



City of Tukwila

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User Guide to DIGITAL RECORDS CENTER



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September 2017

Laserfiche Support Site

Or

OR search mode searches for all documents that contain one of two keywords or phrases. Selecting this mode will display a second box, where you can specify a second keyword or phrase. See example below:

Text [X]

Terms

kpg

Terms And Or Not

Within

overlay

Utilities 2014-11-03 Item 2A - Agreement - 2015 Annual Small Drainage Program with KPG Inc

Council Committees - 14 page(s)

Page 1 ...t ISSUE Approve **KPG**, Inc. to design the 2015 Annual Small Drainage Program

Page 1 ... has a project to **overlay** West Valley Highway between S 180th St and 1 -40th St

Page 1 ...15. With this WSDOT **overlay**, they are planning on correcting roadway grade

Page 1 ... with the City to **overlay** Long Acres Way to Nelson Pl. This section of the road

Page 1 The firms were: **KPG**, Inc., David Evans and Associates, and CH2M Hill. The

Not

NOT search mode allows you to search for all documents that contain the first keyword or phrase, but not the second one. Selecting this mode will display a second box, where you can specify the keyword or phrase that you do not want in the search result. See example below:

Text [X]

Terms

kpg

Terms And Or Not

Within

overlay

Utilities 2016-09-13 Item 2A - Handout Distributed at Meeting - Bid Award for Crystal Springs Emergency Surface Water Repair

Council Committees - 4 page(s)

Page 1 ...ing a bypass pipe. **KPG** was hired to design the permanent repairs for construction

Page 1 ... Crystal Springs (**KPG** - Design) Crystal Springs (Coluccio Emerg) Total B...

Page 1 ... Bid Tabulation **KPG** — Award Recommendation \PWStore\PW Common\$ \PW Eng \...

Page 2 ... 206.286.1639 www.kpg.com September 13, 2016 Ryan Larson, PE Project Manager

Page 4 ... Cost Discrepancy **KPG** ENGINEER'S ESTIMATE 15,000 \$15,000.00 SHORELINE ...

Within

WITHIN search mode searches for all documents that contain 2 keywords or phrases that appear within a specific number of words of each other. Selecting this mode allows you to configure the maximum distance between the first keyword or phrase and the second one. Additionally, it will display a second box, where you can specify the second keyword or phrase that must be found in a search result.

WITHIN search mode will look for all keywords that contain *Tukwila village* and *library*, and also any character(s) within 10 spaces between those 2 keywords. See example below:

Text [X]

Terms

tukwila vill

Terms And Or Not

Within

Within

10

Words [v]

library

Trans 2016-09-19 Item 2A - Contract Supplement #5 - South 144th Street Phase II Design with KPG Inc

Council Committees - 9 page(s)

Page 1 ...g construction of **Tukwila Village and King County Library**. Design for Seattle ...

