



Laserfiche WebLink

User Guide

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INTRODUCTION

WHAT IS LASERFICHE WEBLINK?

Laserfiche WebLink is a user-friendly public portal site for providing read-only Internet access documents. Laserfiche files include an electronic non- editable image of the document, along with electronic text, and metadata that creates a searchable repository of document information.

The Cayuga Heights Laserfiche Weblink contains the Board of Trustees, Planning Board, and Zoning Board of Appeals meeting minutes, agendas as well as supportive documentation. The Public Portal can also be used to view Justice Reports and Local Laws.

LOGIN SCREEN

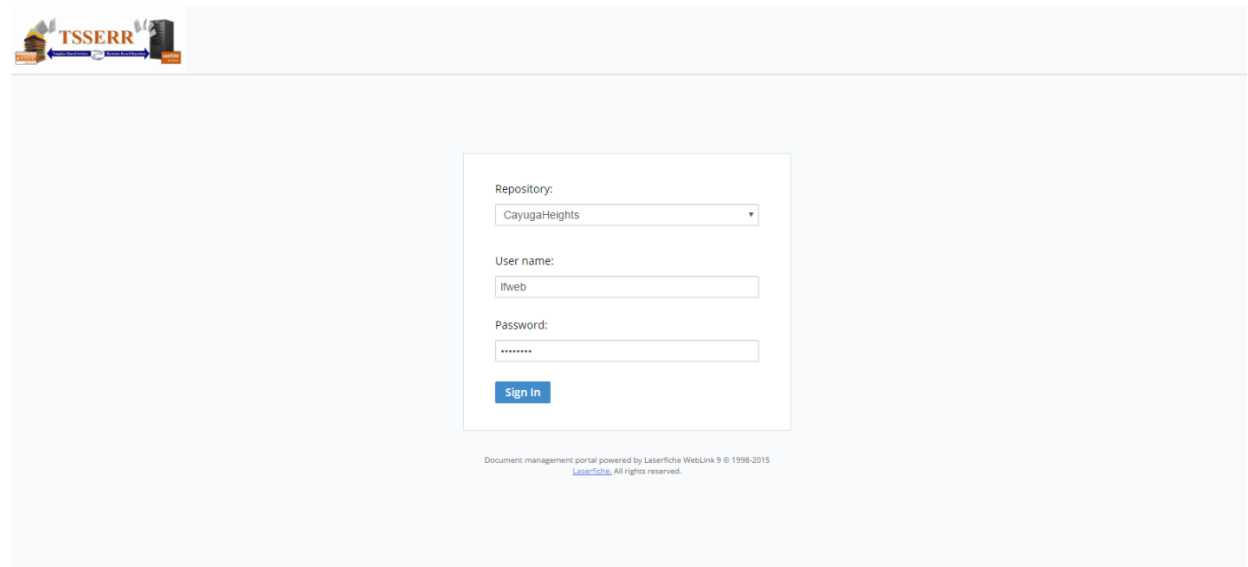
WHAT IS IT?

The login screen is used to sign in and access the Laserfiche repository. For security of the documents, all users will have to log in each time they work with Laserfiche.

LOGGING INTO LASERFICHE

Launch Laserfiche by clicking on any link on the Village's website that directs you to the Laserfiche WebLink. These links can be found on the Board of Trustee's, Planning Board, and Zoning Board of Appeals webpage.

- ▶ The Login screen will show the Cayuga Heights Repository with the Username and Password automatically populated. Click [Sign In](#).



Repository:
CayugaHeights

User name:
lhweb

Password:

[Sign In](#)

Document management portal powered by Laserfiche WebLink 9 © 1998-2015 Laserfiche. All rights reserved.

Note: The launch screen lists the Laserfiche repositories that are available. Verify that the Cayuga Heights repository is selected before clicking Sign In.

