



## Introduction

The Project Sunlight web site is designed to allow any person to search through the Public Sunlight database, which includes data on meetings held between state entities and companies, individuals, and their representatives. The search screen is designed to provide multiple ways for the public to search for records in the database, view each one individually online, and/or export them to a CSV ('comma separated value') file or an XML ('extensible markup language') file.

For more information about Project Sunlight, please email: [Contact@ProjectSunlight.ny.gov](mailto:Contact@ProjectSunlight.ny.gov)

## Search Page

When you type the web address for Project Sunlight into your browser (<http://projectsunlight.ny.gov>), you are brought to the search page shown below. Along the navigation bar are links to bring you to a Resources page, the 'Open NY' data search application, and a Contact page. The blank fields which follow are the data fields from which you can narrow down your search and resulting meeting records.

The screenshot shows the search page of the Project Sunlight website. At the top, there is a dark blue navigation bar with the text "New York State" and "State Agencies" on the left, and a search icon followed by "Search all of NY.gov" on the right. Below this is a blue header with the Project Sunlight logo. A light blue navigation bar contains links for "Home", "Resources", "Open NY", and "Contact". The main content area has a white background with a grey header for "Search Meeting". Below this, instructions state: "Instructions: Please search by any of the criteria below." The search form includes several input fields: "Govt Entity" (a dropdown menu with "Select entity"), "Govt Attendee (Last Name)", "Client Company", "Client Attendee (Last Name)", "Rep Company", "Rep Attendee (Last Name)", and "Nature of Meeting" (a dropdown menu with "Select meeting nature"). There are also "Date Range of Appearance" fields for "Start Date" and "End Date", each with a calendar icon. At the bottom of the form are five buttons: "Search", "Clear", "Create Report", "Export to CSV", and "Export to XML". The footer of the page features the official seal of the State of New York and the text "Governor Andrew M. Cuomo".



## Search Fields

The search fields are defined below. When entering in text in any of the attendee fields, the system will return exact and partial matches. For example, if you type in 'Smit' in the government attendee field, the system will match on Smit, Smith, Smitty, Smithson, etc.

Govt Entity: The Government Entity field is a drop-down list of all government entities that have the ability to save meeting records into the Project Sunlight database. If you do not select a specific entity from the dropdown, the query will return records from all agencies that match the other search criteria. If you select an agency from the dropdown list, it will only return rows from that entity and which also match other search criteria entered.

Govt Attendee (Last Name): In this field you can specify the full or partial last name of an attendee to a meeting that represented a state entity. The government attendee can represent any agency and does not have to be representing the 'Govt Entity' that may have been selected in the previous field.

Client Company: The client company is the company that is meeting with the state of New York or on whose behalf a representative company is meeting with the state of New York. If the client company has a representative company at the meeting, the client company does not have to attend the meeting. In this case, there will be a record of the client company linked to the company representing it, but there will be no client attendee records.

Client Attendee: A client attendee can be either an employee of a client company having attended the meeting in question or it can be an individual who is attending the meeting on behalf of himself/herself or who has a representative attending the meeting on his/her behalf.

Representative Company: The representative company is one who attends a meeting on behalf of a client company or individual client. If a representative company is recorded on the Project Sunlight meeting record, it will always have representative attendees at the meeting. However, there are meetings in which no representative companies attended.

Representative Attendee: Representative attendees are employees of the representative company.



Nature of the Meeting: This field offers a drop down selection from the five meeting types. These types are:

- Procuring a state contract for real property, goods or services;
- Rate making;
- Regulatory matter;
- Judicial or quasi-judicial proceeding;
- Adoption or repeal of a rule or regulation.

A meeting may fall under one or more of these types. If you select one of the Nature of Meeting types, the search will return all records which have this value as one of its types. If you do not select a type, it will not filter on this value.

Date Range of Appearance: You have the option to search for meetings that occurred within a specific date range. If both fields are left blank, the system will search through all meetings. If you enter in a start and stop range, it will return meetings that occurred within that range, including the dates entered. If you only enter a start date, the system will return meetings for that day only.

## Searching the Database

You can enter in as little search criteria as you want or as much as you want. If you leave all search fields blank, the system will return all meeting information from the database. As you start to enter search criteria into one or more fields, the system will filter out those records that do not meet your search criteria, only displaying meetings that match all of the search criteria.

For example, if you select 'Information Technology Services, Office of' from the 'Govt Entity' dropdown window and click on search, the system will return all meetings held by this agency. If you then want to look for meetings which occurred during the month of February, 2013, you would then add the value of '2/1/13' into the start date field and '2/28/13' into the 'End Date' field and click on 'Search.' If you then wanted to find only those meetings held by the Office of Information Technology Services held during the month of February in which a government employee named 'John Doe' attended, you would then type 'Doe' into the 'Govt Attendee (last name) field and click on **Search**.

You do not have to winnow down your search results by adding a search criteria one at a time. You can use as many fields as you want in the search. The main concept to understand is that the system will only return rows that match ALL of the search criteria entered.