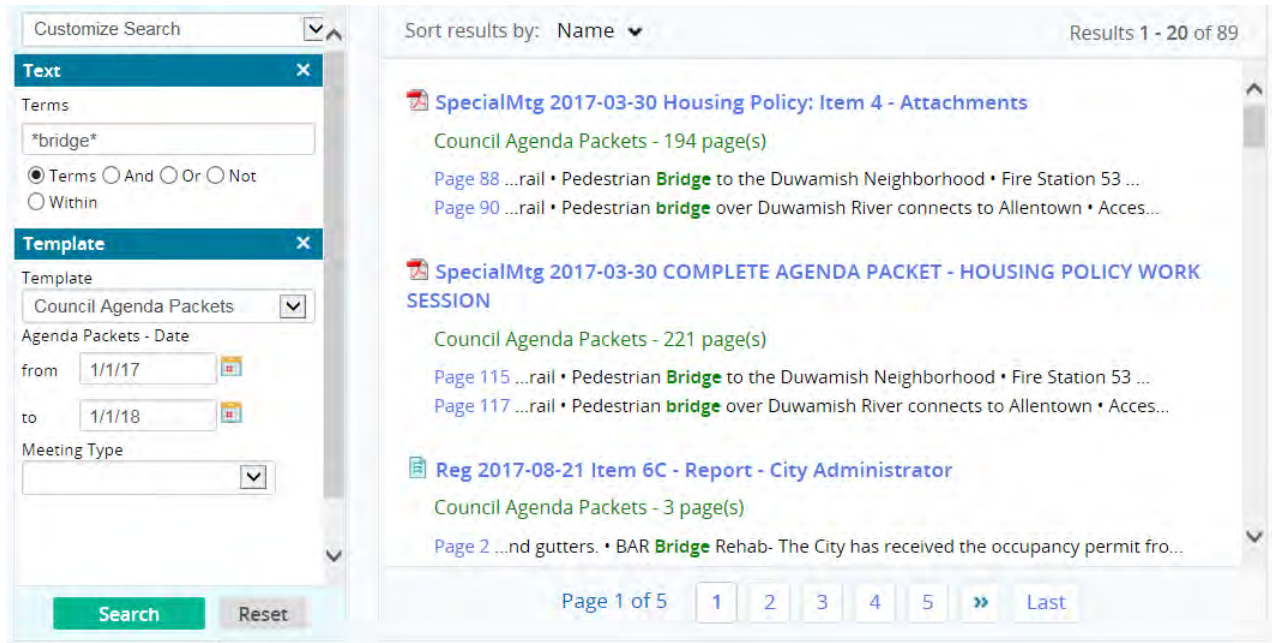
Trans 2016-09-19 COMPLETE AGENDA PACKET

Council Committees - 95 page(s)

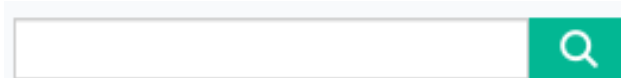
Page 3 ...g construction of **Tukwila Village and King County Library**. Design for Seattle ...

B. Template X

TEMPLATE finds all documents and folders that have been assigned to 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, ie. a date range. See example below:



C. Quick Search



The **QUICK SEARCH** box is located on the *Welcome Page*, *Folder Browser*, and *Search Page*. In the *Folder Browser*, you have the option to search the folder currently open or the entire repository. This Quick Search enables you to search text, entry names, fields or a combination of these. It is an "OR" search, meaning one OR the other of the criteria must be met.

For example, performing a search on "court" will return documents named "court," documents with "court" in the text, documents with a field value of "court" or a combination of these.

Use the asterisk * (wildcard search) before and after the keyword to get search results with partial matches of entry names and fields. For instance, performing a search for the document named "report" will return documents named "report", "reports", "reported", etc.

SECTION II: SEARCH RESULTS

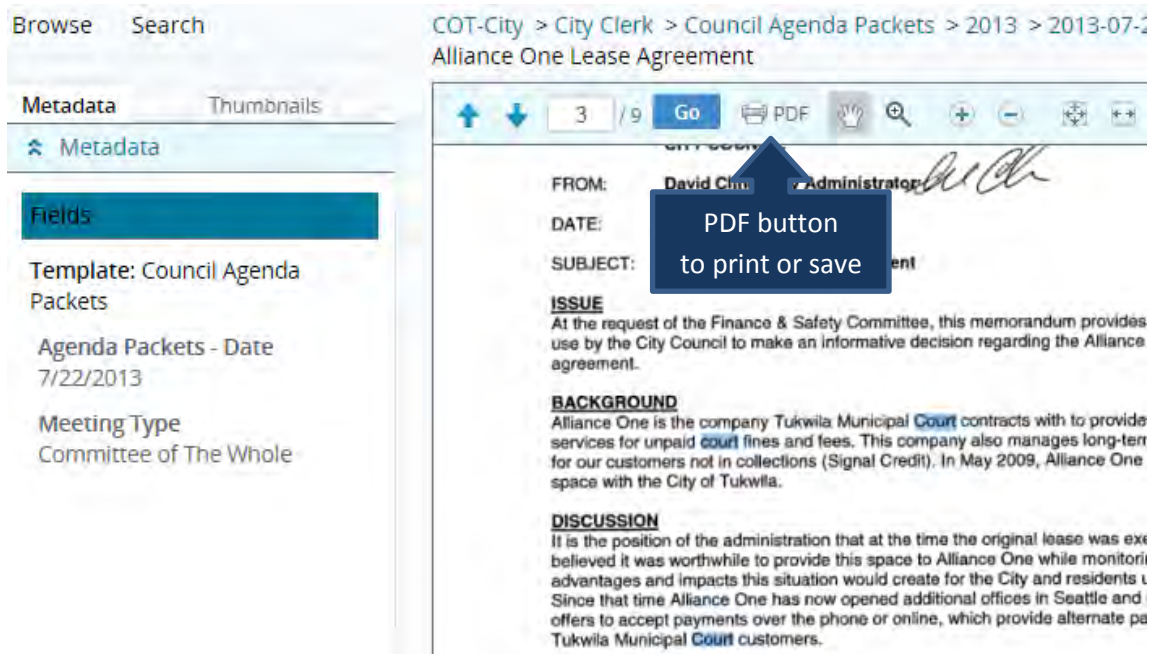
After performing a search, the results will be displayed with a list of results and “context hits” as shown below. The default order is set to **Relevance**, which sorts the results from most to least relevant. You can change to sort by **Name**, **Date Modified** or **Date Created** by using the drop-down menu.


