

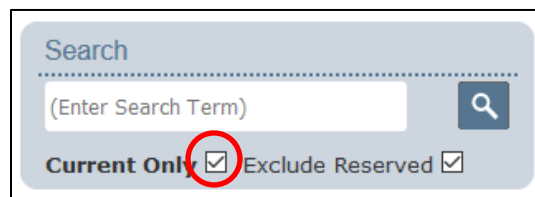


## Search Legislative Documents

The Search Legislative Documents tool is the main search engine on the legislative website. This tool allows you to search the website for information. This includes searching for past and present legislation, legislators, publications, committees, Iowa law, and more. You can “drill down” to the information you want by using the “Search Within” box, you can perform keyword searches, or you can do a combination of the two. To navigate to the Search Legislative Documents tool, go to the **Publications** tab on our website and then click **Search Legislative Documents** along the left-hand side of the screen.

On the main page of the search engine, you can enter a keyword to search for that information on our site. By default, your results will only include current information and will exclude any reserved Code chapters. Enter your search term and hit the  button.

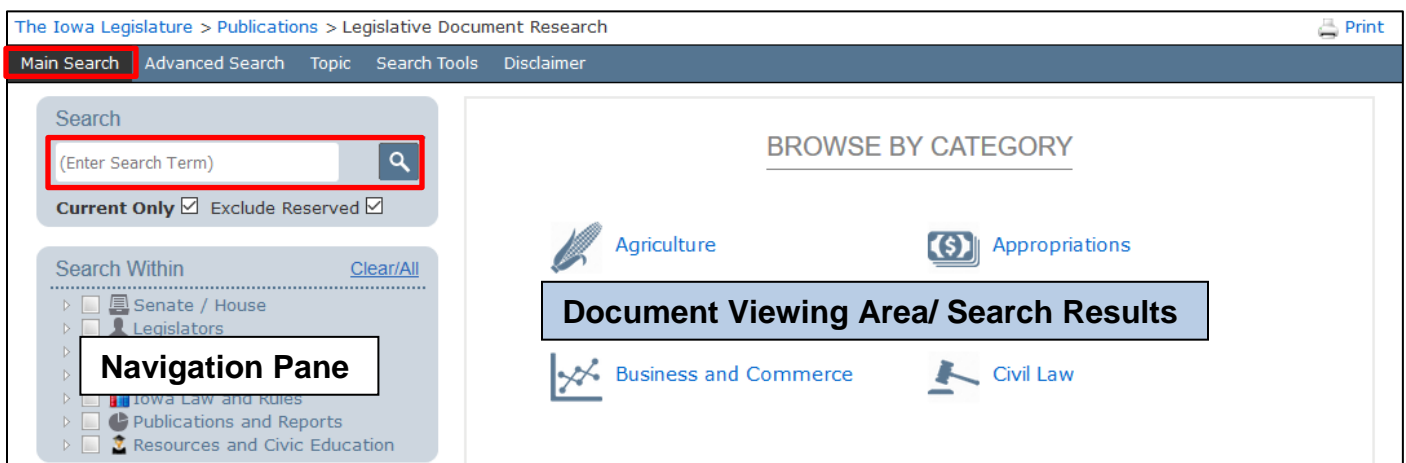
**NOTE:** If you wish to search older information, uncheck the “Current Only” box before clicking . (See below)



A screenshot of the search interface. It features a search bar with the placeholder text "(Enter Search Term)" and a magnifying glass icon. Below the search bar are two checkboxes: "Current Only" and "Exclude Reserved". The "Current Only" checkbox is checked and is circled in red. The "Exclude Reserved" checkbox is also checked.

The screenshot below shows the different sections of the Search Legislative Documents tool:

- **Navigation Pane:** This pane gives you the ability to search each one of the tabs on our website or to drill down to the information you need by expanding each of the sections.
- **Document Viewing Area:** The Document Viewing Area takes up most of the space on the screen. This is the area where you view the documents you select from the Navigation Pane or from the results of a search.

