



## City of Tukwila

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# User Guide to DIGITAL RECORDS CENTER



*Powered by Laserfiche Weblink 9.0*

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September 2017

*Laserfiche Support Site*



## SECTION I: SEARCH TYPES

A.

Text



**HELPFUL HINTS:** To use **TEXT SEARCH**, you must close out all other search parameters, such as **TEMPLATE**, by clicking on the **X** button on the title bars. This will allow the **TEXT SEARCH** function to find document images containing the specified keyword or phrase.

**Use of asterisk \* before and after a keyword or phrase will give you the best results.** The asterisk wildcard search represents any number of missing characters, including zero. For example, a search using the term **\*report\*** would find report, reports, misreporting, unreported, reporter, etc.

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

☐ Terms

**TERMS** search mode searches for a single keyword or phrase. See example below:

Browse Search

Customize Search

Text

Terms

\*public safety\*

☒ Terms ☐ And ☐ Or ☐ Not ☐ Within

Sort results by: Name

Results 1 - 20 of 20

**Utilities 2016-09-13 Item 2C - Review - NPDES: Surface Water Low Impact Development Code Update (TMC Title 18 "Zoning")**

Council Committees - 14 page(s)

Page 9 ...ed, provided that **public safety** is not compromised. B. Type II landscape per...

Page 9 ...owed, provided that **public safety** is not compromised. C. Type III landscape pe...

**Utilities 2016-09-13 Item 2B - Review - NPDES: Surface Water Management Low Impact Development Code Amendments (TMC Title 14 "Water and Sewer")**

Council Committees - 18 page(s)

Page 11 ...mines a hazard to **public safety** exists, written notice is not required. B. N...

Page 14 ...the public welfare, **public safety**, existing drainage systems or other property i...

☐ And

**AND** search mode searches for all documents that contain both keywords or phrases. Selecting this mode will display a second box, where you can specify the second keyword or phrase to search by. See example below:

Browse Search

Customize Search

Text

Terms

\*bid\*

☐ Terms ☒ And ☐ Or ☐ Not ☐ Within

\*tabulation\*

Sort results by: Name

Results 1 - 20 of 20

**Utilities 2015-04-14 Item 2A - Agreement - 2015 Annual Small Drainage Program - Longacres Way South Construction with Laser Underground and Earthworks**

Council Committees - 3 page(s)

Page 1 ... date. BUDGET AND **BID** SUMMARY Laser Underground Contract 2015 SDP Budget (...)

Page 1 ...2015 CIP Proposal **Tabulations** WAPW EngTROIJECT&A- DR ProjeGts\Annual Small Dr...

☐ 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 ...ling 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:

The screenshot displays a search interface with a left sidebar and a main results area. The sidebar has a 'Customize Search' dropdown. Under the 'Text' tab, the 'Terms' field contains '\*bridge\*' and the 'Within' radio button is selected. Under the 'Template' tab, the 'Template' dropdown is set to 'Council Agenda Packets', the 'Agenda Packets - Date' range is from '1/1/17' to '1/1/18', and the 'Meeting Type' dropdown is open. The main area shows 'Sort results by: Name' and 'Results 1 - 20 of 89'. The results list includes: 'SpecialMtg 2017-03-30 Housing Policy: Item 4 - Attachments' (194 pages), 'SpecialMtg 2017-03-30 COMPLETE AGENDA PACKET - HOUSING POLICY WORK SESSION' (221 pages), and 'Reg 2017-08-21 Item 6C - Report - City Administrator' (3 pages). At the bottom, there is a pagination bar showing 'Page 1 of 5' and buttons for 1, 2, 3, 4, 5, and 'Last'.

## C. Quick Search

A simple search input box with a magnifying glass icon on the right side.

