



City of Tukwila

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Search Tips to Laserfiche Weblink 8.0

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SECTION I: SEARCH TYPES

A.

Text



HELPFUL HINTS: To use **TEXT SEARCH**, you must close out all other search parameters by clicking on the  button on the other search title bar(s). This will allow the **TEXT SEARCH** function to find all document images containing the specified key word or phrase.

There are 5 modes for a basic **TEXT SEARCH**:

Phrase

PHRASE search mode searches for a single word or phrase.

And

AND search mode searches for all documents that contain both specified words or phrases. Selecting this mode will display the Second phrase option, where you can specify the second word or phrase to search.

Or

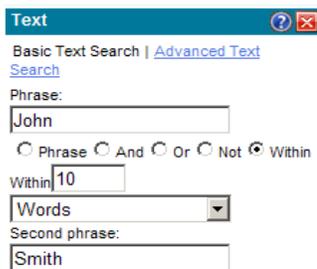
OR search mode searches for all documents that contain one of two specified words or phrases. Selecting this mode will display the Second phrase option, where you can specify a second word or phrase.

Not

NOT search mode allows you to search for all documents that contain the first specified word or phrase, but not the second one. Selecting this mode will display the Second phrase option, where you can specify the second word or phrase that cannot be found in a search result.

Within

WITHIN search mode searches for all documents that contain both specified words or phrases within a specified number of words of each other. Selecting this mode allows you to configure the maximum distance between the first specified word or phrase and the second one. Additionally, it will display the second phrase option, where you can specify the second word or phrase that must be found in a search result.



Text  

Basic Text Search | [Advanced Text Search](#)

Phrase:

Phrase And Or Not Within

Within

Words

Second phrase:

WITHIN search mode works well for name searches. See example on left.

The **WITHIN** search mode will look for all names that contain “John” and “Smith”, and also any character(s) within 10 spaces in between “John” and “Smith”.

Fuzzy search

All basic text searches support the **FUZZY** search mode, which will find all words or phrases that are similar to what you typed. The fuzzy search mode allows Laserfiche to find words even if they contain misspellings or OCR errors. When selecting fuzzy search, you will have the option to define a number of letters or percentage of word.

Fuzzy search

Criteria:

Number of letters:

Percentage of word:

Number of letters specifies the maximum number of letters that a word can differ from the specified criteria and still be considered a search result.

Percentage of word defines the percentage of the word that can differ from the search criteria and still be considered a search result.

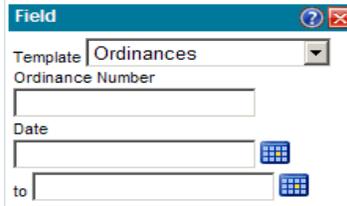
HELPFUL HINTS: Fuzzy searches take significantly more time and should only be used when you cannot find the document(s) you want and are not sure of the exact content in the desired document(s).

Use the following characters to enhance your search criteria. **The asterisk is the most popular option.**

Search Types	Descriptions
Asterisk *	The asterisk wildcard represents any number of missing characters, including zero. For instance, a search using the term *report* would find report, reports, misreporting, unreported, reporter, etc.
Question Mark ?	The question mark wildcard represents exactly one character. For instance, if you were unsure whether a name was spelled "Anderson" or "Andersen", you could search using the term Anders?n . This would return both results.
Brackets []	Like a question mark, a set of brackets represents a single missing character. However, brackets can be used to specify a smaller range of options. For instance, a search using d[io]ve would find the words "dive" and "dove", but not "Dave".
Dash -	The dash character is used in conjunction with brackets to specify that only characters within a particular range should be found. For instance, you might want to locate all documents that contain an account number that begins with "100347" and ends with a number rather than a letter. You could search using 100347[0-9] . This would return account number 1003475, but not 100347C.

B. **Field** 

FIELD SEARCH finds all documents and folders that have been assigned a particular template. Additionally, you can further limit search results to those documents or folders that have been assigned a particular field value or multiple field values.



HELPFUL HINTS: This feature can only be used to limit search results. It cannot be used to find all documents and folders that reside in a particular folder. As a result, you will always have to combine at least one other search type when limiting search results to a particular folder.

C. **WebLink Search** 

WEBLINK SEARCH finds all documents that have a particular word or phrase. This option is different from the **TEXT SEARCH** in that it has a more "Internet-like" feel. If you type in multiple words, each word will be optional (OR) for search results, instead of being interpreted as a phrase.



To perform a phrase search, place quotation marks “ ” around the phrase.

HELPFUL HINTS: To use **WEBLINK SEARCH**, you must close out all other search parameters by clicking on the  button on the other search title bar(s). This will allow the **WEBLINK SEARCH** function to find all document images containing the specified key word or phrase.