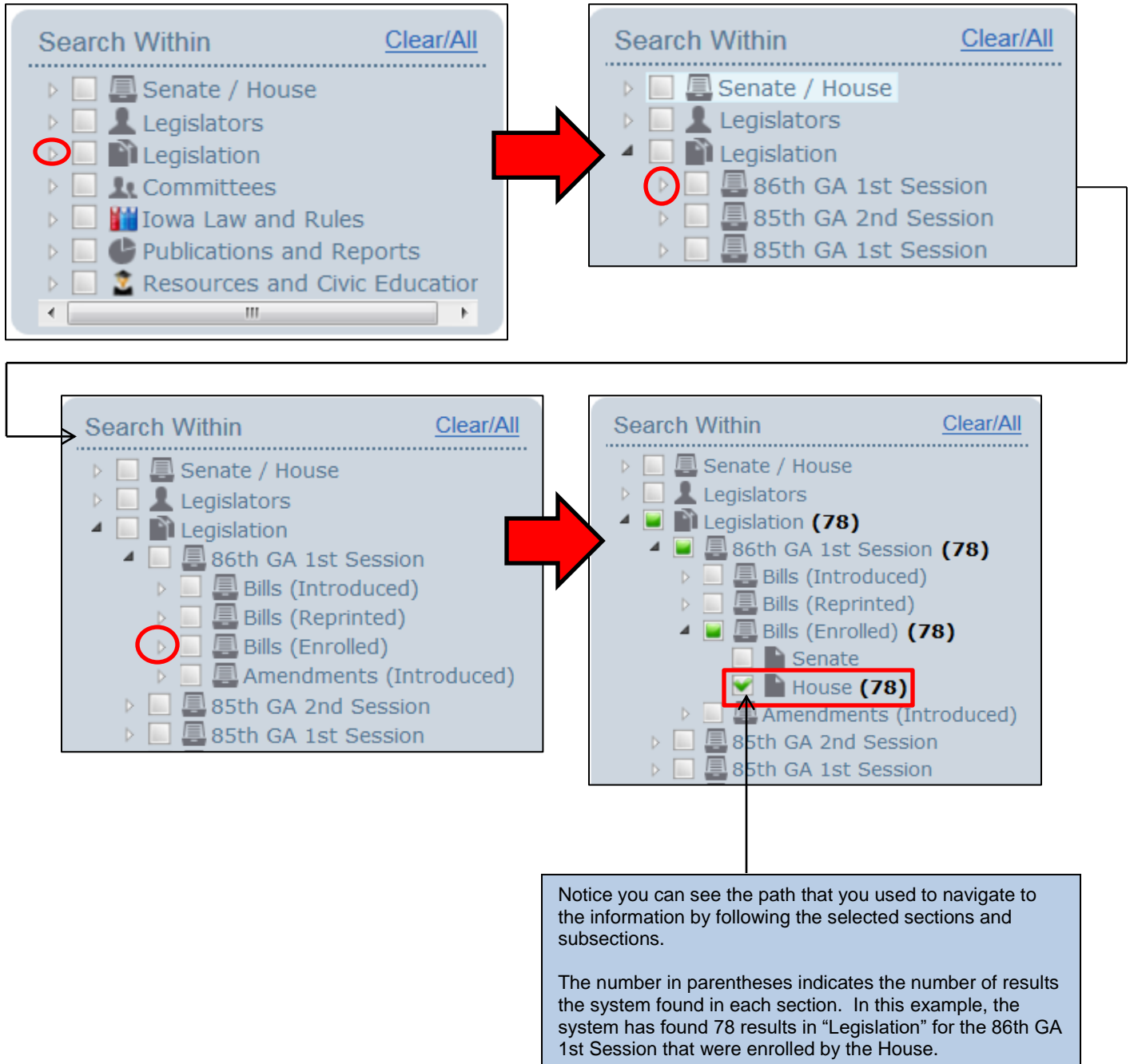


A screenshot of the full search interface. The browser address bar shows "The Iowa Legislature > Publications > Legislative Document Research". The navigation menu includes "Main Search", "Advanced Search", "Topic", "Search Tools", and "Disclaimer". The search bar is highlighted with a red box. The "Current Only" checkbox is checked. The "Search Within" section is expanded, and a box labeled "Navigation Pane" is overlaid on it. The "BROWSE BY CATEGORY" section includes "Agriculture", "Appropriations", "Business and Commerce", and "Civil Law". A box labeled "Document Viewing Area/ Search Results" is overlaid on the category icons.

