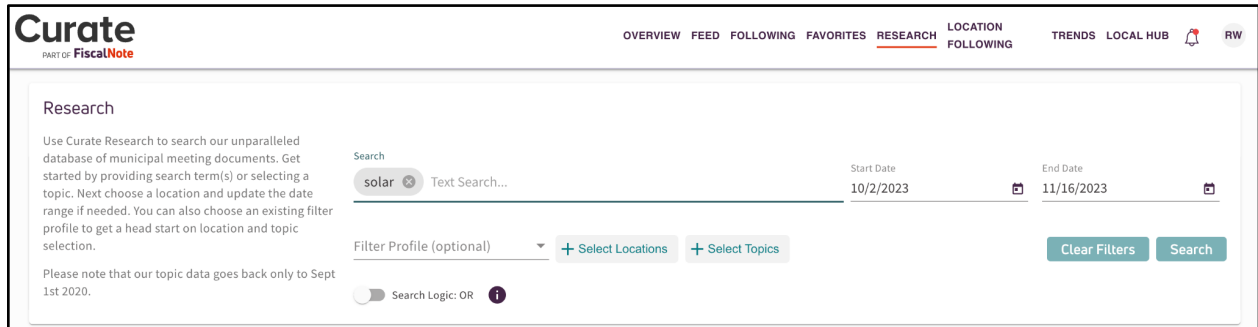


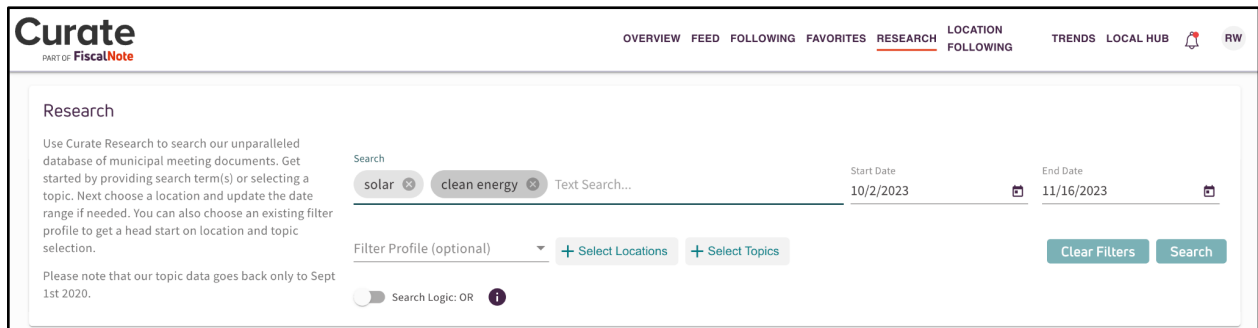
Curate Training Guide

Search Word Tips

- Type in the term that would like to search and hit *ENTER* before hitting *SEARCH* to finalize the search criteria.



The screenshot shows the Curate Research interface. The search bar contains the term "solar". The start date is 10/2/2023 and the end date is 11/16/2023. There are buttons for "+ Select Locations", "+ Select Topics", "Clear Filters", and "Search". A "Search Logic" toggle is set to "OR".



The screenshot shows the Curate Research interface with two search terms: "solar" and "clean energy". The start date is 10/2/2023 and the end date is 11/16/2023. There are buttons for "+ Select Locations", "+ Select Topics", "Clear Filters", and "Search". A "Search Logic" toggle is set to "OR".

- You can add "+" to enable special abilities:
 - Ex: Search for "Duration of test" in WI this should return just a few results. Now search for "Duration a test+" - when adding "+" this will tell the search engine to:
 - Use the "stemmed" version of test (ie. test, tests, testing, tested)
 - Replace "stop words" with a wild card ("a" gets converted to a generic "word", so now "of" or any other word between Duration and test will also match)
- To search multiple possible words, type the phrase and hit *ENTER* after each search term.
 - This will return results for either search In the example below, if solar *or* clean energy matches, it will be included in the results. Because of the larger scope of search, it may take longer to return results.