Relevance
Name
Date modified
Date created

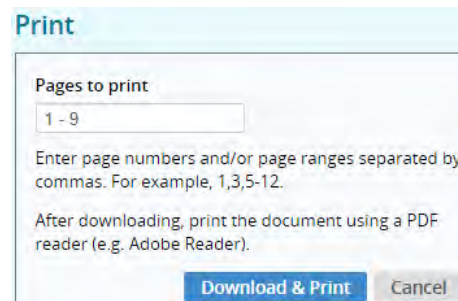
Context hits are displayed in the search results for a preview of the page content that contains the keyword. Click on the **Page #** link to open the referenced image page that contains the keyword. On the document preview pane, the keyword will be highlighted in blue.


The screenshot shows a search interface with a left sidebar and a main results area. The sidebar includes a 'Customize Search' section with 'Text' and 'Template' tabs. The 'Text' tab has a search term '*court*' and options for 'Terms', 'And', 'Or', 'Not', and 'Within'. The 'Template' tab has a dropdown for 'Council Agenda Packets', date fields for 'from' (1/1/17) and 'to' (1/1/18), and a 'Meeting Type' dropdown. A 'Search' button is at the bottom of the sidebar. The main area shows 'Sort results by: Name' with a dropdown arrow. Below this, two search results are visible. The first result is 'SpecialMtg 2017-07-24 Item 2B - Interlocal Agreement - Auto Theft Task Force' with a 'Council Agenda Packets - 49 page(s)' link. It lists page numbers and snippets of text containing the word 'court'. The second result is 'SpecialMtg 2017-06-26 Item 2C - Public Safety Plan - 2017-2021 Program Management Quality Assurance Services with Steven M Goldblatt for \$250,000' with a 'Council Agenda Packets - 20 page(s)' link. It also lists page numbers and snippets containing 'court'. At the bottom, there is a 'Page 1 of 9' indicator with numbered links (1, 2, 3, 4, 5, 6, Last) and a 'Search results' label with an arrow pointing to the results. A scroll bar is visible on the right side of the results area. Annotations with arrows point to the 'Drop-down menu', 'Click page link to view', 'Search results', and 'Scroll bar to view more on the results page'.

SECTION III: PRINT DOCUMENT IMAGES




1. Click on the  PDF button to convert the TIFF image file to a PDF file for printing or saving.
2. Enter the page numbers you want to print. The default setting is print all pages. Please note that big image files may take a few minutes to process.



3. Click  button. A new window with a message as depicted in the figure below will open to download the image. The PDF file will automatically open once the downloading process is complete.



HELPFUL HINTS: If the process 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 or save the document.