Enter your search term and click the magnifying glass icon or Enter on your keyboard when you wish to launch your search.

## Navigating to Information/Using the “Search Within” Box:

If you know where the information you want is located, you can use the “Search Within” section of the Navigation Pane. For example, if you want to search for legislation, click the small arrow in front of Legislation. It will expand the section and allow you to choose the GA and session. Click the arrow in front of the GA and session you wish to search within and then click the type of legislation you wish to view (introduced, reprinted, or enrolled). Keep expanding the categories until you reach the information that you want to view. (When you reach the end of the section, you will not see an arrow in front; rather, you will just click on your choice.) All of the results will display for you in the Document Viewing Area. (See below)



## Keyword Search / Advanced Search:

For more search options, go to the top of the screen and click on “Advanced Search”. (See below)

The Iowa Legislature > Publications > Legislative Document Research Print

Main Search **Advanced Search** Topic Category Search Tools Disclaimer

### Search Within [Clear/All](#)

- Senate / House
- Legislators
- Legislation
- Committees
- Iowa Law and Rules
- Publications and Reports
- Resources and Civic Education

### IOWA CODE Quick Search

(e.g., 7E, 7E.1)

### IOWA ACTS Quick Search

GA  Session

Chapter

### IOWA ADMINISTRATIVE CODE Quick Search

(e.g., 11 [agency], 11.1 [chapter], 11.1.1 [rule])

## Legislative Document Research

You can search a subset of the site by choosing sections in the table of contents (in the frame on the left).

Search for documents...

**By Topic:**  ▼

Search by **code affected** by bill:

Search by **sponsor:**  This is only for bills and amendments

Search by **author:**

Search by **department:**

Search by **budget unit:**

Current Only

Exclude Reserved

All Resolutions

All Amendments

Containing **all** these words:

and **not** containing any of these words:

and containing **one or more** of these words:

and containing this **exact phrase:**

and containing **all** these words **near** each other:  
 Terms ie. state payment  
 Proximity ie. 10, 25 or 50  
 (distance apart words are allowed to be, default is 25)

Broken down, here is what each search option does.

**Search Within** [Clear/All](#)

- Senate / House
- Legislators
- Legislation
- Committees
- Iowa Law and Rules
- Publications and Reports
- Resources and Civic Education

**IOWA CODE Quick Search**

(e.g., 7E, 7E.1)

**IOWA ACTS Quick Search**

GA  Session

Chapter

**IOWA ADMINISTRATIVE CODE Quick Search**

(e.g., 11 [agency], 11.1 [chapter], 11.1.1 [rule])

