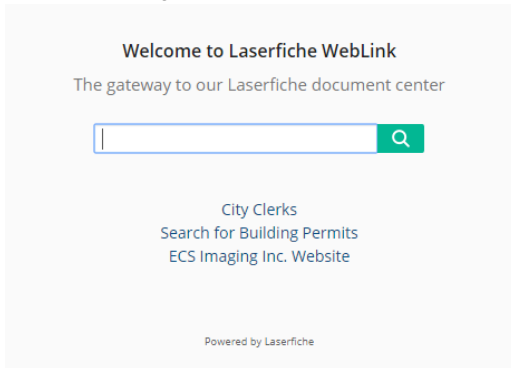


## LASERFICHE WEBLINK

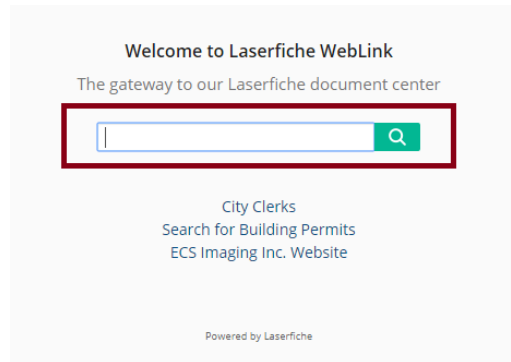
What is Weblink?

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.

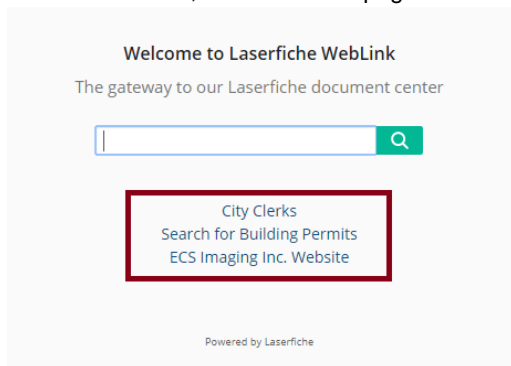
### A. Welcome Page



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



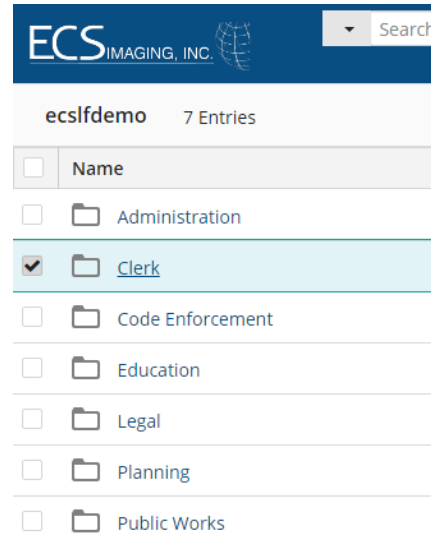
### B. Search Forms

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

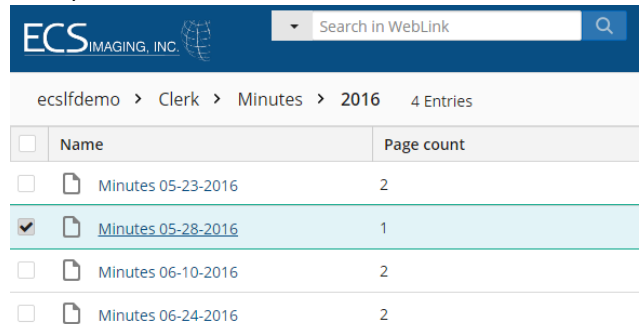
2. No knowledge of Laserfiche navigation needed to run the search

### C. Browse/Folder Browser

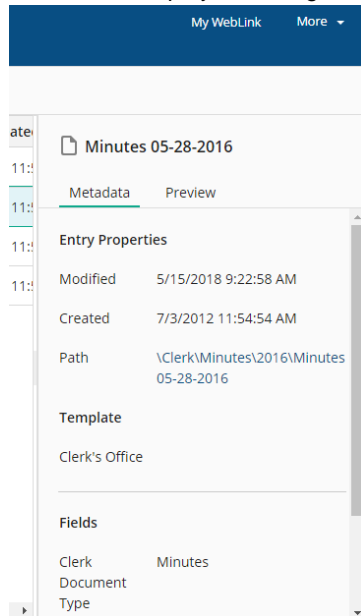
1. Once users can see the different folders, they can browse through by clicking on the different folders



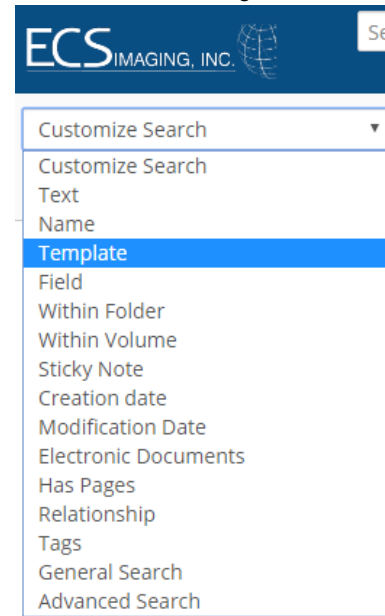
2. The icon for documents looks like a single page. When clicked on, the document will open in a new tab



