-Sort by clicking column heading  
  
& My questions:  
\* I think sort by meeting date is enough, right? Or do you want all columns could be sorted?  
I want to be able to sort by any column heading.    
  
-Search Criteria: Make "Keyword" a dropdown (like "City Name").   
& No problems with this point  
Ok.  
  
-Search Criteria: Ability to select multiple criteria (i.e. multiple cities and/or multiple keywords). Make "Select All" default. Option to "Select None" and then ability to individually select multiple.

& My questions:  
\* How the 2 search arguments work together? For example, I select city 1,2,3 and keyword a, b, c. Do you need the program select out all result from city 1,2,3, let's call it internal list1; then select out all keywords from the the internal list1 to get the final result?

I am not sure I understand your question.  I would think this is programming logic.  As an example, take a look at how upwork's filter works for things like Location and Language: <https://www.upwork.com/ab/profiles/search/>

-Click a city, show calendar in separate window of dates highlighted where results exist.  
& This requirement is clear, just show all dates have results highlighted on the calendar.

Ok.  But I want it to be its own window that automatically appears.

-Indication of new data? How about add a column for "date added" that will show when it was added to our site (which should be the same day it's added to the city site"  
& this requirement is clear. Add a new column when the the record is searched out.

Ok.   
  
-Highlight the search term in the "content' column.  
& This one is clear.

Ok.   
  
-How can I know where in the document the search term appears? Are you able to indicate page number in the document. This is an issue for me when the document is not OCRed. For example. See Lincoln Park 2017/04/03 Council Packet. It is 60 pages and I cannot do a word search.  
& My question:   
\* This is the page number we did, correct?

Ok.   
  
-Where multiple search occurrence appear for same document, create an "Expand All" /"accordion" type feature where I can initially see the document and that results exist (and a Count of the number of occurrences), and when I click, it opens up all of the results.  
& My question:  
\* Expand: My understand is, you want to create a tree structure, for example, top level is date, when click a date, a list of document appears, when click a document, statistics information shows - like keyword A, 3 times; keyword B, 5 times;... When click on a keyword, open a new window show all results of this keyword in that document?

-I want it the way you have it now, but not based on date or keyword. Just a tree structure for documents with multiple keywords.  The only difference with what we have now is that on default view, the only thing I see is 1 row for a given document.  See this example: [https://www.cmscritic.com/site/assets/files/6347/sshot-12.747x0-is.png](https://www.cmscritic.com/site/assets/files/6347/sshot-12.747x0-is.png" \t "_blank)

-(if you can add a count of the number of search terms at the default view, that would be good).

-If multiple search terms exist for a single document, an arrow will indicate there are more results.  When clicking the arrow, I can then see the results (slightly indented or something to indicate clearly they are part of that Tree).

-These results are no different than what you have now, I just have to click to see them.

-So the tree is only 2 levels:

-1) Default view, 1 row defining the document and number of occurrences of all keywords (don't have to differentiate keywords, if 2 keywords appear 5 times each in a document, the number would simply be "10") ,

2) [click], multiple rows of occurences of search terms. Rows look same as now.

-I don't want it to be a new window, I just want to click to show more results. The tree level also needs to be able to be sorted.

-Add "expand all", "collapse all" (as in example).

-Column for viewed/not-viewed. Where I can simply click or toggle for viewed. Anything not viewed appears highlighted?   
& My question:   
\* Do you mean something similar to link on website? Yes  When a link is clicked, the color changed. Do you want to record when you viewed it? Not absolutely necessary, but would be good.

\* Do you want the color always change after you viewed a line, for example, today you view the first line of 4/10 for city A, after a month, the status of this row is still viewed? Yes.    
\* When click a button or something similar, all viewed record shows; Yes click again, all not viewed records show? Yes If you want to show all results again, click "search" button again? Yes

-Share - send via email. Indication that it was shared.   
& My question:  
\* Would need to setup send email address, password, and smtp server. [team@roundcubrgroup.com](mailto:team@roundcubrgroup.com)  
\* Will also need to setup receiver email if you want to send emails automatically.[team@roundcubrgroup.com](mailto:team@roundcubrgroup.com) (may want to add additional email addresses and different criteria, but we can do this later.  For example, send to certain email address, only updates related to City X).  
\* Would need to setup subject of email and body if want to send emails automatically. Of course, if you want to send it manually, it's not a problem, you can edit these content.  Is it possible to code it so that certain info appears: "New Result for [CITY NAME], [MEETING TYPE], [MEETING DATE]"?  I only want 1 email per document.  Just a notification.

\* Do you need the system send email automatically or manually? When you select some rows, then you send them to someone? Both.  Automatically most important.  
  
-Password protect access?  
& My question:  
\* Do you mean you want to add a login page? Yes  
\* Do you want the people register to get an account or just setup some accounts on the website directly? We can do registration, but I will have to take some action to authorize creation of account.  So the registration comes in to me as a request.  I approve, and the system automatically generates an email with login details.

Is there a way I can limit the cities a user can see?