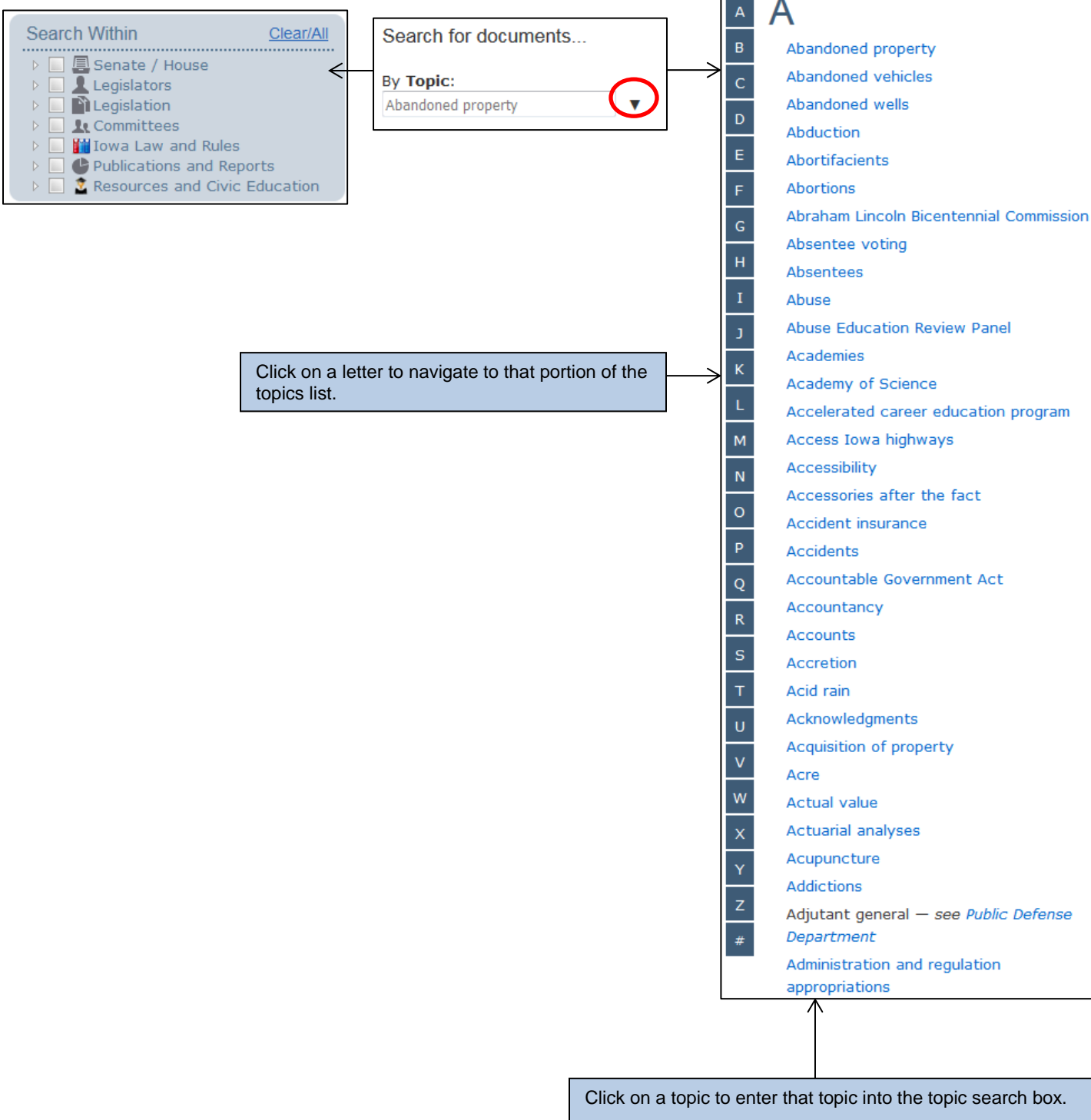
The “Search Within” section allows you to narrow your search results. By default, the system will search all data within the system for the term you enter. However, you may limit your search to one section of the website by checking the box in front of the section you wish to search. The example shown here will only search for documents within “Legislation”.

Type the Iowa Code section you wish to view and hit the **Go** button to pull up the most current version of that section. Examples of the format to use are shown in parentheses under the search box.

Use the drop-downs to select the Iowa Acts chapter you wish to view and then hit the **Go** button to pull up that Acts chapter.

Type the Iowa Administrative Code agency, chapter, and/or rule you wish to view and hit the **Go** button to pull up the most current version of that agency/chapter/rule. Examples of the format to use are shown in parentheses under the search box.

Clicking on the arrow next to the example topic will pull up a list of all topics to select from. The topics listed are the indexing terms used by LSA staff to organize all documents. You can search a subset of the site by choosing a section or sections in the Search Within box (in the frame on the left) after you have chosen your topic, but before you click the **Search** button to launch your search.



## Advanced Search Continued...

Containing **all** these words:

and **not** containing any of these words:

and containing **one or more** of these words:

and containing this **exact phrase**:

and containing all these words **near** each other:  
 Terms ie. state payment program  
 Proximity ie. 10, 25 or 50 (distance apart words are allowed to be, default is 25)

Type the keyword(s) you wish to search for in the appropriate box and then click the **Search** button to launch your search.

Search by **code affected by bill**:

Search by **sponsor**:  
 This is only for bills and amendments

Search by **author**:

Search by **department**:

Search by **budget unit**:

Current Only

Exclude Reserved

All Resolutions

All Amendments

Type the keyword(s) you wish to search for in the appropriate box and then click the **Search** button to launch your search.

