

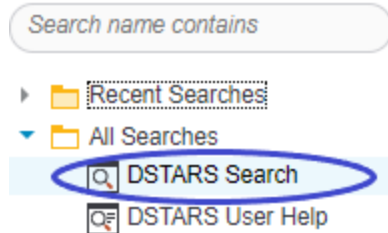
DSTARS User Help

Overview

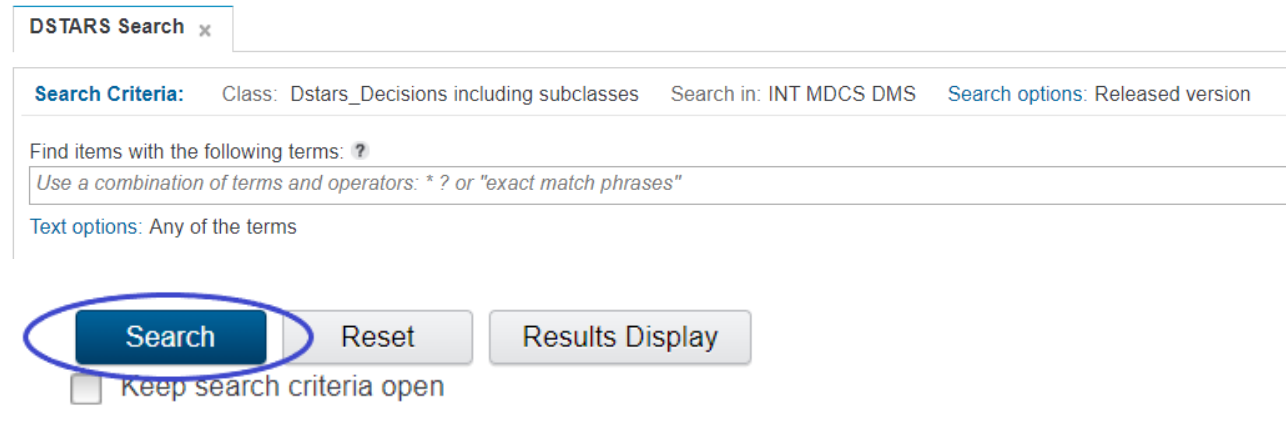
The DSTARS database of selected Michigan Civil Service Commission decisions contains decisions issued by the commission and its adjudicating officers. Commission decisions date back to 1982. State Personnel Director, Employment Relations Board, hearing officers and arbitrator, and technical review officer decisions back to 1999 are available in DSTARS. These decisions are made under the Civil Service Commission Rules and Regulations, the current versions of which are available [here](#).

A. Searching.

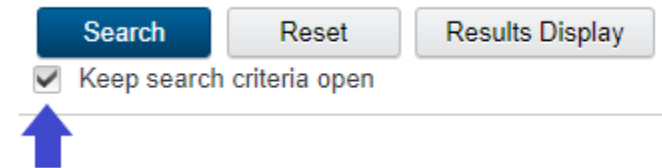
When entering DSTARS, click the “DSTARS Search” button in the upper-left to open the Search box:



The simplest way to search is to type a word or phrase into the search box at the top of the screen and click "**Search**" near the bottom of the screen:



This will return all documents in DSTARS with searched terms and in the details list. Clicking on a document will open it in a new window. To change search criteria, click on the “Search Criteria” near the top of the screen to re-open the search bar. You can also check “Keep search criteria open” below the search button to keep the search bar visible when viewing documents.



Search tips:

Default search. The default setting searches all documents for any searched term. It will also return search variants of searched terms. For example, a search for *house* will return documents with “house,” “housing,” “housed,” etc.

Exact phrase. To search for an exact phrase, surround it with quotation marks ("). For example, to find documents with the exact phrase *credit card fraud*, use the query: "*credit card fraud*". The search is not case-sensitive, so *Credit Card Fraud* would be considered an exact match. Term variants, such as *credit cards* and *credit card frauds*, are not exact matches. Also, no other terms can appear between any two terms in the phrase, so "*credit card online fraud*" would not be an exact match.

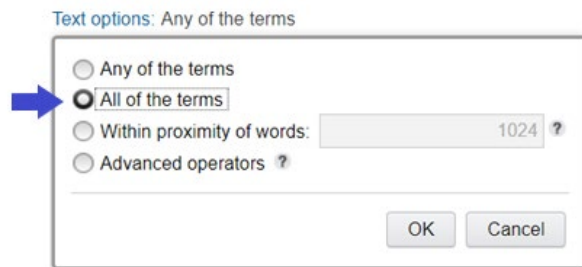
Reference Numbers. Reference numbers of related documents are no longer linked. To search for related

documents by reference number, search for the reference number using the Exact phrase function within quotation marks. Ensure that all leading zeroes are included. For example, searching for "20##-#####" will return all related cases under that reference number

Unknown characters or terms. Use the asterisk (*) to match no or multiple characters, but only one term. For example, the query *czech** returns documents with the terms *czech*, *czechoslovakia*, *czechoslovakian*, and other words that start with the characters *czech*, including *Czech* without any following characters. You can also use the asterisk in a phrase search. For example, the query *John * Kennedy* also returns documents with the terms *John Kennedy*, *John Fitzgerald Kennedy*, and *John F Kennedy*.

