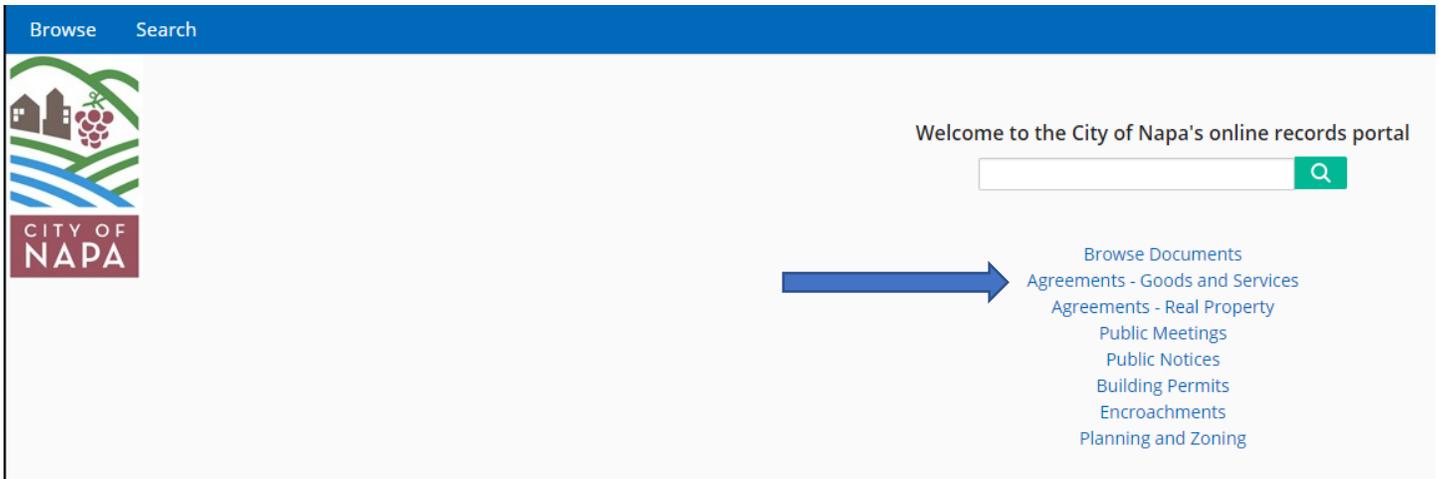


Read Only Access – Searching in Laserfiche

Searching for an Agreement-Goods and Services

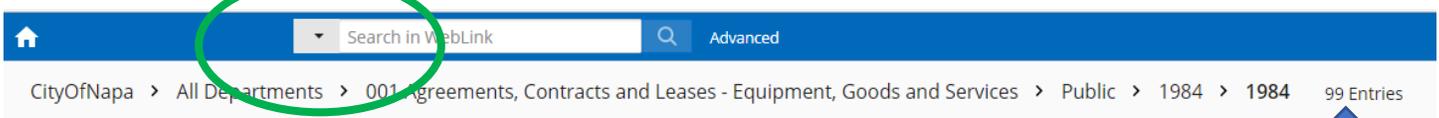
EXAMPLE 1

Select the Folder you want to search within or use the search bar at the top

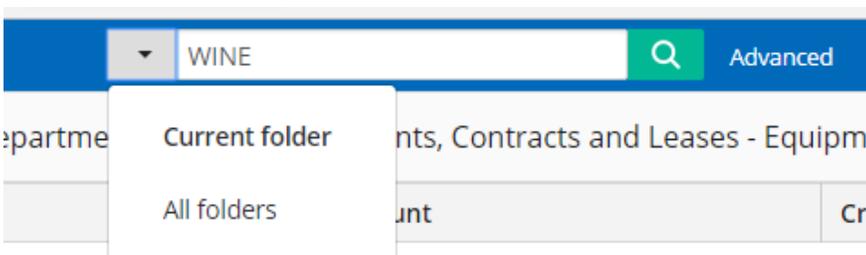


Select the Folder you want to search within or use the search bar at the top

<input type="checkbox"/>	Name	Page count	Creat
<input type="checkbox"/>	1950-1959		NAPA'
<input type="checkbox"/>	1960-1969		NAPA'
<input type="checkbox"/>	1970-1979		NAPA'
<input type="checkbox"/>	1980		NAPA'
<input type="checkbox"/>	1981		NAPA'
<input type="checkbox"/>	1982		NAPA'
