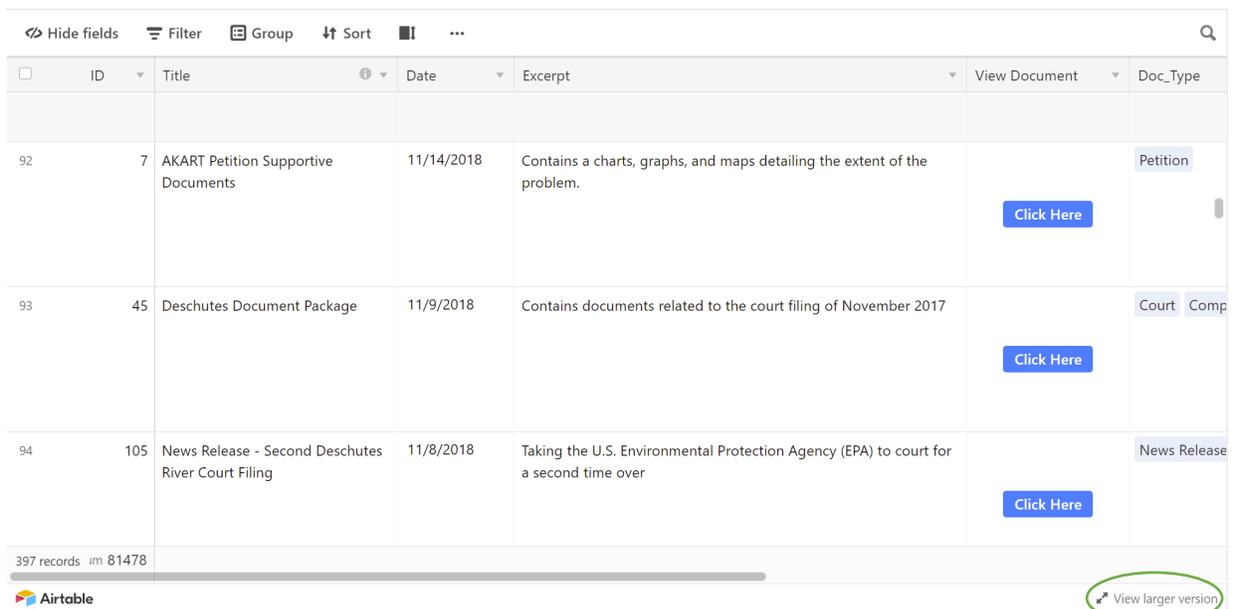


Your Guide to Northwest Environmental Advocates' Document Library

Our goal is to provide public access to documents that are integral to understanding our work.

Merely saying there is public access does not mean there is if the interface to access those documents is not user friendly. If you used our Document Library in the past you know it had limitations and may not have provided the flexibility for searching etc. We believe this new structure will give far more options when interacting with the library. Following is a quick guide to get you started. As always, any questions, suggestions, etc. let us know.

The new format



ID	Title	Date	Excerpt	View Document	Doc_Type
92	7 AKART Petition Supportive Documents	11/14/2018	Contains a charts, graphs, and maps detailing the extent of the problem.	Click Here	Petition
93	45 Deschutes Document Package	11/9/2018	Contains documents related to the court filing of November 2017	Click Here	Court Comp
94	105 News Release - Second Deschutes River Court Filing	11/8/2018	Taking the U.S. Environmental Protection Agency (EPA) to court for a second time over	Click Here	News Release

397 records in 81478

Airtable [View larger version](#)

As you can see the document information is in a spreadsheet format. Now depending on your screen size and NWEA website you may not see the entire layout but no need to worry. You can scroll side to side, up and down, or you have the **option of viewing the larger version.**

Now we'll start to get into the finer details, first a review of the fields (columns) that are available:

Title – generally the name of the document or at times just a descriptor.

Date – the date of the document, it is not the date the document was posted to the library. In the case when the document lacked a specific date such as January 2010 as date of January 15, 2010 was used.

Excerpt – a short description regarding the document.

View Document – a hyperlink to the document.

Doc_type – contains labels to identify what kind of document it is, for example Court, Comments, Fact Sheet, etc. A list of all the document types is attached.

