

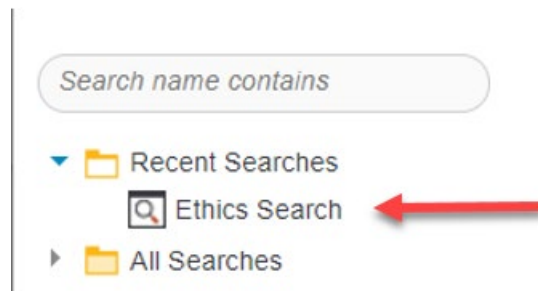
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Overview

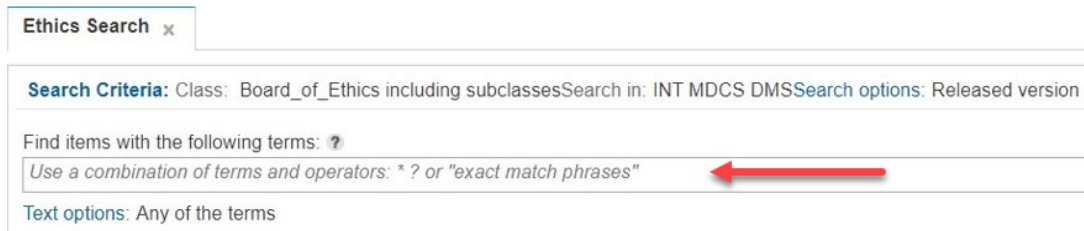
The State Board of Ethics Database (Database) contains all advisory opinions and complaint decisions issued by the board since 1974. The board interprets Michigan's [State Ethics Act](#) when issuing advisory opinions or decisions.

Navigation

When entering the Database, select the **Ethics Search** option in the upper-left to open the Search box:



This search box will appear:



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



This will search all documents in the Database for any of the searched terms and return matching documents in the filmstrip list at the bottom of the page. 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

Search for Any Terms

The default search setting will search all documents for any of the searched terms. By default, it will also search for variants of the base search terms. For example, a search for *house* will return documents with the words "house", "housing", "housed", etc.

Exact Phrase

To search for an exact phrase, surround a name or phrase with double 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 and will not be returned in results. Also, no other terms can appear between any two terms in the phrase, so "credit card online fraud" would not be an exact match.

Unknown Characters or Terms

Use the asterisk (*) to match **none** or **multiple** characters, but only one term. For example, the query

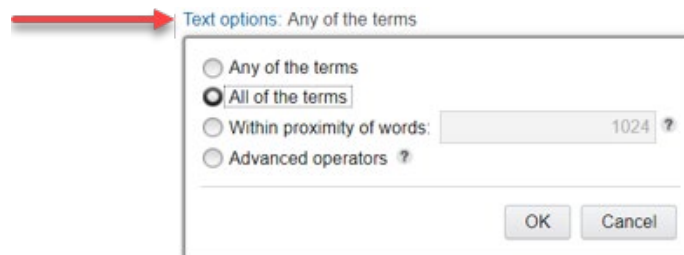
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*czech** returns documents with the terms “Czech”, “Czechoslovakia”, “Czechoslovakian”, and other words that start with the characters czech, including “Czech” without any following characters. You can also use the asterisk in a phrase search. For example, the query *John * Kennedy* also returns documents with the terms “John 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 either psychology or psychiatry but not psychotherapy.

Required Terms

Required terms differs from an exact match. The exact match is used to find phrases where the terms are in a specific order. Requiring terms does not require multiple terms to be in a specific order. To perform a required-terms search, click the **Text options** linked text below the search bar, select “All of the terms”, then click the **OK** button. Then you can enter your search terms in the search box and click the **Search** button. This will search for all documents in which all the terms or their variants are present in any order anywhere in the document.



Excluding Terms

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

Proximity Search

Click on **Text options** linked text, 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 the **Search** button.