<input type="checkbox"/>	1983		NAPA'
<input type="checkbox"/>	1984		NAPA'
<input type="checkbox"/>	1985		NAPA'
<input type="checkbox"/>	1986		NAPA'
<input type="checkbox"/>	1987		NAPA'
<input type="checkbox"/>	1988		NAPA'



Instead of browsing through 99 entries – narrow down the search by searching for terms within this one folder



Results Returned 4

Will show you exactly what page has the search term you are looking for

[4551_agmt S J Amoroso Construction Co Inc](#)

CON-Goods & Service - 646 page(s)

Page count: 646

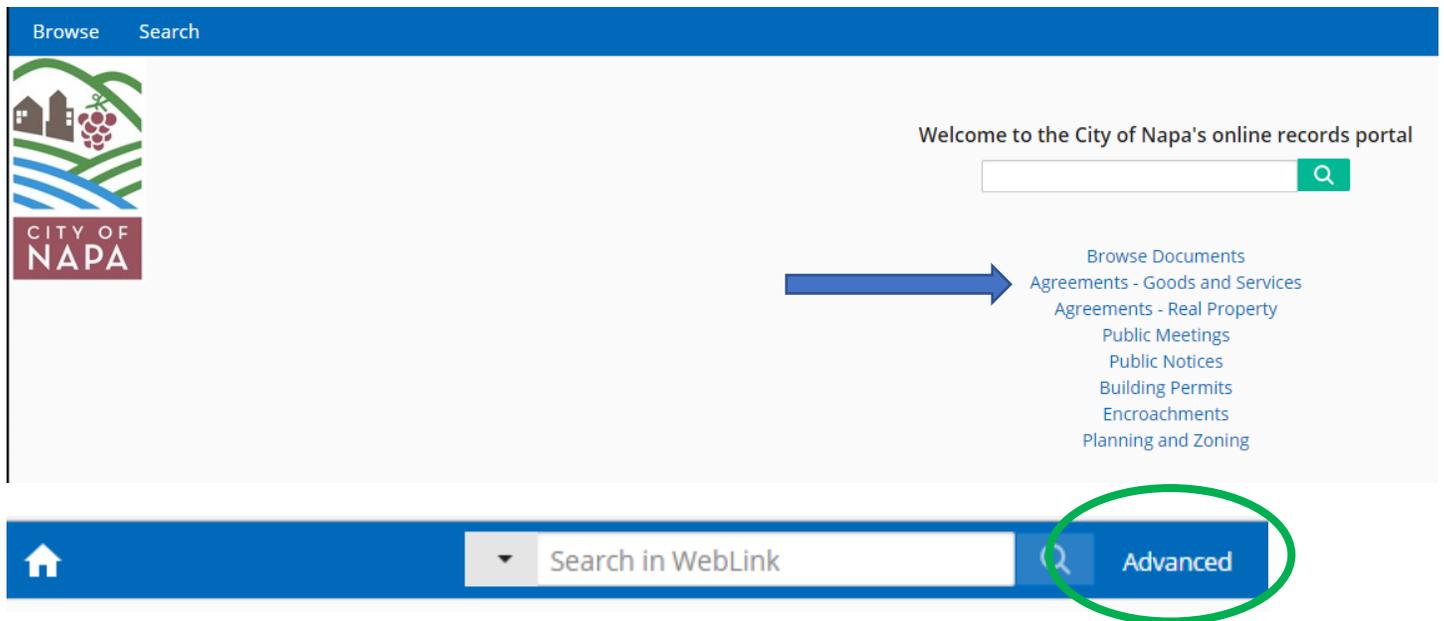
Template name: CON-Goods & Service

Page 537 ... ONE SHALL BE 14' **WINE** AND LINED PROVIDE A 9' PARKING AREA AND A 5' LOADING ...