Categories – this field identifies the specific topic, e.g. Energy, Water Quality. A document can have several categories. A list of all the document categories is attached.

Place – identifies the specific location the document is related to. Example would be Puget Sound or the Columbia River. Often you will also see the state name as well. A list of all the places is attached.

Entity – indicates the specific agencies, jurisdictions, person, etc. As with the other fields this one can also have more than one entry. A list of all Entities is attached

Now that the review of the fields is complete let's move to how to navigate through the documents.

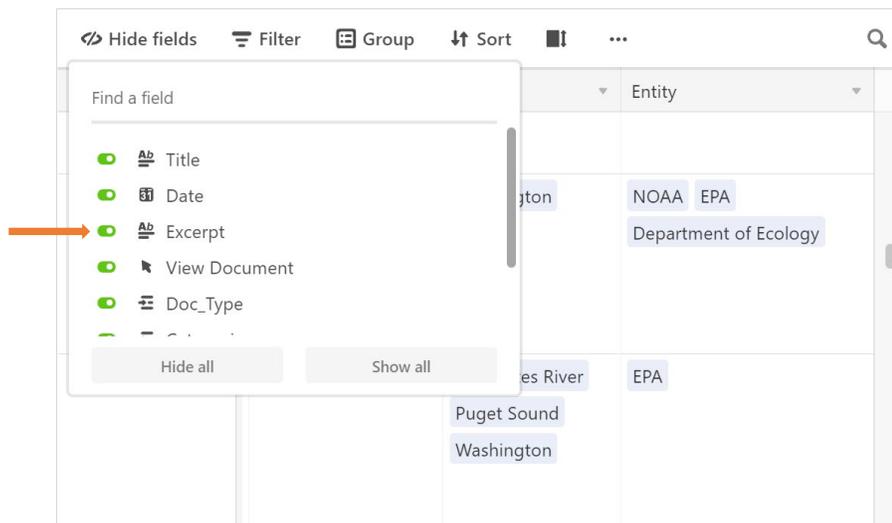
The Mechanics

Let's start at the top where you will find tools that will help in your review.



Some of these tools are familiar to most and intuitive but let's go through them one by one.

Hide Fields – it does exactly what it says and allows for hiding one or more fields/columns. Click on the Hide fields will bring up a menu of all the available fields. Clicking on the green button in the first column will toggle the field off and on, green indicates that the field is visible.



Filter – this is where things get a little more interesting. By using the filter, you can narrow down the documents to only the ones that are of most interest. Here is an example where two different fields are used as filters.

Filtered by Doc_Type, Place

In this view, show records

Where Place contains Puget Sound and Doc_Type contains comments

ID	Title	Date	Excerpt	View Document	Doc_Type
99	Comments on EPA/NOAA Proposed Final Approval of WA CNPPCP	9/14/2020	It is obvious that EPA and NOAA are just looking to see if Ecology pretends to have a program to control nonpoint sources with management measures and additional management measures to meet water quality standards and protect designated uses.	Click Here	Comments

Notice that the first option is “Where” and the following options are either “and” or “or.” After the “Where” if you want to add additional criteria it can only be one of “ands” and “or” in a filter operation, meaning you cannot have “and” and “or” in the same filter. These are followed by field selection.

Once you are done with the filter simply delete the conditions.

Group – grouping is done in alphabetic order or by date. Note that you can only group on the field that is not shaded.