Use the question mark (?) for a single character. The search *ra?or* matches *razor*, but not *raptor*. Multiple question marks in a row stand for the same number of characters as there are question marks. For example, *psych????y* matches *psychology* or *psychiatry* but not *psychotherapy*.

Required terms. Required terms differs from an exact match. The exact match is used to find phrases with the terms in a specific order. Requiring terms does not require terms to be in a specific order. To perform a required-terms search, click on "Text options" below the search bar and select "All of the terms," click "OK," enter your search terms in the search box, and click "Search." This will search for all documents in which all the terms or variants are present in any order anywhere in the document.



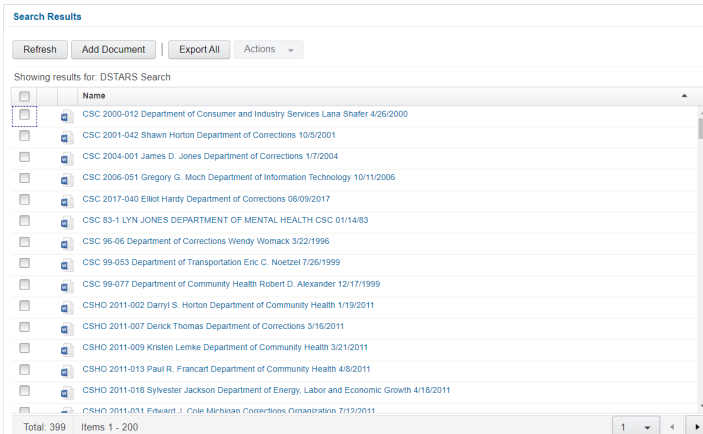
Excluding terms. Click on "Text options," select "Advanced operators," click "OK." In the search bar, use the minus sign (-) in front of one or more terms to exclude documents that contain those terms or variants. For example, including *-discharge* will exclude all documents containing discharge or a variant.

Proximity search. Click on "Text options," select "Within proximity of words," and enter the range of words in which your search terms must be found. For example, entering 5 in the box will require your search terms or their variants to be within five words of each other but not in a specific order. Type your search terms in the search box and click "Search."

New Search. To start a new search, click on "Search Criteria" near the top of the page to reopen the search bar. Clicking "Keep search criteria open" will eliminate the need to reopen the search bar but will make the reading pane or document list smaller.

B. Viewing documents

After clicking "Search," results showing the names of documents containing the search terms will display:



The "total" in the lower-left shows the number of documents returned by your search. Click any document link to display the document in a new window. Use CTRL+F to search for terms within the document. To view a different document, click a different link from the results list.

To view the documents in filmstrip mode, which displays each document in an in-window reading pane and allows toggling between documents, click the filmstrip icon in the upper right:



In film strip mode, click a document from the row at the bottom of the page to display it in the reading pane, or right click and select “open” to open in a new window.

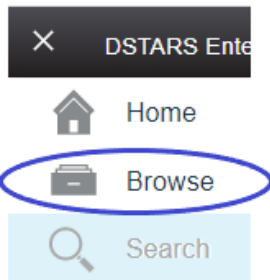
C. Browsing.

Decisions can be browsed by type and year.

1. Click the three lines at the top left below the address bar,



2. Click “Browse”:



3. Click on the type of document to be browsed,



4. Click the subfolder for the document type. Most documents in DSTARS are organized by type and year of publication:

INT MDCS DMS > DSTARS > Civil Service Commission Decisions

<input type="checkbox"/>	Name	Mod
<input type="checkbox"/>	1982-1998	Son
<input type="checkbox"/>	1999	Son
<input type="checkbox"/>	2000	Son
<input type="checkbox"/>	2001	Son
<input type="checkbox"/>	2002	Son
<input type="checkbox"/>	2003	Son
<input type="checkbox"/>	2004	Son
<input type="checkbox"/>	2005	Son

Clicking on a subfolder will display all documents in that subfolder, which may be viewed in the same ways as documents returned through a search.

D. Printing & Downloading.

To print a document, (1) select the document you wish to print in either the filmstrip or list view, (2) click the "Actions" dropdown, (3) hover over "Print," click "Document," and (4) on the pop-up, leave "Print original size" checked and click "Print."

The screenshot illustrates the process of printing a document in the DSTARS system. It shows a list of documents with the 'Actions' dropdown menu open. The 'Print' option is selected, and the 'Document' sub-option is chosen. Below this, the 'Print' dialog box is shown with the 'Print original size' checkbox checked.

Download a copy. Documents can be downloaded for later viewing through the Actions dropdown or by right-clicking the document name.

Questions about documents in DSTARS

Questions about these documents or DSTARS can be made to Michigan Civil Service Commission Office of General Counsel, P.O. Box 30002, Lansing, MI 48909; 517-284-0115; MCSC-OGC@mi.gov.