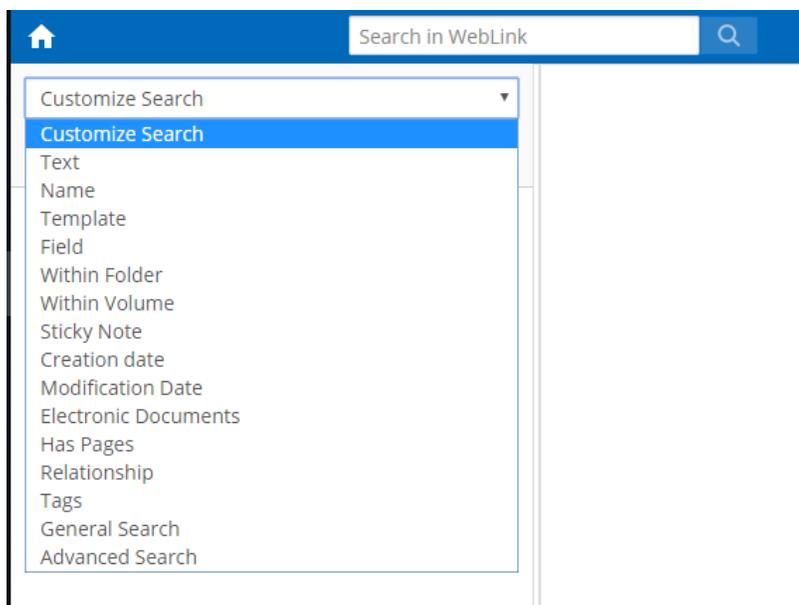
EXAMPLE 2

In the below example it is unknown what year the agreement was completed but it is known who the agreement is between or about

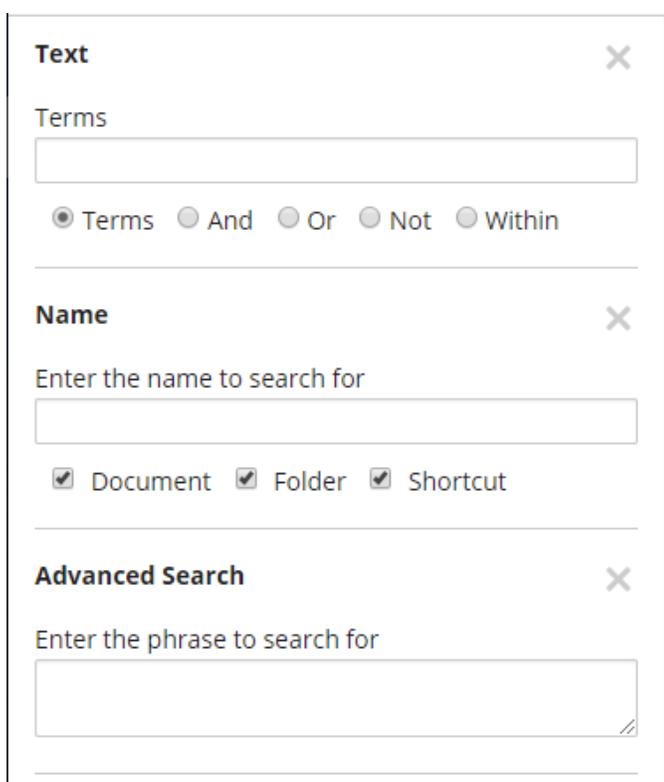
Select the Folder you want to search within or use the search bar at the top



Select How You Want to Conduct Your Search



Below are some of the more common and easy to use options



TEXT SEARCH

The screenshot shows the 'Search in WebLink' interface. At the top, there is a home icon and the text 'Search in WebLink'. Below this are two dropdown menus: 'Customize Search' and 'Records Management'. The main search area is titled 'Text' and contains a search box with 'traffic' entered. Below the search box are radio buttons for 'Terms', 'And', 'Or', 'Not', and 'Within', with 'And' selected. A second search box contains 'circle'. At the bottom, a results bar displays 'Results 1 - 20 of 899'.