Hide fields Filter Group Sort

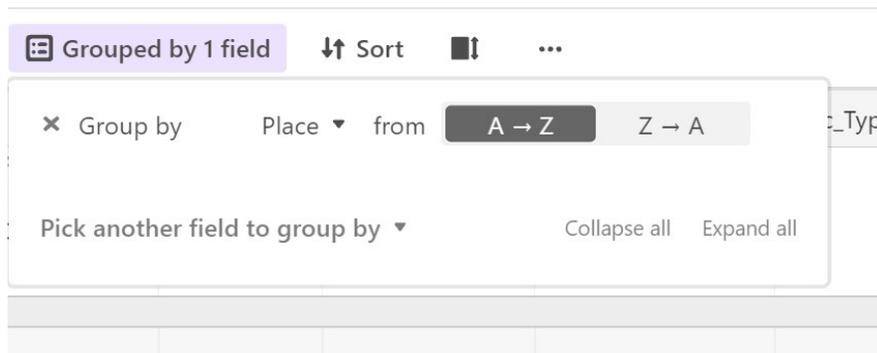
No groupings applied to this view

Pick a field to group by

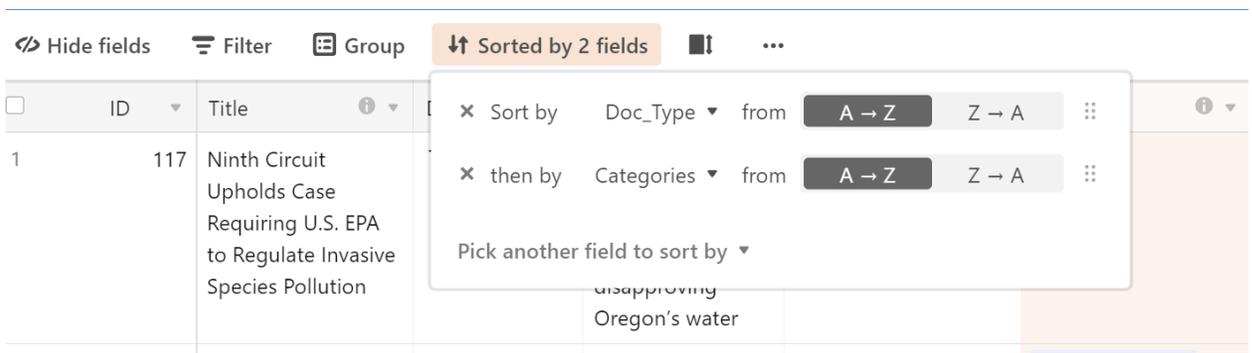
- Find a field
- ID
- Title
- Date
- Excerpt
- View Document
- Doc_Type
- Categories

ID	Title	Date	Excerpt
1	Court Order Adopting Magistrate Granting Par...		Recommend (ECF No. 58 adopted in
2	City of Medford Case Win New Release		New Release regarding t NWEA court over the Cit Medford. fe judge ruled
3	WA NPDES Mandamus F...		NWEA has requests th 9th Circuit c

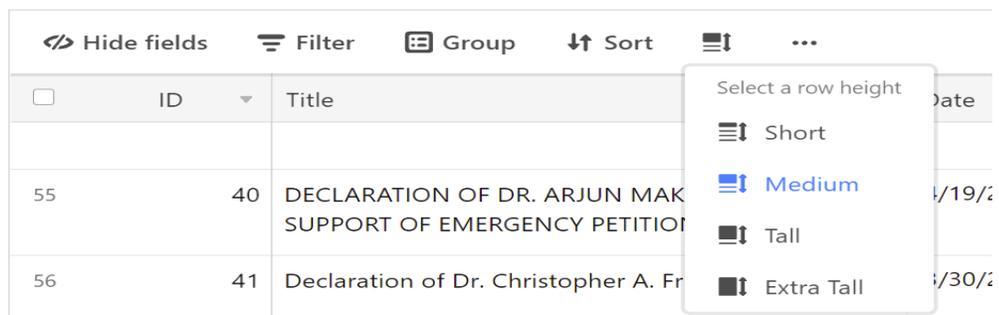
Here is an example where the Group is by Place and the groups will be displaced in alphabetic order A to Z.



Sort –



Row Height – if you want you can use this tool to adjust the height of the rows.



Print – of course this allows to print. Beware printing initially will default to the entire data base

Hide fields Filter Group Sort Print view	
ID	Title

Search – all the results will be highlight and you can review by using the up and down arrow heads in the search box

Group Sort			
View Document	Doc_Type	Puget Sound	1 of 10
Click Here	Appeal	AKART	<div style="border: 1px solid #ccc; padding: 2px;"> Puget Sound </div> <div style="border: 1px solid #ccc; padding: 2px;"> Washington </div>
Click Here	Appeal	AKART	<div style="border: 1px solid #ccc; padding: 2px;"> Puget Sound </div>