WEBLINK USERS SEARCH GUIDE

To do a search across all documents use the search box below. This will find Building Permits, which include C/O's and Surveys, Pre C/O files, Trustees Wetlands Permits, ZBA Board Actions Permits, Planning Dept. files, Deeds and other items.

To Search type in the Tax Map Number starting with 1000 then a dash then the Section followed by a Dot and a Dash then Block dash Lot:

1000-100.-1-1

Our tax map numbers always have a dot and a dash after the section only, unless the section has a dot in it then no dot is used after it:

1000-100.1-1-1

To search for a specific document/file click **SEARCH** under Laserfiche Weblink on the left side of the page near the top.
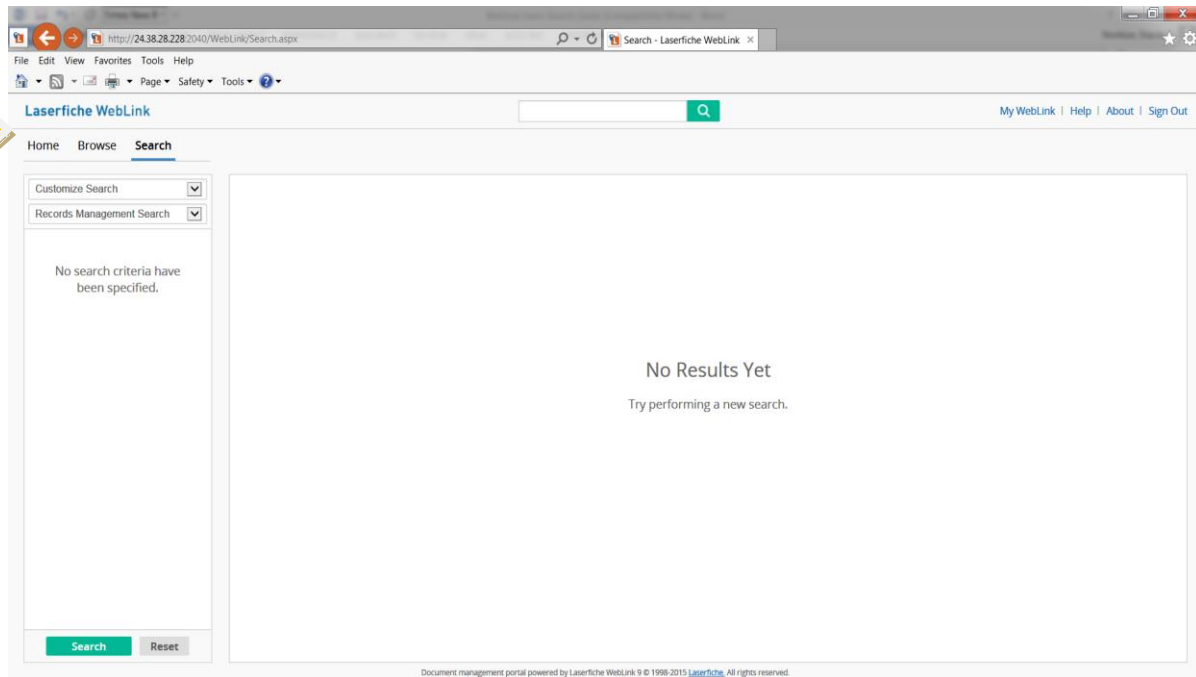
Click **CUSTOMIZE SEARCH** to get a drop down menu then click **TEMPLATE**.
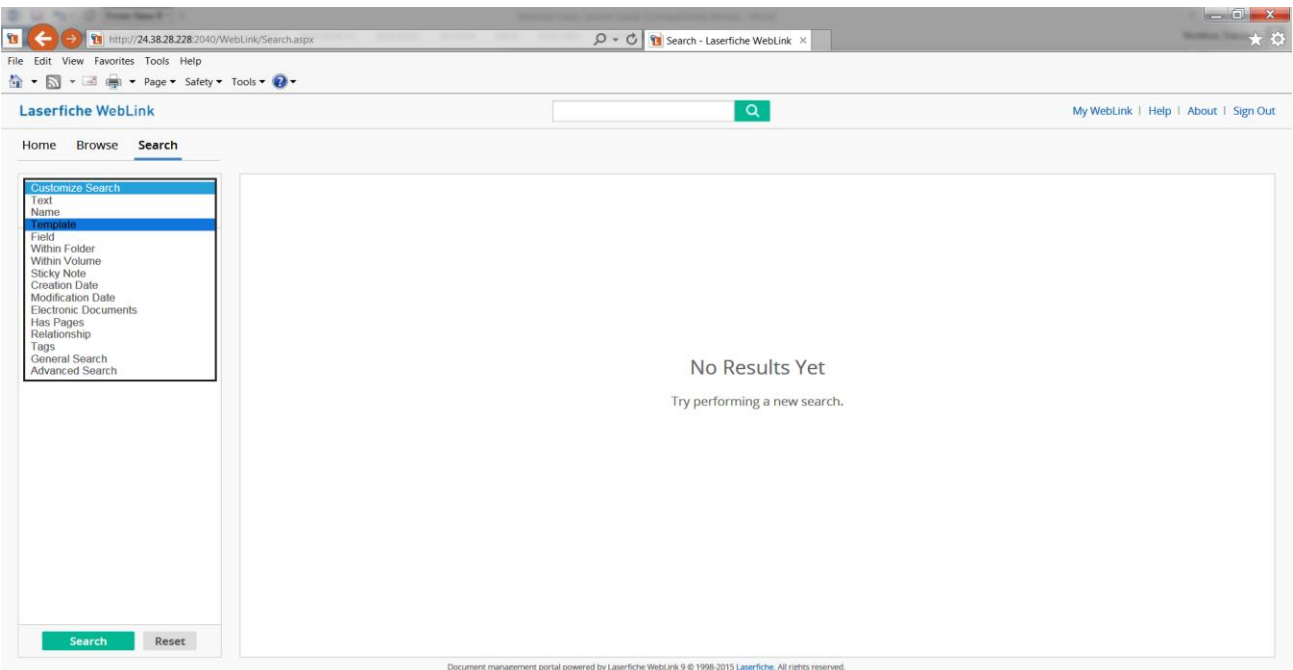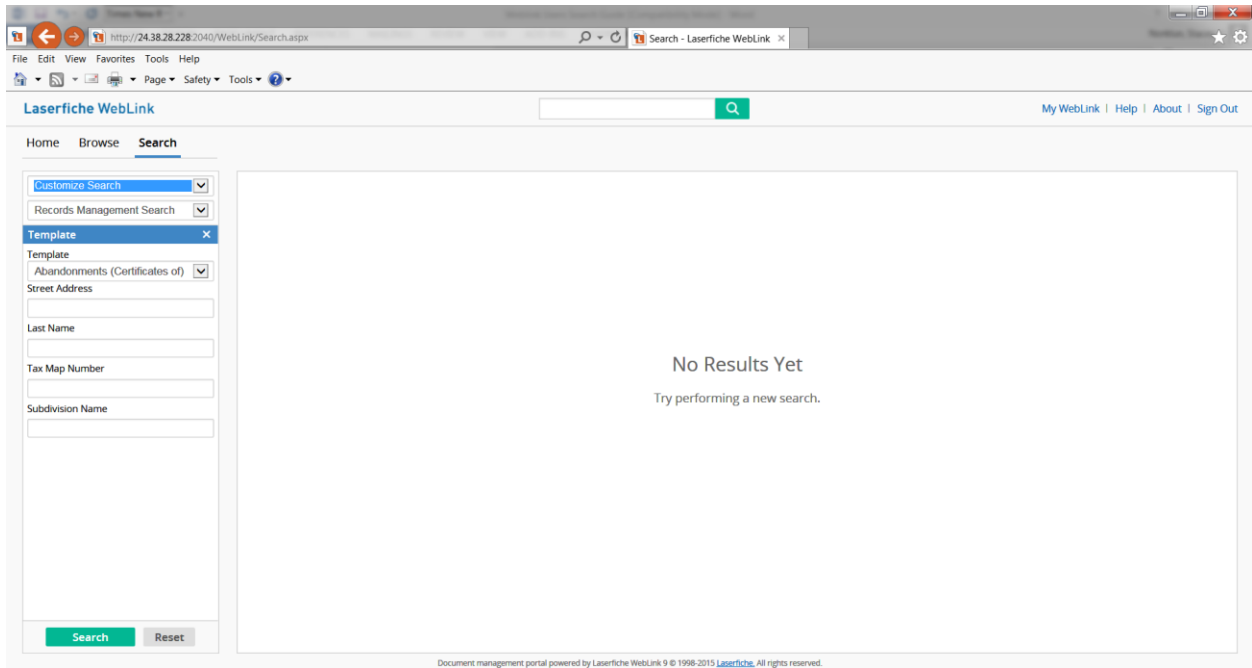
(No other search boxes should be selected, if they are you must close them by clicking the X on the right side in the blue bar of the name of the search box)