Curate
PART OF FiscalNote

OVERVIEW FEED FOLLOWING FAVORITES **RESEARCH** LOCATION FOLLOWING TRENDS LOCAL HUB RW

Research

Use Curate Research to search our unparalleled database of municipal meeting documents. Get started by providing search term(s) or selecting a topic. Next choose a location and update the date range if needed. You can also choose an existing filter profile to get a head start on location and topic selection.

Please note that our topic data goes back only to Sept 1st 2020.

Search: **solar** **clean energy** Text Search...

Start Date: 10/2/2023 End Date: 11/16/2023

Filter Profile (optional): Locations: 1 State, 58 Counties, 1214 Locations

+ Select Topics

Search Logic: OR

Sort by **meeting date** in **descending** order

Found 1,214 documents across 396 locations

Riverside, CA (City)
Riverside County

Nov 13, 2023
Found on Nov 1, 2023

<https://riversideca.legistar.com/View.ashx?M=...>

Curated Doc

- **AND** searching allows you to search for multiple words or phrases that must appear in the results.
 - **Note:** You will need to switch your toggle from Search Logic: **OR** to Search Logic: **AND** to perform searches this way. Once you've done that, adding multiple terms or phrases to your search, you will get results where all the terms or phrases appear in the snippet.

Curate
PART OF FiscalNote

OVERVIEW FEED FOLLOWING FAVORITES **RESEARCH** LOCATION FOLLOWING TRENDS LOCAL HUB RW

Research

Use Curate Research to search our unparalleled database of municipal meeting documents. Get started by providing search term(s) or selecting a topic. Next choose a location and update the date range if needed. You can also choose an existing filter profile to get a head start on location and topic selection.

Please note that our topic data goes back only to Sept 1st 2020.

Search: **solar** **clean energy** Text Search...

Start Date: 10/2/2023 End Date: 11/16/2023

Filter Profile (optional): Locations: 1 State, 58 Counties, 1214 Locations

+ Select Topics

Search Logic: **AND**

Sort by **meeting date** in **descending** order

Found 30 documents across 21 locations

San Jose, CA (City)
Santa Clara County

Nov 7, 2023
Found on Oct 28, 2023

<https://sanjose.legistar.com/View.ashx?M=A&I...>

Curated Doc

Search Setting Tips

- The date range will default to 6 weeks, but can be adjusted up to 6 months.
 - **Note:** Extending date ranges, will likely result in a longer time to return results, especially if searching across multiple states..
- Choose the state(s) you want to search in or click on "search all states"
 - **Note:** The more states selected, along with longer date ranges and broader searches will likely result in a longer time to return results.
- You can also search within one or more Topic(s) and have your results limited to relevant discussions within those topics.

- This feature is only available for those who get a weekly report.

Digging In and Downloading

- To download:
 - Select the checkbox next to any of the results.
 - Then click the Download button and Download button again on the pop-up.
- To dig in
 - Click on the Curated Doc button to see the entire text of the document, in the standardized, Curate format.
 - Click on the URL below the location name to go to the original municipal document.
 - Click on the hyperlinked location name to visit the Local Hub Page for that body of local government.

The screenshot displays the Curate Research interface. At the top, the Curate logo is on the left, and navigation links (OVERVIEW, FEED, FOLLOWING, FAVORITES, RESEARCH, LOCATION FOLLOWING, TRENDS, LOCAL HUB) are on the right. The main search area includes a search bar with 'clean energy' entered, a start date of 10/2/2023, and an end date of 11/16/2023. Below the search bar, there are filter options for 'Filter Profile (optional)' and 'Locations: 1 State, 58 Counties, 1214 Locations'. A 'Search' button is visible. The results section shows a download button, the location 'Solana Beach, CA (City)', and a 'Curated Doc' button. The document title is 'City Selection Committee (meets twice a year) Primary-Heebner, Alternate-Edson Clean Energy Alliance (CEA) JPA: Primary-Becker, Alternate-Zito'.