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 results page with a sidebar on the left and a main results area on the right. The sidebar has a 'Customize Search' section with a 'Text' tab selected. Under 'Terms', there is a search box containing '\*court\*'. Below this are radio buttons for 'Terms', 'And', 'Or', 'Not', and 'Within'. The 'Template' section shows 'Council Agenda Packets' selected. There are date pickers for 'from' (1/1/17) and 'to' (1/1/18), and a 'Meeting Type' dropdown. A green 'Search' button is at the bottom of the sidebar. The main results area has a 'Sort results by:' dropdown menu set to 'Name'. Below this, there are two search results. 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, with the word 'court' highlighted in blue. 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 of text, with the word 'court' highlighted in blue. At the bottom of the results area, there is a 'Page 1 of 9' indicator and a series of numbered links (1, 2, 3, 4, 5, 6, Last). A green 'Search results' button is at the bottom left of the main area. Annotations with arrows point to the 'Drop-down menu' (Sort results by), 'Click page link to view' (pointing to a page link in the first result), 'Search results' (pointing to the green button), and 'Scroll bar to view more on the results page' (pointing to the vertical scrollbar on the right).

Customize Search

Text

Terms

\*court\*

Terms And Or Not Within

Template

Council Agenda Packets

Agenda Packets - Date

from 1/1/17

to 1/1/18

Meeting Type

Search

Search results

Sort results by: Name

Drop-down menu

Results 1 - 20 of 172

SpecialMtg 2017-07-24 Item 2B - Interlocal Agreement - Auto Theft Task Force

Council Agenda Packets - 49 page(s)

Page 1 ...R kI Police 1'PI17 •Court SPONSOR'S Beginning in July, 2017 the current Auto T...

Page 1 ...R kI Police 1'PI17 •Court SPONSOR'S Beginning in July, 2017 the current Auto T...

Page 13 ...o be invalid by any court of competent jurisdiction, such adjudication shall n...

Page 15 ...ral Way Stephanie Courtney Date City Clerk, City of Federal Way Mike Zaro ...

Page 19 ...enses Proaectuton'Courta Expanses Punk AW9reneesrEduaaation Expensee

TOTAL ...

SpecialMtg 2017-06-26 Item 2C - Public Safety Plan - 2017-2021 Program Management Quality Assurance Services with Steven M Goldblatt for \$250,000

Council Agenda Packets - 20 page(s)

Page 8 ...ton • King County Courthouse Seismic Stabilization, Seattle (GCCM) • King St...

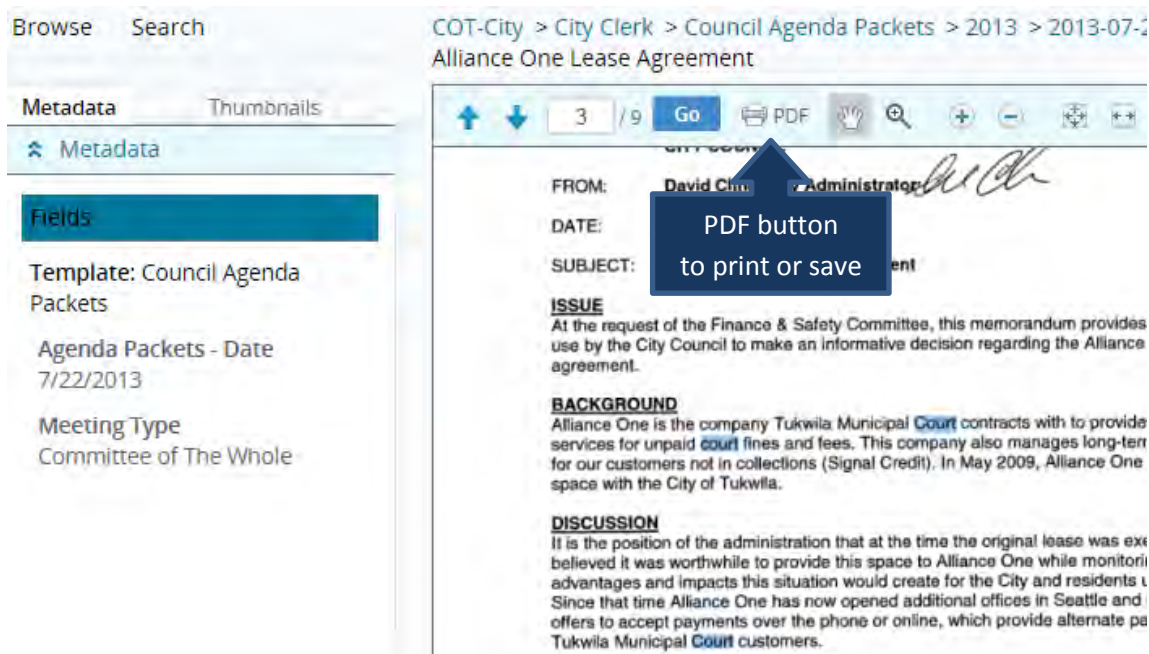
Page 14 ...he City. Should a court of competent jurisdiction determine that this Agreeemen...