SECTION IV: QUICK TIPS

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

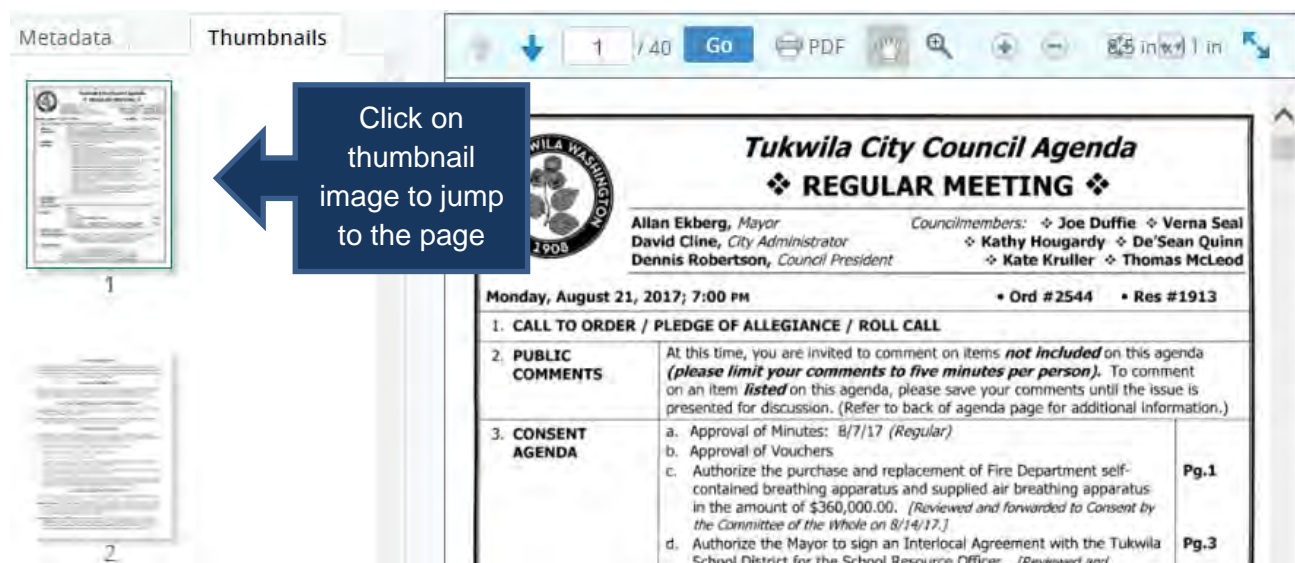
- 1) provides site location, and
- 2) allows shortcut links to navigate from one folder to another without having to hit the back button.



In the example above, click on **Council Minutes** within the breadcrumb trail. The breadcrumb link will take you directly back to the **Council Minutes** folder.




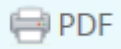









The **THUMBNAILS PANE** allows users to preview all the images (pages) in a document.

1. Open a document.
2. Click on **Thumbnails** tab to open **Thumbnail Pane**.
3. Click on a thumbnail image to display or jump to a specific page in the document viewer pane.



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.
	Convert TIFF image(s) to PDF to print or save.
	Change cursor to pan. Use scroll wheel on mouse to navigate.
	Zoom
	Zoom in
	Zoom out
	Resize image to fit page
	Resize image to fit width
	Rotate image
	Full screen
	Normal screen

SECTION V: CUSTOMIZE SEARCH OPTIONS

There are a number of search types that allow users to search based on criteria from the basic (such as document text, field information, or document name) to the more complex (such as electronic document type or page count). The wide variety of search types allow you to find documents based on almost any property of the document.

Entry Name Search

You can search for documents, electronic documents, or folders with a particular name.

Within Folder Search

You can search the contents of the current folder or specify one or more folders to include or exclude from the search.

Within Volume Search

A search can be performed for all documents and electronic documents stored on a particular volume.

Electronic Document Search

You can search for documents by whether they have an electronic file associated with them—also considered searching for an electronic document—as well as what kind of electronic file.

The screenshot shows a search interface with two tabs: 'Browse' and 'Search'. The 'Search' tab is active. Below the tabs is a 'Customize Search' dropdown menu with the following options: Name, Field, Within Folder, Within Volume, Sticky Note, Creation Date, Modification Date, Electronic Documents, Has Pages, Relationship, Tags, General Search, and Advanced Search. Below the dropdown is a search form with the following fields: 'Ordinance Number' with the value '*2058*', 'Date' with 'from' and 'to' input boxes and calendar icons, and a 'Search' button (green) and a 'Reset' button (grey) at the bottom.

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