You may also check any of the boxes below the text boxes to limit your search results.

## Legislator Search:

To search by legislator, check the “Legislators” box in the “Search Within” section on the Main Search tab. This will pull up all current legislators in alphabetical order by last name, with senators at the top of the list and representatives listed after. Notice that the “Current Only” box is checked by default on the “Main Search” page, automatically limiting your search to current legislators; uncheck the “Current Only” box to search for all Iowa legislators. (See below.)

**Main Search** | Advanced Search | Topic | Category | Search Tools | Disclaimer

Search (Enter Search Term)

**Current Only**  Exclude Reserved

Search Within [Clear/All](#)

- Senate / House
- Legislators (151)**
- Legislation
- Committees
- Iowa Law and Rules
- Publications and Reports
- Resources and Civic Education

Committees

Separate Tabs  Sort by: Year ▼ | Name ▲ Results per page: 10  
Page 1 of 16 [next](#) [last](#) [Generate Link](#)

**Senator Rick Bertrand** Iowa General Assembly Legislators  
General Assembly: 86  
District: 7  
Party: Republican  
Home County: Woodbury  
Committees: Administration Committee, Commerce (Senate), Labor and Business Relations (Senate), State Government (Senate)

**Senator Tod R. Bowman** Iowa General Assembly Legislators  
General Assembly: 86  
District: 29  
Party: Democrat  
Home County: Jackson  
Committees: Agriculture (Senate), Economic Growth (Senate), Education (Senate), School Finance Formula Review Committee, School Finance Inequities Study Committee, State Government (Senate), Transportation (Senate), Transportation, Infrastructure, and Capitals Appropriations Subcommittee

Use the options given in the top bar to adjust the results if you wish. (See above)

Click on the legislator’s name to be taken to their page on our website. (See above)

Click on the district number to view a current map of the district that legislator represents. (See above)

Click the arrow next to “Committees” to expand the list. This will allow you to choose a committee and to see only the legislators on the committee you chose. (See below)

**Committees**

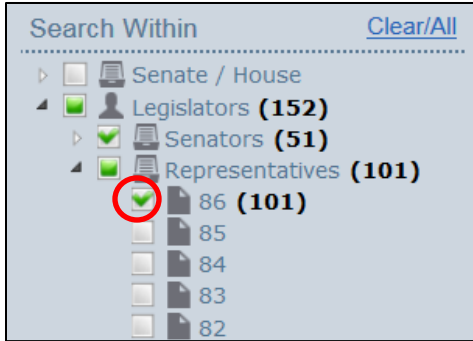
- (27) Ways and Means (House)**
- (10) Agriculture (House)
- (7) Administration and Rules (Ho...)
- (7) Commerce (House)
- (6) Economic Growth (House)
- (6) State Government (House)
- (6) Transportation (House)
- (6) Education (House)
- (6) Legislative Council
- (5) Tax Expenditure Committee
- (5) Labor (House)
- (5) Judiciary (House)
- (4) Veterans Affairs (House)
- (4) Administration and Regulation...
- (4) Human Resources (House)

Click the arrow again to collapse the list of committees.

Choose a committee by clicking on the committee name. Pay attention to the House or Senate labels in parentheses to make sure you select the appropriate committee.

The number in front of each committee name represents the number of legislators who are members of that committee.

To search legislators from a previous GA, click the arrow next to “Legislators” in the “Search Within” section to expand the category, click the arrow in front of “Senators”, “Representatives”, or both and then check the box for the GA you wish to view. Whatever your selection, the results will display at right.



### Topic Tab:

Click on “Topic” at the top of the screen. This will allow you to choose a topic from the list and display the results for that topic. This functions the same way as the “By Topic” option on the “Advanced Search” page, however, it will allow you to view your results on the same page as the topic you chose in the list. This page does not give you the option to narrow your search of a topic. Clicking on a topic on this page will pull up all results pertaining to this topic across all document types for the current GA or the most recent version of a document.