When you click on the **Search** button, the system searches for all matching appearance records and displays a summary of them in a tabular format. Records are displayed in pagination format where one page will show 50 records.

The following columns are displayed:

- i. Agency Name
- ii. Meeting Date
- iii. Nature of Meeting
- iv. Building
- v. Street
- vi. City
- vii. State
- viii. Zip Code

Home   Resources   Open NY   Contact

Welcome to Project Sunlight, an online database established in the Public Integrity Reform Act of 2011 that provides New Yorkers with unprecedented transparency regarding the appearances made by individuals and entities before the New York State government. You may search the database below by keyword to see which individuals and entities, and their representatives, are appearing before state entities and employees.

**Search Meeting**

Instructions: Please search by any of the criteria below.

<p><b>Govt Entity:</b> <input type="text" value="Information Technology Services, Office of"/></p> <p><b>Client Company:</b> <input type="text"/></p> <p><b>Rep Company:</b> <input type="text"/></p> <p><b>Nature of Meeting:</b> <input type="text" value="Select meeting nature"/></p>	<p><b>Govt Attendee (Last Name):</b> <input type="text"/></p> <p><b>Client Attendee (Last Name):</b> <input type="text"/></p> <p><b>Rep Attendee (Last Name):</b> <input type="text"/></p>
<p><b>Date Range of Appearances:</b>    <b>Start Date:</b> <input type="text"/> <input type="text"/></p> <p style="text-align: right;"><b>End Date:</b> <input type="text"/> <input type="text"/></p>	

Agency Name	Meeting Date	Nature of Meeting	Building	Street	City	State	Zip Code	Action
Information Technology Services, Office of	04/23/2013	Procuring a State Contract for real property, goods or services	Workers Compensation Board	100 Broadway	Menands	NY	12241	<a href="#">View</a>
Information Technology Services, Office of	04/18/2013	Procuring a State Contract for real property, goods or services	AESOB	80 S Swant Street	Albany	NY	12236	<a href="#">View</a>
Information Technology Services, Office of	04/15/2013	Procuring a State Contract for real property, goods or services	NYS DEC	625 Broadway	Albany	NY	12233	<a href="#">View</a>
Information Technology Services, Office of	04/12/2013	Procuring a State Contract for real property, goods or services	Core 4	Swan Street	Albany	NY	12223	<a href="#">View</a>
Information Technology Services, Office of	04/12/2013	Procuring a State Contract for real property, goods or services	Microsoft	54 State Street	Albany	NY	12207	<a href="#">View</a>
Information Technology Services, Office of	04/11/2013	Procuring a State Contract for real property, goods or services	AESOB	80 S Swant Street	Albany	NY	12236	<a href="#">View</a>
Information Technology Services, Office of	04/10/2013	Procuring a State Contract for real property, goods or services	7A	Harriman Campus	Albany	NY	12242	<a href="#">View</a>
Information Technology Services, Office of	04/09/2013	Procuring a State Contract for real property, goods or services	7th floor	54 State Street	Albany	NY	12207	<a href="#">View</a>
Information Technology Services, Office of	04/09/2013	Procuring a State Contract for real property, goods or services	6 Swan Street Bldg	Swan Street	Albany	NY	12228	<a href="#">View</a>
Information Technology Services, Office of	04/08/2013	Procuring a State Contract for real property, goods or services	6 Swan Street Bldg	Swan Street	Albany	NY	12228	<a href="#">View</a>
Information Technology Services, Office of	04/07/2013	Procuring a State Contract for real property, goods or services	6 Swan Street Bldg	Swan Street	Albany	NY	12228	<a href="#">View</a>

Current Page    Total Pages  
    1    of    5      
 Total Records: 202

If you wish to look at the details of any meeting, you will click on the **View** hyperlink. When you are done reviewing a specific meeting, you can click on the **Return to Public Search** button. This will bring you back to the result page listing all of the meetings that matched your search criteria.

## Creating a Report

If you want to create a report from your selected meeting records, click on the 'Create Report' button. This will open up a new window and display a report viewer showing the first page of your report.

x Preview
1 of 1+

---

Government Entity: Information Technology Services, Office of Meeting ID: 4928

**Appearance Data**

Date of Appearance: 4/23/2013 12:00:00AM  
 Appearance Type: In-person  
 Appearance Purpose: Procuring a State Contract for real property, goods or services

**State Government Entity Participants**

First Name	Last Name	State Government Entity
Denis	Campbell	Information Technology Services, Office of
Will	Atchinson	Information Technology Services, Office of
Gerald	Murray	Information Technology Services, Office of
Charles	Slyer	Information Technology Services, Office of

**Clients And Customers - Companies**

Client Company Name	City	Did Client Attend	Did Outside Rep Attend
Cisco	Albany	Y	Y