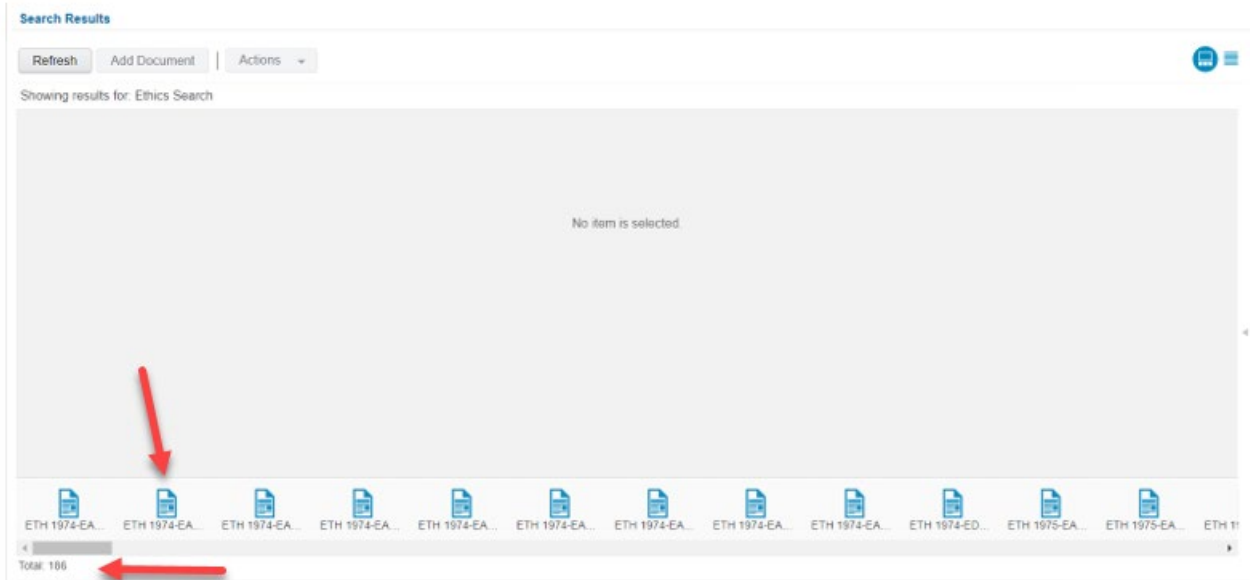
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Documents

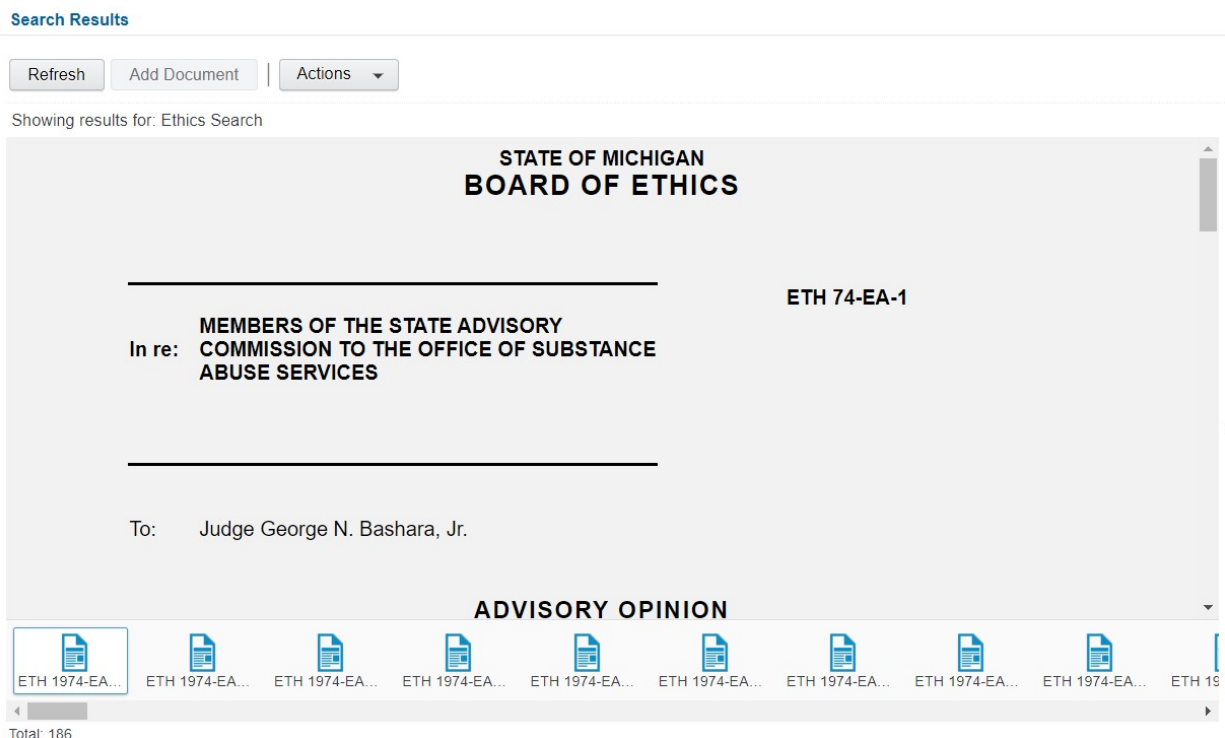
Viewing Documents

After clicking the **Search** button, the search results will display:



