

How to use the FileDirector database to find OST documents

Click the link <http://64.251.180.218:8009/filedirector/web/>

Once you log on to the website you can bookmark this page in your favorites in your web browser. It will be easier to access.

Now, click on the **Oglala Sioux Tribe** tab. Under the search tab, in the left hand column, click the **full text** option. Then in the right hand column, make sure the document type is listed as: **Public Records**, in order to search through the Oglala Sioux Tribe's documents. On the right hand column, click on the white box under the **Search in full text index for** tab and type in your **key word** (what you are looking for; keep your key words short, one or two words). If you are searching for the new organizational chart for the court, type in "organizational chart". This database will not do several key word searches together. Click on the **single green arrow** in the top of the row to perform your search. It will not work if you just hit the return key. Once your search results appear, click on the **link** icon on the left of the screen. You can also click on the **Public Records** tab to sort your results in order by Executive Committee Minutes and Resolutions, followed by Tribal Council Minutes, Ordinances, and Resolutions. They can be sorted chronologically by year. Once you access a document by clicking on the small square icon to the left of the document name, you can go back to the main document screen to perform a new search by clicking on the **Document list** tab on the left of the screen and change your key word search terms.

If you have any questions on how to get around on the database, please call Clarice Mesteth at 605-867-8446.