*Please note that browsing content via topics is limited to the following publications: Legislation (most recent), Iowa Code (current), Iowa Acts (most recent), Iowa Administrative Code (current), and Iowa Administrative Rule-Making Documents (from July 2015 to most recent). If no documents are shown for one or more of the above publications it indicates that no documents within that publication type have been tagged with the selected topic.*

The search results are broken up by publication for you. It will only list the first few results for each publication type.

For example, you can see that the search results for 86th GA Legislation contain 28 documents, but only three are listed below. To view all of the results for 86th GA Legislation, click the “28 Documents” link. This will only display the “Legislation” results.

## Browse By Category:

On the Main Search tab/ landing page of the Search Legislative Documents tool, you will see a listing of categories that you may browse. (See below)

The screenshot displays the 'The Iowa Legislature > Publications > Legislative Document Research' page. The navigation bar includes 'Main Search', 'Advanced Search', 'Topic', 'Search Tools', and 'Disclaimer'. A search box on the left contains the placeholder '(Enter Search Term)' and a magnifying glass icon. Below the search box are checkboxes for 'Current Only' (checked) and 'Exclude Reserved' (checked). A 'Search Within' section lists categories like 'Senate / House', 'Legislators', 'Legislation', 'Committees', 'Iowa Law and Rules', 'Publications and Reports', and 'Resources and Civic Education'. The main content area features a grid of 20 categories, each with an icon and a text label. A red box highlights the 'BROWSE BY CATEGORY' text at the top of this grid. The categories listed are: Agriculture, Appropriations, Business and Commerce, Civil Law, Criminal Law, Culture, Economic Development, Education, Elections and Politics, Environmental Protection, Finance, Government Entities, Health, Human Services, Infrastructure, Labor and Employment, Local Government, Natural Resources, Property, Records and Publications, Safety, Taxation, and Transportation. A 'More' link is located at the bottom right of the category list.

Category	Category
Agriculture	Appropriations
Business and Commerce	Civil Law
Criminal Law	Culture
Economic Development	Education
Elections and Politics	Environmental Protection
Finance	Government Entities
Health	Human Services
Infrastructure	Labor and Employment
Local Government	Natural Resources
Property	Records and Publications
Safety	Taxation
Transportation	More

Clicking on a category will display all content related to that category regardless of document type. You will see all related legislation from the most current General Assembly, all related Iowa Code sections, all related Iowa Administrative Code, all related fiscal documents and information, and any other related legislative publications.



## Search Tools Tab:

The **Search Tools** tab contains information to help you use the search engine. Click on the **Search Tools** tab at the top of your screen for an electronic copy of this documentation (click **Documentation** link at left), an explanation of the difference between doing a keyword search or a topic search (click **Keyword vs. Topic** link), a listing of search parameters (click **Query Syntax** link) and a listing of all of the document types currently available in the search engine (click **Document Type Available** link).

The screenshot displays the website's navigation menu at the top, with the **Search Tools** tab highlighted in a red box. A sidebar on the left contains four links: [Documentation](#), [Keyword vs Topic](#), [Query Syntax](#), and [Document Type Available](#). The main content area shows the **Legislative Services Agency – Computer Services Division Iowa Legislature** header, including the LSA logo and contact information for the Help Desk. Below the header is the **Legislative Document Research** section, which provides an overview of the search tool and includes a search form with a "Go" button and checkboxes for "Current Only" and "Exclude Reserved".

The text below the search form explains the tool's capabilities and provides instructions for use. It notes that the tool is the main search engine on the website and allows users to search for past and present legislation, legislators, publications, committees, Iowa Law, and more. It also mentions that users can "drill down" to specific information using the "Search Within" box or perform keyword searches. The text further explains that users can check boxes to search for current results only and to exclude reserved chapters, and that users should uncheck the "Current Only" box if they wish to search older information.

The text then states that the screenshot below shows the different sections of the Legislative Document Research tool:

- **Navigation Pane:** This pane gives you the ability to search each one of the tabs on our website. Or to drill-down to the information you need by expanding each one of the website tabs.
- **Document Viewing Area:** The document viewing area takes up most of the space on the screen. This is the area where you view the documents you select from the navigation pane or from the results of a search.