Once the **TEMPLATE** search box is open click the drop down arrow to select the template that corresponds to the document you are looking for.
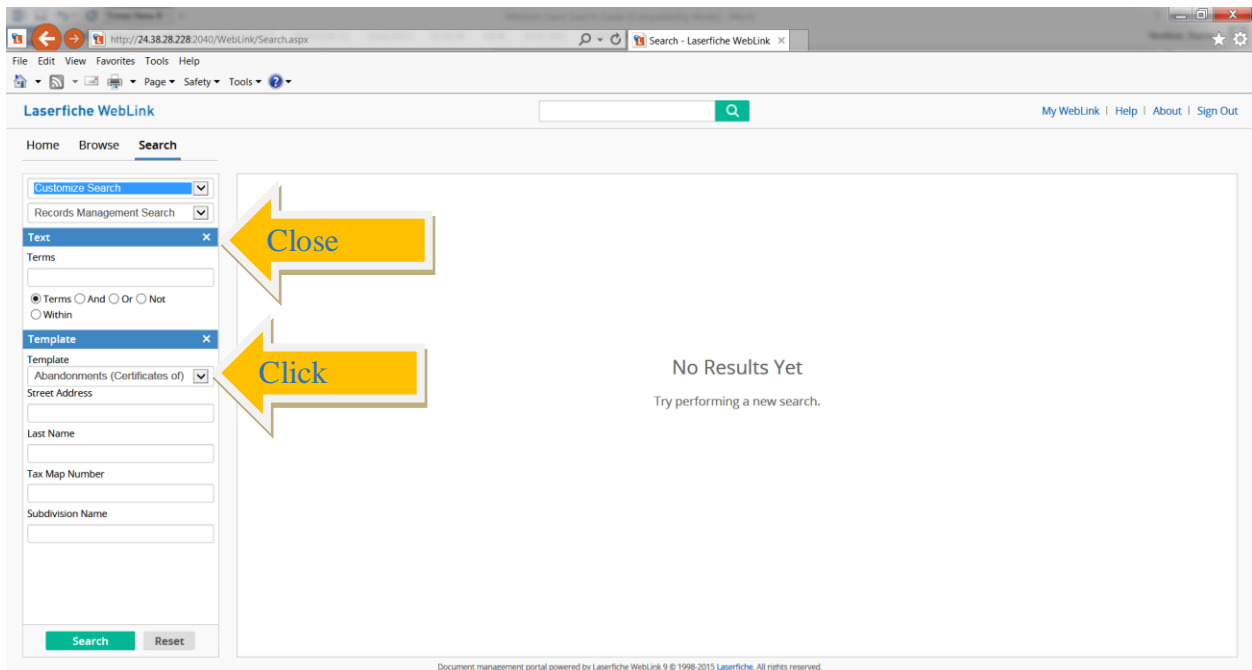
Type in the information you are looking for such as permit number, name or tax map number and click Search. If you are searching for a name, use one word only and surround it by asterisks, this will help to find it if there are multiple words in the name. Example:

smith

Only fill out one field on the template at a time, not multiple fields.

<u>To search using Tax Map numbers:</u>

Type in the tax map number you are looking for using the **1000** then **–** then the section followed by a dot and a dash (**.-**) then the block – lot
Example:

1000-100.-1-1

All files in Laserfiche that have tax map numbers are labeled this way.

If the search comes up with nothing then try putting an asterisk (*****) after the TM#. If that does not work then eliminate the lot and just put an asterisk in its spot.

1000-100.-1-*
1000-100.-1-1*

The only exception to this is if the section has a dot in it then you can eliminate the dot dash (**.-**)

EXAMPLE: 1000-**38.1**-1-2

If you are searching by name, type the name surrounded by asterisk's

SMITH

The Asterisk enables Laserfiche to pull a name out of a sentence.

<u>To search for a specific word or phrase within a specific folder</u>:

Click Browse then click on the folder you want to search in. Then click the Search tab, If the **TEXT** box is not showing then click on **Customize Search** and select **TEXT,** then click **CUSTOMIZE SEARCH** again and select **WITHIN FOLDER**. This box should show the folder you selected under Browse. Put a check in the Search Subfolders box. Type the word or phrase you are looking for in the **TERMS** box of the **TEXT SEARCH**, click **SEARCH.**
 The results of your search will show on the right side of the screen. You will see the Name of the document and the pages where the info you searched for is, click on the document name or page to open.

To search for a specific word or phrase within a particular document:

Go to the search tab, if the **TEXT** box is not showing click on **CUSTOMIZE SEARCH**, Select **TEXT** then go back to Customize Search and select **NAME.** Close any other search boxes. Type the word or phrase you are looking for in the **Text Terms** box. Type in the name of the document you wish to search, exactly as it is typed in Laserfiche into the **Name box**. Check off **Document** and <u>uncheck</u> **Folder** and **Shortcut**. Click search. .

To search for a specific word or phrase in all of Laserfiche:

Go to the search tab, click **CUSTOMIZE SEARCH**, select **NAME**, no other search options should be selected, close them if there are any. Type the word or phrase surrounded by asterisks, leave Document, Folder and Shortcut checked and click search. This is a very big search so it will take a very long time to run.

For questions or help using Weblink please call Stacey Norklun in the Records Management Office at 765-1800 ext. 1224.