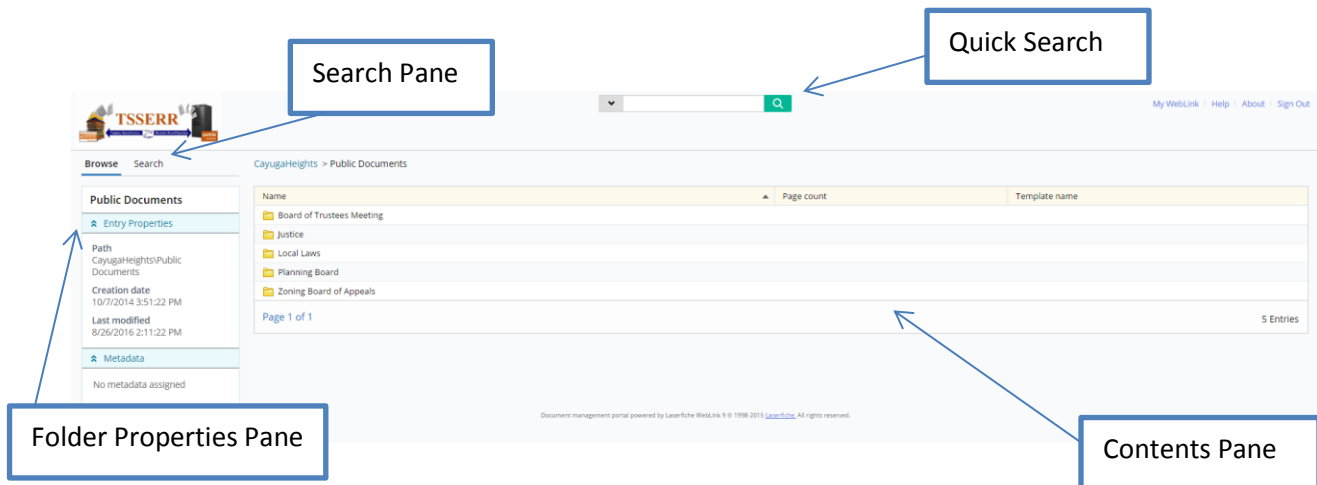
EXITING LASERFICHE

When you exit Laserfiche, the [Sign Out](#) button found on the top right corner of the Laserfiche webpage will redirect you to the Laserfiche Launch screen.

FOLDER BROWSER

The Folder Browser enables users to browse through a Laserfiche repository. It contains:

- ▶ Folder Properties Pane
- ▶ Contents Pane
- ▶ Search Pane
- ▶ Quick Search



Folder Properties Pane

The **Folder Properties Pane** displays the entry properties and metadata of the currently selected Folder. The Entry Properties section displays the folder's full path, creation, and last modification date. The Metadata section displays any fields or tags assigned to the selected folder.

Note: To hide or display the Metadata and/or Folder Properties sections, toggle on the name of the section.

Contents Pane

The **Contents Pane** displays either the contents of the currently opened folder or the results of the last performed search. The types of items displayed in this pane are imaged documents, electronic documents, folders, and shortcuts.

To view a document

- ▶ Double-click in the Contents Pane.

Links are provided above the Contents Pane to each previous folder you navigated through to reach your current location.

Search Pane

The [Search Pane](#) enables users to search a Laserfiche repository. Search types can be combined to refine search results. Full-text search supports advanced search syntax, which provides more flexibility when searching.

Quick Search

The [Quick Search](#) on the Welcome Page and above the Contents Pane in the Folder Browser enables users to search text, entry names, fields, annotations, or a combination of these. Additionally, you can select to search the folder currently open or the entire repository. It is an OR search, meaning one OR the other of the criteria must be met. For example, performing a search on “Shakespeare” will return documents named “Shakespeare,” documents with “Shakespeare” in the text, documents with a field value of “Shakespeare,” or a combination of these. By default, when using this search, partial matches will be returned for entry names, fields, and annotation text. This means the asterisk (*) wildcard (representing missing or no missing characters) is automatically implied, and you do not have to know the exact name of the entry to search for it. For instance, performing a document name search for the document named “laser” will return documents name “laser,” “Laserfiche,” “lasers,” etc.

