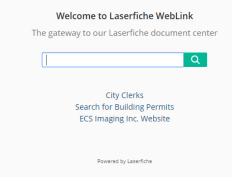


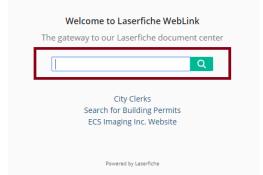
LASERFICHE WEBLINK

What is Weblink?

- 1. Laserfiche Weblink is a user-friendly public portal site for providing read-only Internet access to documents.
- 2. It can be configured to show searches and links that quickly guide users to what they are looking for.
- A. Welcome Page



- 1. Use the center search bar to type in a word or phrase the user wants to search for within the Laserfiche documents
 - a) The search acts similarly to a Google search



- 2. Use the links on the page to navigate to another particular page
 - a) The links could take the user to a search form, a particular location within the folders, or another webpage

Welcome to Laserfiche WebLink

The gateway to our Laserfiche document center



- B. Search Forms
 - 1. Fill out a search form as much as possible and it will run a search within the documents

Permit Number			
To search by Permit Number, please use this format i.e. BP-00001			
Street Name			
Street Number			
Date Submitted			
Custom Input			
Submit Reset			

- 2. No knowledge of Laserfiche navigation needed to run the search
- C. Browse/Folder Browser
 - 1. Once users can see the different folders, they can browse through by clicking on the different folders

E	CS		
ecslfdemo 7 Entries			
Name			
		Administration	
~		<u>Clerk</u>	
		Code Enforcement	
		Education	
		Legal	
		Planning	
		Public Works	

2. The icon for documents looks like a single page. When clicked on, the document will open in a new tab

E		in WebLink Q
e	cslfdemo > Clerk > Minutes > 201	6 4 Entries
	Name	Page count
	Minutes 05-23-2016	2
~	Minutes 05-28-2016	1
	Minutes 06-10-2016	2
	Minutes 06-24-2016	2



3. When a document or folder is selected using the check box on the left, its metadata information will display on the right

	My WebLink	More 👻
🗅 Minute	s 05-28-2016	
0		
Metadata	Preview	
Entry Prope	rties	Í
Modified	5/15/2018 9:22:58	AM
Created	7/3/2012 11:54:54	AM
Path	\Clerk\Minutes\201 05-28-2016	6\Minutes
Template		
Clerk's Office	e	
Fields		
Clerk Document Type	Minutes	

C. Quick Search

1. Found at the top of the Folder Browser page



- Welcome Page
- 3. Click the down arrow next to the search bar to choose whether to run the search on the current folder or all the folders



- 4. Choose "current folder" to narrow down the search and get faster results
- 5. Choose "all folders" to run a broader search
- D. Advanced Search
 - The Advanced Search pane can be found by clicking on "Advanced" next to the Quick Search bar

Search in WebLink

Q Advanced

- 2. Click on "Customize Search" dropdown for the full list of search criteria
- Each one can be used on its own or combined with each other for a more targeted search
- 4. Template Search
 - a) Users may search for documents by templates

 b) Choosing to search by templates will provide the user with fields that may be used for a more guided search

E		Se
С	ustomize Search	٣
С	ustomize Search	
Т	ext	
N	ame	
Т	emplate	
Fi	ield	
W	/ithin Folder	
W	/ithin Volume	
St	ticky Note	
C	reation date	
N	lodification Date	
E	lectronic Documents	
Н	as Pages	
R	elationship	
T	ags	
	eneral Search	
A	dvanced Search	
	Customize Search 🔻	
	Records Management 🔹	
	Template X	
	Template	
	Personnel Files 🔻	
	Employee ID	
	12345	
	First Name	
	Karen	
	Middle Initial	
	Last Name	
	Email Address	
	Phone Number	•

5. Text Search

Submit

a) This will look for the search word within the documents

Reset

 b) If the search word is found in any documents, the documents will be listed in the search results



Customize Search *	Sort results by: Relevance +
Records Management •	Agenda 02-05-2011
fext ×	Clerk's Office - Creation date 7/3/2012 11:54:36 AM - Last modified 4/23/2014 10:20:05 AM - '
Terms	Page count: 10
agenda	Template name: Clerk's Office
● Terms ◎ And ◎ Or ◎ Not	Date created: 7/3/2012 11:54:36 AM
Within	Date modified: 4/23/2014 10:20:05 AM
	Page 1 AGENDA BUENA PARK CITY COUNCIL REGULAR MEETING MONDAY, FEBRUARY 5, 1996
	Page 1 Department This Agenda contains a brief general description of each item to
	Page 1 ng in the following Agenda, Supporting documents, including stafj reports, are
	Page 2 ed on items on this agenda at the time each item is considered. At the end of t
	Page 2 At the end of this agenda, public comments will also be allowed on items not o
	Fields
	Category:
	Clerk Document Type: Agenda
	Date: Saturday, February 5, 2011
	Document ID:
Submit Reset	1 2 3 » Last

E. Search Results

- 1. Search results may be sorted
- 2. Sort options are found above the list of search results

Sort results by:	Relevance 👻	
Clerk's Off Page cour	Date created Date modified	0.
Template	name, cierk s onice	

- 3. Any text-based searches will return "context hits" in the search results
- Use the highlighted page numbers to open the document to the specific instance of the word

Agenda 02-05-2011

Clerk's Office - Creation date 7/3/2012 11:54:36 AM - Last modified 4/23/2014 10:20:05 AM -Page count: 10 Template name: Clerk's Office Date created: 7/3/2012 11:54:36 AM Date modified: 4/23/2014 10:20:05 AM Page 1 -Page 1 -Page 1 -Department This Agenda contains a brief general description of each item to ... Page 2 ed on items on this agenda, Supporting documents, including staff reports, are ... Page 2 ed on items on this agenda a the time each item is considered. At the end of t ... Page 2 -At the end of this agenda, public comments will also be allowed on items not o ...

- F. My WebLink
 - 1. This is where users will be able to control how they browse, search, and view documents
 - 2. My Weblink can be found in the upper right corner of WebLink if enabled

<u>My WebLink</u>	Help	About	Sign Out
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- 3. Connection Information
 - a) Shows the username of the account used to access WebLink

Connection Information

You are logged in as WebLink User

- 4. Browse Options
 - a) Users can choose the type of information they want to see in the columns while they browse
- 5. Search Options
 - Users can choose the type of information they want to see in the columns after they run a search and look at search results

Search Options

Choose displayed fields:		
General 🔻	Fields selected:	
Checked out by	Page count	
Created by	Template name	
Edoc last modified		
Entry type		
Extension		
Last modified by		
Latest version		
Link group number		
Linked	→	1
Locked by	4	
Mime type		+

- 6. View Document Options
 - a) Choose whether or not PDFs and other electronic documents will open up in the Laserfiche Document Viewer
 - b) Choose whether or not to stream media files
 - c) Choose to include/exclude redactions or annotations on exported images

View Document Options

Open in the Laserfiche WebLink Document Viewer

```
PDF files
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Other electronic documents

File types not selected above will be downloaded locally when opened. Audio and Video Options

. Stream media files

Export Options

Include redactions on exported images

Include annotations on exported images

7. Reset

a) Returns the user to default settings in My Weblink