First Name	Last Name
Steve	Ziganto
Carter	Yepsen

**Clients and Customers - Individuals**

No Records

**Outside Representatives of a Client or Customer - Outside Representative Information**

No Records

**Outside Representatives of a Client or Customer - Client or Customer Information**

No Records

---

Government Entity: Information Technology Services, Office of Meeting ID: 4600

**Appearance Data**

Date of Appearance: 4/16/2013 12:00:00AM  
 Appearance Type: In-person  
 Appearance Purpose: Procuring a State Contract for real property, goods or services

**State Government Entity Participants**

First Name	Last Name	State Government Entity
Eileen	Fitzsimmons	Information Technology Services, Office of

**Clients And Customers - Companies**

Client Company Name	City	Did Client Attend	Did Outside Rep Attend
---------------------	------	-------------------	------------------------



The title bar of the report window will initially show the page '1 of 1+'. Because the report is dynamically created as you scroll through the report, the application does not know the total number of pages there are until it displays the last page of the report. You can scroll through the report one page at a time by clicking on the right arrow to the right of the current page number. If you click on the '>|' symbol, you will jump to the last page of the report. Please note that large reports can take a significant amount of time to be totally rendered in the report viewer.

You can search through the report by clicking on the binoculars and typing in the text you want to search.

If you want to print the report, you will need to save it off locally as a PDF on your client device and then print it from there. Click on the open envelope icon to open up an export dialog box. The default format is PDF. Click on the link 'Click here to start download of exported report' to have the report opened up as a PDF. From here, you can save it off to your local disk drive or print it.

## Exporting your Data

The system allows you to export your search results to a CSV ('comma separated value') file and an XML ('extensible markup language') file. Because of the varied nature of each meeting (where there is no limit to the number of government attendees, no limit on the number of clients – some of whom may have representation and some who may not - and representative companies who may represent one client or many), it was determined that the simplest way to consistently present this data in an export file is by defining six different row types, where each row type shows a different set of attributes of the meeting. Each meeting record will contain at least 3 rows in the export file.

The first field of each exported row will display the record type of that row. For example, a '1' in the first field will mean that the data in that row pertains to the meeting details. A '2' in the first field shows that the data in that row pertains to a government attendee. Every row will have the Meeting ID value in the second field. The Meeting ID is a unique value assigned to each meeting and can be used in this export file to link the different record types together.

The description and data fields of each Record Type follow.

Record Type 1: Meeting detail record

Each meeting will contain one and only one Record Type 1. This row will contain the attribute data of the meeting.

Fields:

- Record Type (=1 for meeting detail record)
- Meeting ID
- Agency Code
- Agency Name
- Date
- Appearance Type(s) [up to 3 types, each separated by a semi-colon]
- Building
- Street
- City
- State
- Zip
- Appearance Purpose(s) [up to 5 purposes, each separated by a semi-colon]

Record Type 2: Agency Participants

Each meeting will contain at least one Record Type 2. This record type will repeat as necessary, presenting one government participant in each row.

Fields:

- Record Type (=2 for agency participants)
- Meeting ID
- Agency Code
- Agency Name
- Last Name
- First Name

Record Type 3: Client Company

Each meeting will contain at least one Record Type 3. This record type will repeat as necessary, presenting one client company or individual client in each row.

Fields:

- Record Type (=3 for client company details)
- Meeting ID
- Client Company ID  
(The Client Company ID is a unique value assigned to this company for this meeting record. If this same client company attends a different meeting, it will be assigned a different ID for that meeting.)
- Company Name
- City
- State



Zip  
Client Company attended [yes, no]

If Individuals, not associated with a company, attended and/or had representation attend, then the following format for Record Type 3 is used:

Record Type (=3 for individual client details)  
Meeting ID  
Client ID  
(blank value)  
(blank value)  
(blank value)  
(blank value)  
Individual Client Attended [yes, no]  
Individual First Name  
Individual Last Name  
Did Outside Representation Attend [yes, no]

#### Record Type 4: Client Company Participants

If the client company presented in Record Type 3 had attendees at the meeting, that data will be presented in Record Type 4. There will be one row for each client company attendee. The Client Company ID field will allow you to link the attendee back to the appropriate client company.

Fields:

Record Type (=4 for client company participants)  
Meeting ID  
Client Company ID  
Last Name  
First Name

#### Record Type 5: Representative Company

If a client company had representation at the meeting, there will be a Record Type 5 for each company representing that client. The last two fields in this row will contain the Client Company ID and Client Company name of the company that they are representing. There will be one Record Type 5 for each client that a representative company is attending the meeting on behalf of.

Fields:

Records Type (=5 for representative company detail)  
Meeting ID  
Representative Company ID





(The Representative Company ID is a unique value assigned to this company for this meeting record. If this same representative company attends a different meeting, it will be assigned a different ID for that meeting.)

- Representative Company Name
- City
- State
- Zip
- Represented Client Company ID
- Represented Client Company name

Record Type 6: Representative Company Participants

There will be at least one Record Type 6 for each Representative company attending the meeting. Each row will contain the name a representative company attendee. The Representative Company ID field of this row will allow you to link the attendee back to the appropriate representative company.

Fields:

- Record Type (=6 for representative company participants)
- Meeting ID
- Representative Company ID
- Last Name
- First Name