The screenshot below shows the different sections of the Legislative Document Research tool:

The screenshot shows the **Legislative Document Research** page with the **Navigation Pane** on the left and the **Document Viewing Area/ Search Results** on the right. The Navigation Pane contains a search form and a list of search categories: Senate / House, Legislators, Committees, Iowa Law and Rules, Publications and Reports, and Resources and Civic Education. The Document Viewing Area contains a welcome message, a purpose statement, and a nonofficial version notice.

## Adjusting View:

Every time you perform a search and the results appear at right in the Document Viewing Area, you will notice a box on top of your list of results. By adjusting the options in this box, you can change how you view your search results. (See below)

The screenshot shows a search interface with a navigation bar at the top containing 'Main Search', 'Advanced Search', 'Topic', 'Category', 'Search Tools', and 'Disclaimer'. Below the navigation bar is a search box with the text 'fish' and a 'Go' button. To the right of the search box is a control panel with a red border containing the following options: 'Separate Tabs' (checked), 'Sort by: Best Match' (dropdown), and 'Results per page: 10' (dropdown). Below these options are the page indicators 'Page 1 of 73 next last' and a 'Generate Link' button. The search results are displayed in a list format. The first result is 'IAC Rule 571.79.3' under the heading 'Iowa Administrative Code'. The text of the result is: 'Fish stocks. Fish species provided and maximum stocking rates by the department are as follows: largemouth'. Below the text are the publication date 'Published: 12/08/04' and enabling statutes 'Enabling Statutes: 456A.24, 481A.78'. The result is categorized as 'NATURAL RESOURCE COMMISSION | CHAPTER 79 FISH STOCKING PROCEDURES AND FEES FOR PRIVATE WATERS'. The second result is 'Section 481A.69 Fish designated.' under the heading '2016 Code of Iowa'. The text of the result is: 'Fish designated. The commission may adopt rules designating game fish, commercial fish, and rough fish'. Below the text are the publication date 'Published: 01/01/97' and enabling statutes 'Enabling Statutes: 481A.11'. The result is categorized as 'TITLE XI NATURAL RESOURCES | SUBTITLE 6 WILDLIFE | CHAPTER 481A WILDLIFE CONSERVATION'. The third result is 'IAC Rule 571.80.3' under the heading 'Iowa Administrative Code'. The text of the result is: 'of fish or game confiscated by the department of natural resources or a court. Confiscated fish or game'. Below the text are the publication date 'Published: 01/01/97' and enabling statutes 'Enabling Statutes: 481A.11'. The result is categorized as 'NATURAL RESOURCE COMMISSION | CHAPTER 80 SALVAGE OF FISH AND GAME'. On the left side of the search interface, there are sections for 'Current Refinements' (Keywords: fish), 'Search Within' (Senate / House (21), Legislators, Legislation (65), Committees (12), Iowa Law and Rules (551), Publications and Reports (32), Resources and Civic Education), 'Topics', and 'Committees'.

By default the **Separate Tabs** box will be checked, this means it will pull up every result you click in a different tab. The page with all of the search results will remain the same and a new tab will open with each result you click on in the list. By default, if you click on a search result, a new tab will open with the content, but going back to your search results page and clicking on a different result will overwrite the second tab with the more recently chosen result.

You can change how you want your search results sorted by choosing a different sort option from the **Sort by** drop-down. Usually, search results will display by best match. Changing the sort order will not change your search results; it will merely change the order in which the search results are listed.

By default, only 10 search results will display per page. You may also choose to have 25 or 50 results displayed per page by choosing the number you wish from the **Results per page** drop-down.

In the second row of text in the box at top, you will see the page of results you are currently viewing as well as the number of total pages containing results. Using the screen shown above, we are viewing page 1 of 73. That means we have fewer than 730 results total. Use the **next** link beside the total page count to view the next page of results. Use the **last** link to view the last page of search results. Once you click next or last to navigate away from the first page, you will also see "first" (to return to the first page of results) and "previous" (to return you to the previous page) links in front of the current page number. (See below)

[first](#) [previous](#) Page 2 of 73 [next](#) [last](#)

Click on the linked result name to view the full text of that result. If you click on the icon in front of a search result, you can choose the format in which you wish to view the search result

## Printing:

To print the contents of the page you are viewing, simply click [Print](#) in the upper right-hand corner of the screen. This will launch the Print dialog and allow you to choose your printer and set your print options before sending the job to the selected printer.



