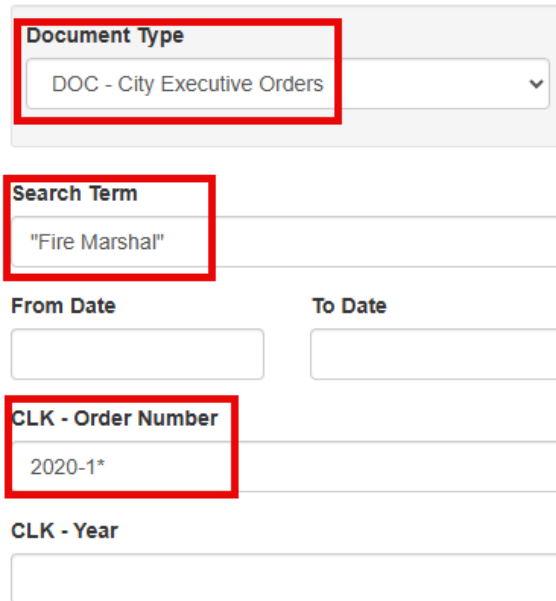
4. The phrase **Code Enforcement** shows in the **Summary** column of the documents that were found.

Score	Name	Summary
100	DOC - City CRA Resolutions - 2019 - Reso #: 2019-17	limited to, clean-up of illegal dump sites, litter control, code enforcement and other
100	DOC - City CRA Resolutions - 2020 - Reso #: 2020-21	limited to, clean-up of illegal dump sites, litter control, code enforcement and other
100	DOC - City CRA Resolutions - 2020 - Reso #: 2020-23	limited to, clean-up of illegal dump sites, litter control, code enforcement and other
100	DOC - City CRA Resolutions - 2020 - Reso #: 2020-4	limited to, clean-up of illegal dump sites, litter control, code enforcement and other
100	DOC - City CRA Resolutions - 2020 - Reso #: 2020-8	taxes and 2018 property taxes. o Have no outstanding property code enforcement

Example 2: Use an exact phrase with a keyword

You can also use quotes together with a keyword box for a certain document type.

1. Click the **Document Type** drop-down menu and choose **DOC – City Executive Orders**.
2. In the **Search Term** box, type **"Fire Marshal"** (include the quotes).
3. In the **CLK – Order Number** box, type **2020-1***.



The screenshot shows a search form with the following fields and values:

- Document Type:** A dropdown menu with "DOC - City Executive Orders" selected.
- Search Term:** A text box containing the text "Fire Marshal".
- From Date:** An empty date input field.
- To Date:** An empty date input field.
- CLK - Order Number:** A text box containing the text "2020-1*".
- CLK - Year:** An empty text input field.

Note: The asterisk at the end means "starts with." This finds order numbers that begin with 2020-1.

4. Click the **Search** button.
5. The phrase **Fire Marshal** shows in the **Summary** column. The number **2020-1** shows in the **Name** column.

Score	Name	Summary
100	DOC - City Executive Orders - - Order #: 2020-11	Executive Order may be enforced by any law enforcement officer fire marshal, or an
100	DOC - City Executive Orders - - Order #: 2020-12	Executive Order may be enforced by any law enforcement officer fire marshal, or an