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



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

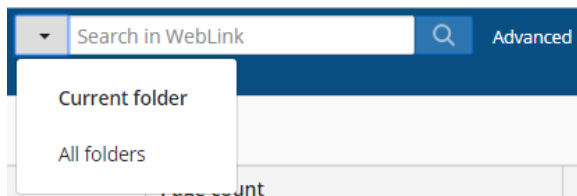


**C. Quick Search**

- Found at the top of the Folder Browser page



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



- Choose "current folder" to narrow down the search and get faster results
- Choose "all folders" to run a broader search

**D. Advanced Search**

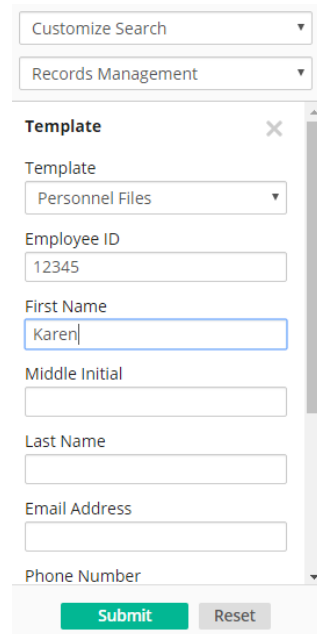
- The Advanced Search pane can be found by clicking on "Advanced" next to the Quick Search bar

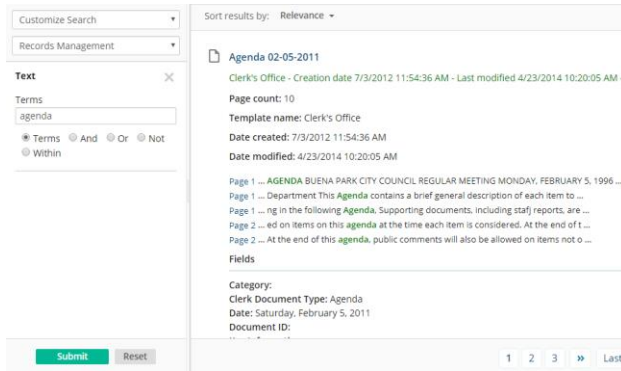


- Click on "Customize Search" dropdown for the full list of search criteria
- Each one can be used on its own or combined with each other for a more targeted search
- Template Search
  - Users may search for documents by templates

**5. Text Search**

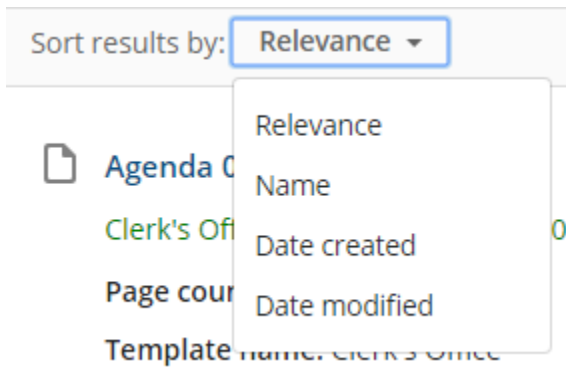
- This will look for the search word within the documents
- If the search word is found in any documents, the documents will be listed in the search results



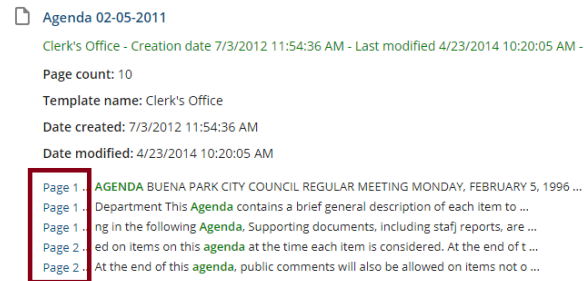


**E. Search Results**

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



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



**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



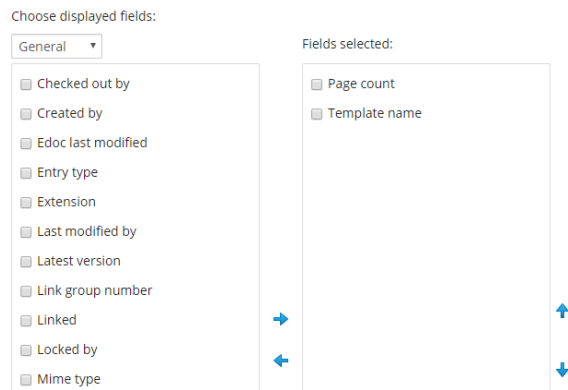
3. Connection Information
  - a) Shows the username of the account used to access WebLink

**Connection Information**

You are logged in as WebLink User

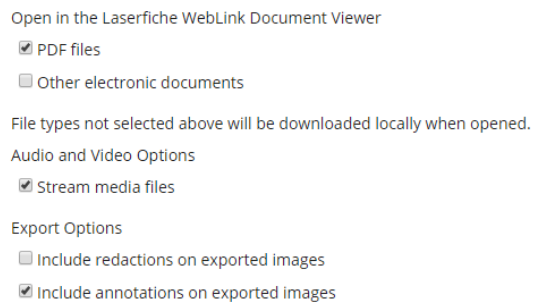
4. Browse Options
  - a) Users can choose the type of information they want to see in the columns while they browse
5. Search Options
  - a) Users can choose the type of information they want to see in the columns after they run a search and look at search results

**Search Options**



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**



7. Reset
  - a) Returns the user to default settings in My Weblink