This search returns 899 documents because it is counting documents that have the word traffic and circle.

These two words can appear anywhere in the document and be on this list – but both words are present in the document.

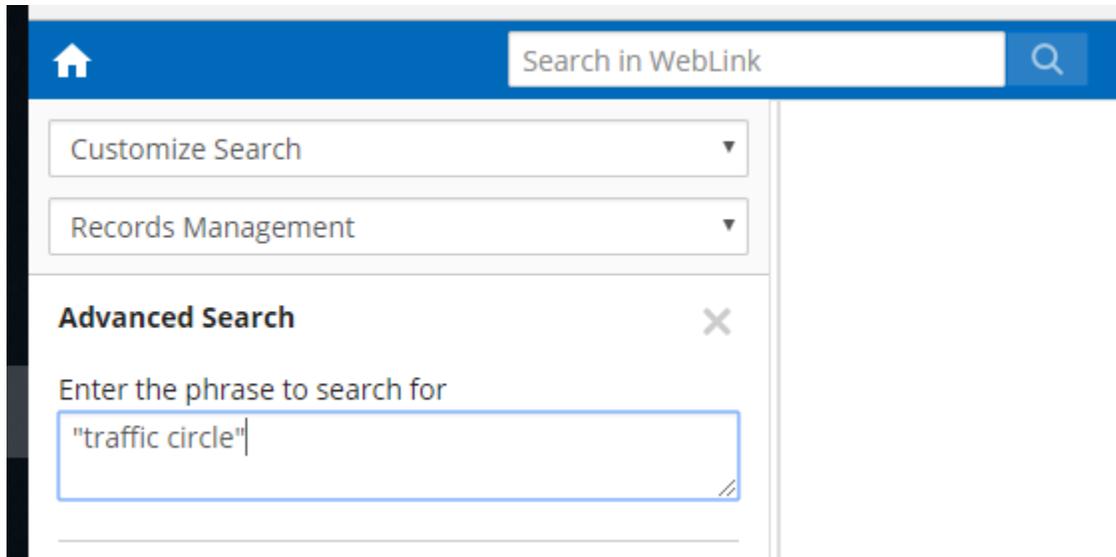
In the example below the words traffic and circle must be within 5 words of each other. Only 81 results were returned.

The screenshot shows the 'Search in WebLink' interface with more advanced search options. The search terms 'traffic' and 'circle' are still present. The radio buttons for 'Terms', 'And', 'Or', 'Not', and 'Within' are shown, with 'Within' selected. Below the radio buttons, there is a 'Within' section with a text box containing '5' and a dropdown menu set to 'Words'. At the bottom, a results bar displays 'Results 1 - 20 of 81'.

A search like this useful when you know some of the text of the document.

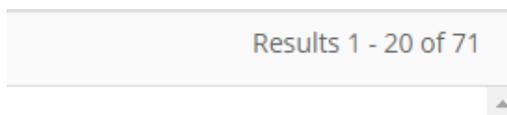
You can also use the features OR and NOT to eliminate some of the results that may be returned.

ADVANCED SEARCH



The screenshot shows the top navigation bar of the WebLink system with a search box containing 'Search in WebLink'. Below the navigation bar, there are two dropdown menus: 'Customize Search' and 'Records Management'. An 'Advanced Search' window is open, featuring a close button (X) and a text input field containing the search phrase '"traffic circle"'. The text 'Enter the phrase to search for' is visible above the input field.

There are 71 documents with the phrase “traffic circle” in it.



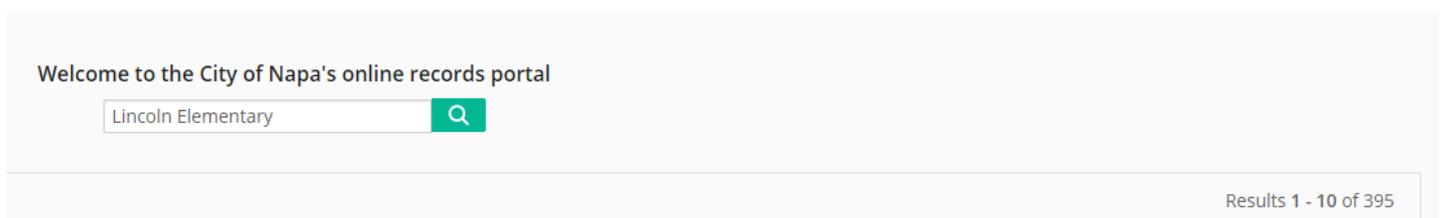
A small rectangular box displaying the text 'Results 1 - 20 of 71' with a small upward-pointing arrow on the right side, indicating a scrollable list of results.

