

How to locate the information you seek:

The Yachats database includes two web sites. YachatsOregon.org and GoYachats.com The document library is a fully integrated part of YachatsOregon.org. There are three search options for public users. This is the [document library index search](#).

Document Library Index Search:

Clicking on the [Document Index button](#), take you to the page that lists all the document categories. See image below. The + symbols to the left of the category titles open the category group to expose document titles.

Document Library Document Index

Home / Documents / Index

Filter button

Filter 40 Categories, 2241 Documents

- + Agendas 152
- + Agreements 70
- + CC&Rs 22
- + Code 7

Document categories with document counts for each category

Advanced Filter Options:

Once you enter your search keywords and press Enter or Search, the results should look like the image below. The default filter is by Keyword. The + symbol next to the category lists opens the list.

Filter 2 Categories, 317 Documents

Search results

Filter options

Filter by Keyword Filter by Date

Keywords Library 501 building Max per Category 150 - 300

Categories Council, Library Apply Filter

- + Council 164
- + Library 153

Selected categories

Limits number of documents results from drop down menu

You also have an option to further filter the search by choosing an alternate range of dates.

Advanced Filter Options:

This image below demonstrates the filter by date option. Note the + sign has been clicked to expose documents. Take note that the council agenda document is the parent record for the indented items below. Any place the parent document is present, clicking on the information icon will expose the list of all the child documents. In this case, they are visible because they met the test of the category filter (council or library).

The screenshot shows a search interface with the following elements:

- Filter:** 2 Categories, 718 Documents
- Results using alternate date range:** (highlighted in a red box)
- Filter by Keyword** | **Filter by Date** (checked)
- From:** 01/16/2015 | **To:** 07/17/2017
- Categories:** Council, Library
- Apply Filter**

The search results are displayed under the **Council** category (666 items):

- Document title:** Council Agenda - 7/12/2017 (352.92KB, 6 days ago) [Download] [Information]
- Library Strategic Plan-final - 7/11/2017** (450.22KB, 6 days ago) [Download] [Information]
- City-Library MOU - 7/12/2017** (193.08KB, 6 days ago) [Download] [Information]
- Vacation Rental Recommendations - 7/12/2017** (98.43KB, 1 week(s) ago) [Download] [Information]
- Vacation Rental Comments-Washington - 7/12/2017** (60.24KB, 6 days ago) [Download] [Information]

Red boxes and arrows highlight the "Document title", "Download", and "Information" icons for the first result.