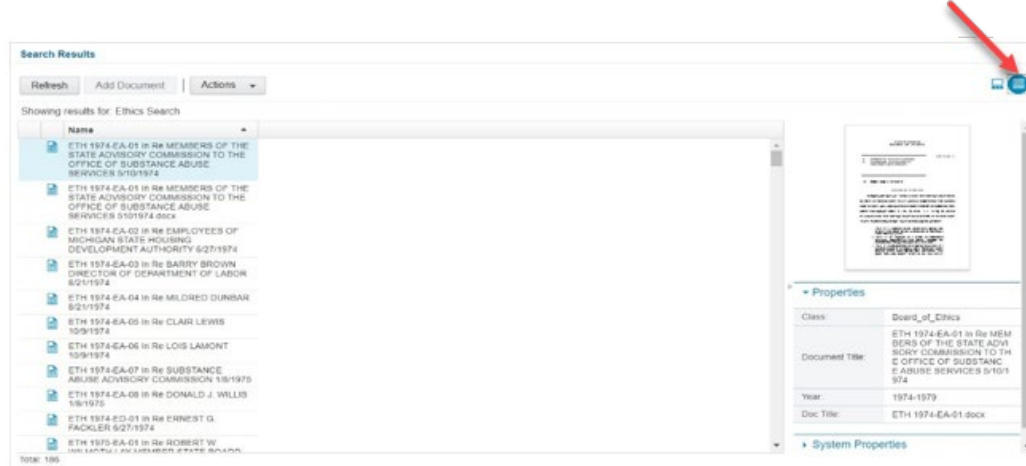
Each page icon at the bottom of the screen represents a document containing your search terms. Click one of these icons to display the document in the reading pane. The total displayed in the lower-left shows the number of documents returned by your search.

Use the slider to the right of the reading panel to scroll down through the document. To view a different document, click a different icon. Use CTRL+F to search for terms within the document.



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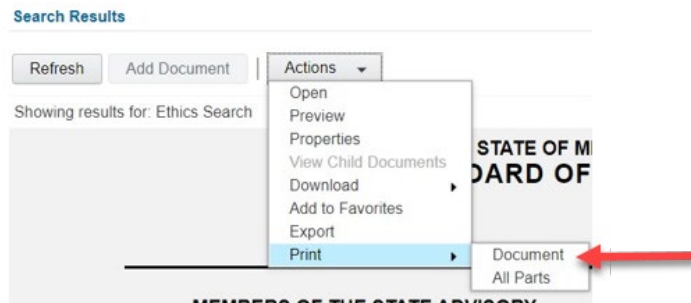
To view a list of the results showing each document's title, click the **list view** icon in the upper-right corner above the reading pane:



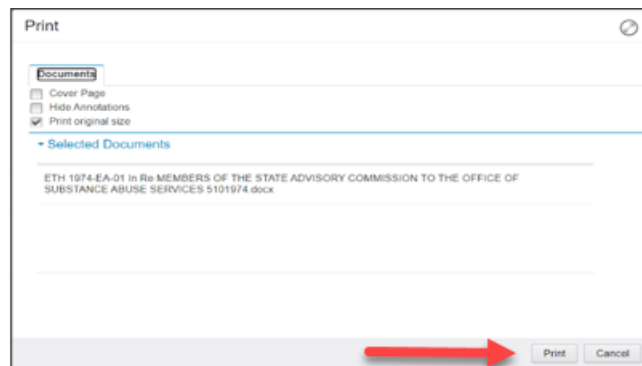
Select a document from the list to read, then click the **filmstrip** icon next to the **list view** icon to return to the reading pane. Or you can right-click on the document in the list view and “Open” or “Preview” to read the document in a new window.

Printing Documents

To print a document, first select the document you wish to print in either the filmstrip or list view, click the “Actions” dropdown (or right-click the document name), hover over “Print”, then click “Document”.



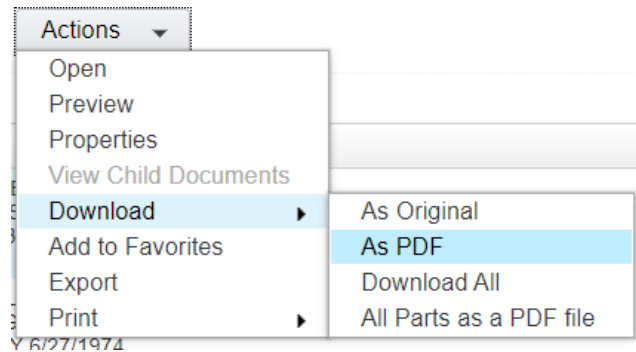
On the pop-up, leave “Print original size” checked and then click “Print”.



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Downloading Documents

Documents can be downloaded for later viewing through the “Actions” dropdown or by right-clicking the document name:



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.

Ethics Opinions and Decisions

Questions about these documents or the Database can be made to the board at:

Mail:

State Board of Ethics
P.O. Box 30002
Lansing, MI 48909

Phone:

517-284-0125

Email:

ethicsboard@mi.gov