SECTION II: SEARCH RESULTS

After performing a search, the results will be displayed in the **Contents Pane**. The results are set by numerical or alphabetical order.

City of Tukwila La

Name

Name	Hits	Page Count	Template Name	Volume Name	Ordinance Number
Ord 2222 - Walk and Roll Plan	0	7	Ordinances	ORDINANCES	2222
Ord 2223 - South Correctional Entity Facility (SCORE)	0	51	Ordinances	ORDINANCES	2223
Ord 2224 - Comcast Franchise for Cable Television System	0	4	Ordinances	ORDINANCES	2224
Ord 2225 - Renew 6-Month Moratorium on Sign Development and Electrical Permit	0	4	Ordinances	ORDINANCES	2225
Ord 2226 - Street Vacation of Tukwila International Boulevard (TIB)	0	7	Ordinances	ORDINANCES	2226
Ord 2227 - Time Warner Telecom Franchise for Telecommunications System	0	12	Ordinances	ORDINANCES	2227
Ord 2228 - Amend 2009-2010 Biennial Budget - Police Drug Seizure	0	3	Ordinances	ORDINANCES	2228
Ord 2229 - Community Oriented Policing Citizens Advisory Board (COPCAB)	0	3	Ordinances	ORDINANCES	2229
Ord 2230 - Gambling Activities Tax Rates for Non-Profit Organizations	0	3	Ordinances	ORDINANCES	2230
Ord 2231 - TW Telecom Franchise for Telecommunications System	0	12	Ordinances	ORDINANCES	2231

1 2 3 4 5 6 7 8 9 10 11 >

101 Entries

Search result pages

1. Click on a specific document name to open the image.

HELPFUL HINTS: To sort by descending or ascending order, click on **NAME** on the title bar. You may need to double click if a single click did not sort by the desired order.



SECTION III: PRINT DOCUMENT IMAGES

The screenshot shows a web browser window with the address bar displaying "CityofTukwila > City Clerk > Ordinances > 2011-2020 > Ord 2322 - Establishment of Central Treasury Fund". The browser toolbar includes a "PDF" button, which is highlighted with a red box and labeled "PDF button". The main content area displays the City of Tukwila logo, the text "City of Tukwila Washington", and "Ordinance No. 2322". Below this, the text reads: "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF TUKWILA WASHINGTON, RELATING TO THE ESTABLISHMENT OF A CENTRAL TREASURY FUND, SPECIFICALLY REPEALING AND RESTATING..."

1. Click on the  button to download the image as a pdf file.

Print

Pages to Print:
Enter page numbers and/or page ranges separated by commas.
For example, 1,3,5-12.

After downloading, print the document using a PDF reader (e.g. Adobe Acrobat).

2. Enter the page numbers you want to print. The default setting is to print all pages.
3. Click button. A new window with a message as depicted in the figure below will automatically open to download the image. The pdf file will automatically open once the downloading process is complete.

WebLink is creating a PDF ...

HELPFUL HINTS: If the message window appears to be taking a long time, then hit **F5** on your keyboard or the browser refresh icon , and it will open the pdf file to print the document.

3. Click the  icon or **CTRL+P** to print the document. Double-side printing is recommended.



SECTION IV: QUICK TIPS

The **BREADCRUMB** (or directory structure) serves 2 purposes:

- 1) provides site location, and
- 2) allows shortcut links to navigate from one folder to another without having to hit the back button.

Browse Search [CityofTukwila](#) > [City Clerk](#) > [Council Agenda Packets](#) > [2011](#) > [2011-01-03 Regular](#)

2011-01-03 Regular

Full Path
CityofTukwila\City Clerk\Council Agenda Packets\2011\2011-01-03 Regular
Creation Date
12/29/2010 3:29:41 PM
Last Modified
1/14/2011 2:43:45 PM

Fields
Template: Agenda Packets
Agenda Packets - Date
1/3/2011
Meeting Type
Regular Meeting

Name	Page Count
01-03-11 Agenda Front Sheet	2
01-03-11 Complete Agenda Packet	70
01-03-11 Item 5 - Public Hearing - Ordinance Renewing Moratorium on Non-Industrial Uses Within Manufacturing Industrial Center (MIC)	64
01-03-11 Item 6 - Ordinance - Renew Moratorium on Non-Industrial Uses Within Manufacturing Industrial Center (MIC)	64
01-03-11 Item 7 - Election - 2011 Council President	2
01-03-11 Tentative Agenda Schedule - Jan-Mar 2011	1
01-03-11 Upcoming Meetings and Events - Jan 2011	1

For example: To open **Council Agenda Packets** folder, click on [Council Agenda Packets](#) within the breadcrumb trail as shown above.

