

Accessing Public Information

In order to access the Commissioners information make sure the System selected is the Chelan Commissioners in the box. If it is not, then use the down arrow on the right hand side and left click it to make it the selection as shown below.

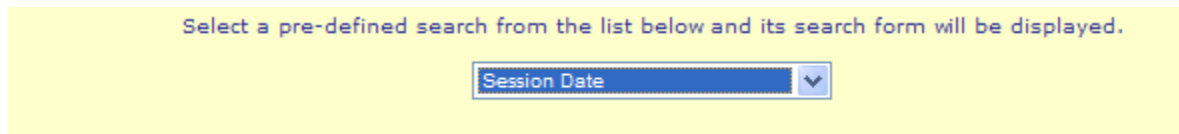


The screenshot shows the 'LibertyNET Login' page. The 'System:' dropdown menu is open, displaying three options: 'Chelan Commissioners', 'Chelan County', and 'Chelan County Sheriff'. The 'Chelan Commissioners' option is highlighted with a blue background. Below the dropdown is a 'Password:' input field and a 'Login' button with a help icon.



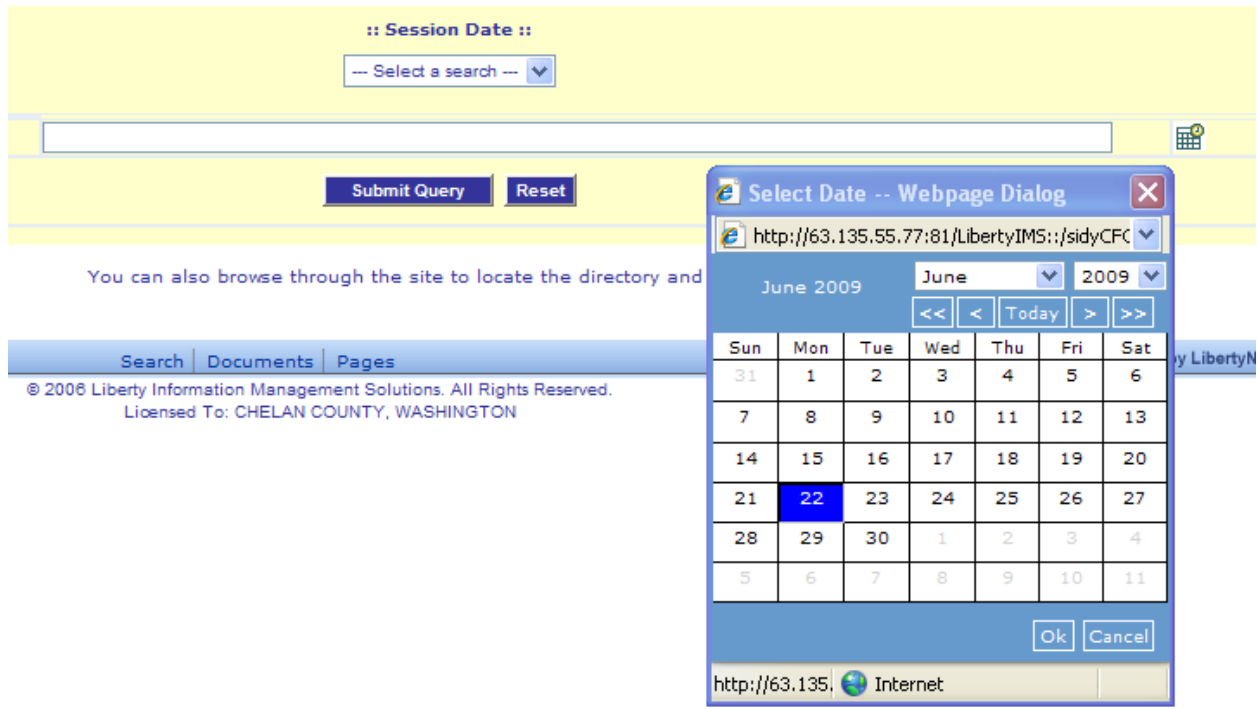
The screenshot shows the 'LibertyNET Login' page. The 'System:' dropdown menu is set to 'Chelan Commissioners'. The 'Name:' field contains the text 'public' and the 'Password:' field is empty. Below the fields is a 'Login' button with a help icon.

The logon for public access is the Name (**public**) and the Password is also (**public**). Left click on the login button below the Password to start the process. Once you are logged in a selection can be made as to the type of search to use through another drop down menu.



The screenshot shows a yellow background with the text: 'Select a pre-defined search from the list below and its search form will be displayed.' Below the text is a dropdown menu with 'Session Date' selected and a down arrow on the right.

The Session Date search will allow you to enter the date to be searched either manually on the Line (xx/xx/xxxx) using the month day year format, or select the calendar icon on the right of the line to select the day to search by highlighting and clicking the selected day.



Once the date has been submitted click the Submit Query button and then all of the documents that were created on that date will be represented and can be clicked to display the documents in a PDF format.

Select All

#	Index Type	Item #	Session Date	End Date	Book	Action	Department	Company	Individual	Description
1	CORRESPONDENCE	20090511C8-1	05/12/2009		2009		COMMISSIONERS	DEPT OF ECOLOGY	DIRECTOR JAY MANNING	LTR FROM BRD RE:TOTAL MAXIIMUM DAILY LOAD OF PH IN WEN RIVER
2	BIDS	20090511B1-1	05/12/2009		2009	APPROVED	NATURAL RESOURCES	BETHEHEM CONSTRUCTION		AWARD BID FOR CHUMSTICK CREEK BRIDGE PROCUREMENT

Click a document link to view or select the checkbox to mark the documents for processing. Click the sidebar buttons on the left for document-level or site-commands.

Search | Documents | Pages Powered by

The second search will allow more options for the search criteria allowing both an index type and a start and stop to a period of time to define the search

:: Minutes Search ::

-- Select a search -- ▾

Created By

From

To

Query Builder for Advanced Full Text Search

Enter the search query below and use the boolean connectors and option characters as needed by clicking the buttons on the sides.

Connector

AND
OR
AND NOT
NONE

Option

Phonic
Synonym
Stemming
Fuzzy

Index Type

Item #

Session Date

End Date

Book

Action

Department

Company

Individual

Description

Select Date -- Webpage Dialog

http://63.135.55.77:81/LibertyIMS:/sidLbxd

June 2009 June 2009

<< < Today > >>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27

Several options are listed and can be accessed through the drop down arrow at the right. The Index Type field and specified date will help limit the search only to items the user wants to locate.