Page 16 ...ing County Superior Court. 16. Severability and Survival. If any term, conditi...

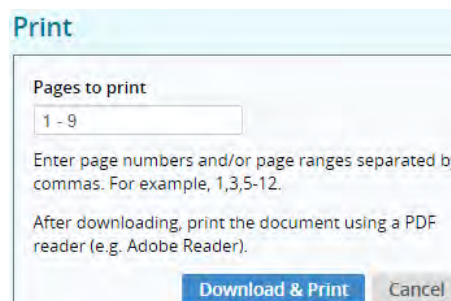
Page 1 of 9 1 2 3 4 5 6 » Last

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.



WebLink is creating a PDF ...



**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.



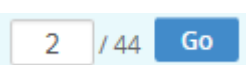
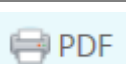









1. Open a document.
2. Click on **Thumbnails** tab to open **Thumbnail Pane**.
3. Click on a thumbnail image to display or jump to a specific page in the document viewer pane.





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

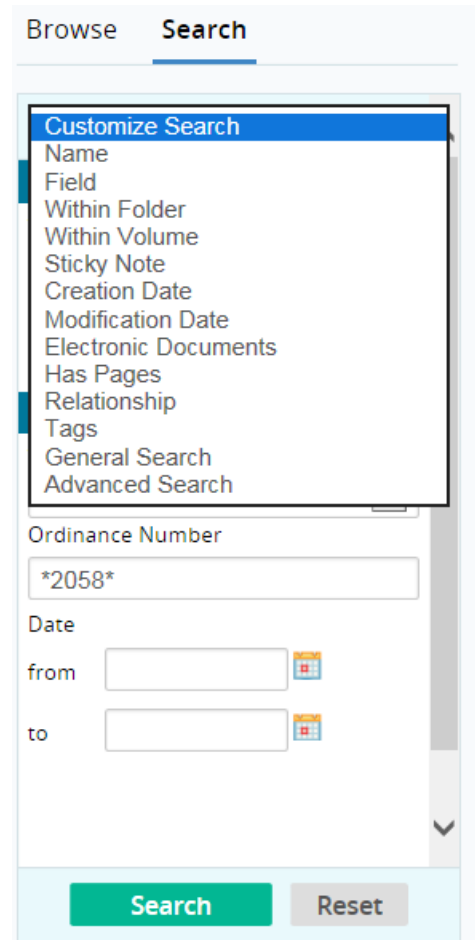
You can search the contents of the current folder or specify one or more folders to include or exclude from the search.

### 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 web interface with two tabs: "Browse" and "Search". The "Search" tab is active. Below the tabs is a dropdown menu titled "Customize Search". The menu is open, showing a list of search criteria: 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, there are input fields for "Ordinance Number" (containing "\*2058\*"), "Date" (with "from" and "to" sub-labels and calendar icons), and "Search" and "Reset" buttons at the bottom.

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