The breadcrumb link will take you directly to the **Council Agenda Packets** folder as depicted in the image below. You are no longer in the [2011](#) > [2011-01-03 Regular](#) subfolder.

Browse Search [CityofTukwila](#) > [City Clerk](#) > [Council Agenda Packets](#)

Council Agenda Packets

Full Path
CityofTukwila\City Clerk\Council Agenda Packets
Creation Date
1/7/2003 8:39:36 PM
Last Modified
12/29/2010 3:30:28 PM

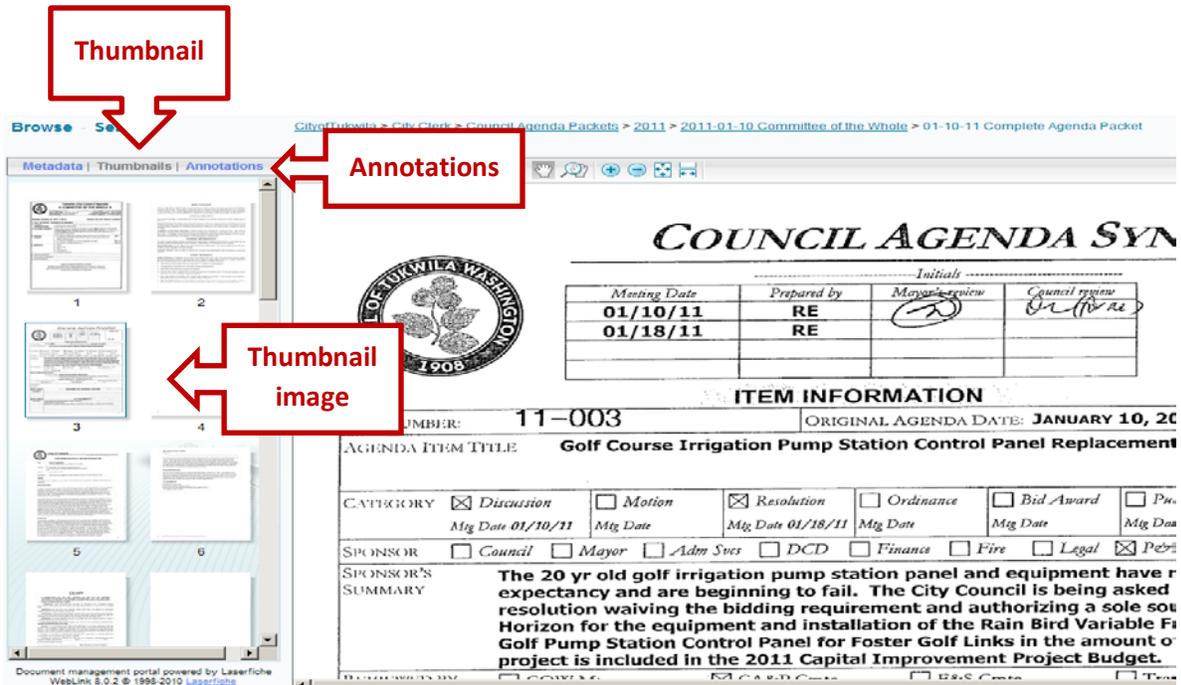
Fields
Template: Agenda Packets

Name	Page Count	Template Name
2003		Agenda Packets
2004		Agenda Packets
2005		Agenda Packets
2006		Agenda Packets
2007		Agenda Packets
2008		Agenda Packets
2009		Agenda Packets
2010		Agenda Packets
2011		Agenda Packets

9 Entries

The **THUMBNAILS PANE** allows users to preview the images in the current document.

1. To open **Thumbnail Pane**, click on **Thumbnails** tab.
2. Click on a thumbnail image to display the page in the document viewer.



The **ANNOTATIONS PANE** allows you to view annotations that have been applied to a document image. Some examples of annotation types are highlight, underline, strikethrough, text box, and stamp.

PLEASE NOTE: City of Tukwila document images do not contain annotations.

The **SHORTCUT BUTTONS** allow users to switch cursor mode in the image pane.



	Display the previous page
	Display the next page
	Display current page number and total pages of a document. Enter page # and hit <Enter> to jump to the desire page
	Export the image(s) to pdf to print
	Change cursor to pan. Use scroll wheel on mouse to navigate.
	Change cursor to zoom. Use scroll wheel on mouse to zoom in or out to desirable size.
	Zoom in
	Zoom out
	Resize image to fit page
	Resize image to fit width
	Full screen
	Normal mode

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