This search returns documents with the exact phrase “traffic circle” meaning the two words are right next to each other in the document.

Quotation Marks and Wildcards

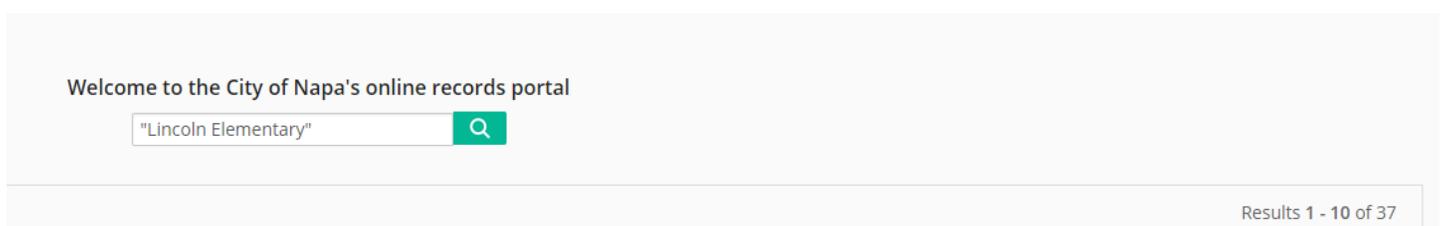
Quotation Marks “ ”

If you search for Lincoln Elementary the engine will search for content that contains either of those words



The screenshot shows a search interface with the heading 'Welcome to the City of Napa's online records portal'. A search box contains the text 'Lincoln Elementary' and a green search button. In the bottom right corner, a status bar indicates 'Results 1 - 10 of 395'.

However, if you search “Lincoln Elementary” it will search for that phrase exactly as you typed it.



The screenshot shows a search interface with the heading 'Welcome to the City of Napa's online records portal'. A search box contains the text '"Lincoln Elementary"' and a green search button. In the bottom right corner, a status bar indicates 'Results 1 - 10 of 37'.

Asterisk Wildcard *

When you use an asterisk in a search term it will leave a placeholder that will be automatically filled by the search engine later.

The search engines will look for that phrase knowing that the asterisks can be any letter, word, number or symbol.

In this next example we are searching for a contract that we know is number 011 but we do not know the year.

Replacing a letter or number with a * holds the place.

Only two results were returned.

The second result appears because 011 is part of the document name.



Welcome to the City of Napa's online records portal



"c201*-011"



CITY OF NAPA Sort results by: Relevance ▾

[C2017-011](#)

CON-Real Property - 31 page(s)

Page count: 31

Template name: CON-Real Property

[Page 24 ...t Contract No. C2017 011 ' Security Type Warranty-Maintenance Bon...](#)

[Page 31 ... Contract Number.: C2017 011 DATE: 11/13/2017 The contractor recently compl...](#)

Fields

Address: Agreement Close Date: 06-09-2017 Date: 2/8/2017 Parcel: Status: Inactive

[Show more information...](#)

[C2016 084_Napa Valley Transportation Authority NVTA APN 007-082-001 / 007-082-002 / 007-82-004 / 007-120-011 / portion of 007-120-006](#)

CON-Real Property - 7 page(s)

Page count: 7

Template name: CON-Real Property

Fields

Address: Agreement Close Date: Date: 4/21/2016 Parcel: 007-082-001, 007-082-002, 007-82-004, 007-120-011, 007-120-006 Status: Active

[Show more information...](#)



These tips should give you a great start to finding this document and help you narrow down your searches.

And remember, new records are being added daily so the repository is always growing!