## Additional Functionality for Legislative Staff & Portal Users (When Signed In)

### Adding Search Results to Collection:

All internal legislative staff as well as legislative portal users have access to additional functionality in the Search Legislative Documents tool when signed in to the portal.

To access this functionality, users must have an account and sign in to the Legislative Portal here: <https://www.legis.iowa.gov/portal>. You can navigate to this page by going to our website ([www.legis.iowa.gov](http://www.legis.iowa.gov)) and clicking the **Applications** link in the black portion at the bottom of the screen.

### Legislative Applications

Log in to access Legislative Applications.

#### Log In

Legislative users: Please sign in using your network credentials (i.e., firstname.lastname or flastna).

All other users: Please sign in with the email address used to create your account.

**Username:\***

  
**Password:\***

#### New Users

If you have problems or questions signing in, please contact the Help Desk at [515.281.6506](tel:515.281.6506).

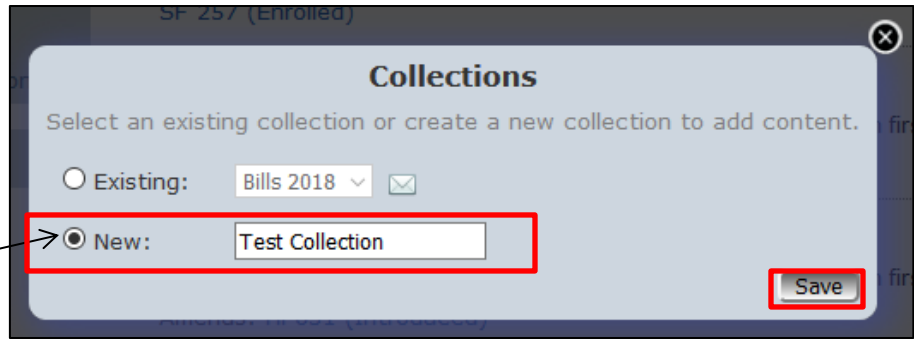
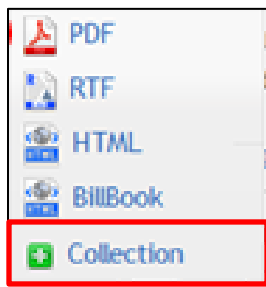
After you have signed in, navigate to the Search Legislative Documents tool from the homepage or by clicking on the **Publications** tab and then clicking the **Search Legislative Documents** link at left. You will now be back on the Main Search tab in the search engine.

Launch your search as usual. When the results of your search populate, you will have additional options for working with the search results.

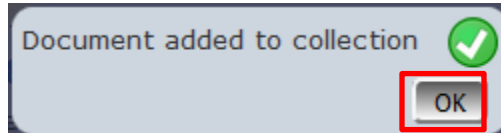
When you click on the icon in front of a search result, you will see not only the different formats available for that result, but will also have the option to add that search result to a collection. (Collections are established and maintained through Bills & Rules Watch.)

The screenshot shows the search results interface for 'fish'. A dropdown menu is open over the first result, listing options: PDF, RTF, HTML, BillBook, and Collection. The 'Collection' option is highlighted with a red box. The page includes search filters like 'Current Only' and 'Exclude Reserved', and navigation options like 'Separate Tabs' and 'Sort by: Best Match'.

When you choose **Add to Collection** from the drop-down, you can add the search result to a collection. If this is your first time adding something to a collection, the “Existing” option will not appear. Click the radio button in front of “New” and type in what you would like to name the new collection. This is for your use only, as such you can name it whatever you wish. When you are finished, click the **Save** button. (See next page)



You will see a confirmation after clicking **Save** that the item was added to your collection. Click **OK** to dismiss the message.



To set up email preferences and edit your collections, you will need to go to the new **Bills & Rules Watch** application. You will need to be signed into the portal to use this feature. To access Bills & Rules Watch, click on the **Subscribe** link in the black area at the bottom of our website and then click on the **Bills & Rules Watch** link.