To perform a quick search in the Folder Browser

- ▶ Type the search term in the box, select if you want to search the Current Folder or the Entire Repository, and click Search.

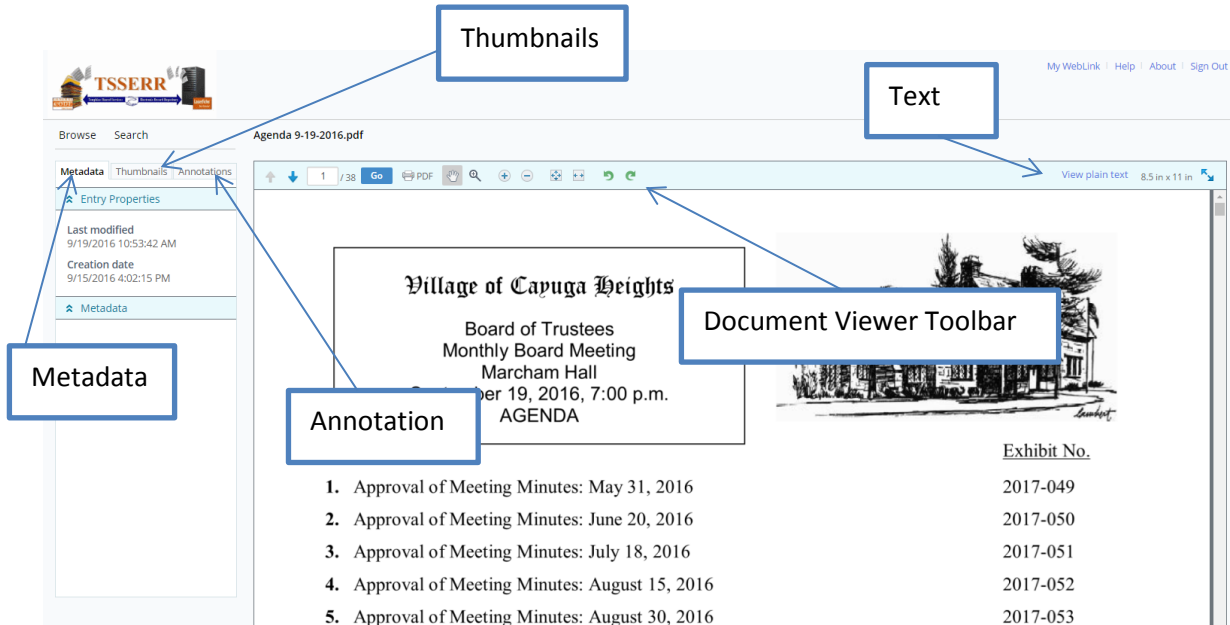
Note: Quick Search options are configured in the Search Options tab of the WebLink Designer.

Note: Partial matches will not be returned for text searches performed with the Quick Search. To return partial matches in a text search, use the asterisk (*) wildcard. For example, to return a document containing “report,” “reports,” and/or “reported” in the text, add the asterisk (*) to the end of “report” (since an asterisk represents missing or no missing characters): report*

DOCUMENT VIEWER

WHAT IS IT?

The Document Viewer can display the image pages, text, metadata, thumbnails, and annotations of a document. To view a document in the Document Viewer, browse to the document you want to view and click it.



TEXT

You can view the text of documents that have text associated with them. Not all documents will have text that can be viewed.

To view the text of an imaged document

- ▶ Click [View Plain Text](#) in the toolbar.
















The Text Pane also enables you to move through the text on each page of the document. You can click [Previous page](#) or [Next page](#) in the toolbar or you can type the page number into the [Page](#) field and click [Go](#). Using the scroll wheel on your mouse or the up and down arrows on your keyboard, you can move continuously through the text pages. This continuous scroll allows you to see the bottom of a previous page and the top of the next page in the Text Pane.

Note: The text of a document cannot be modified in WebLink. WebLink is a read-only client.

DOCUMENT VIEWER TOOLBAR

The Document Viewer toolbar is displayed about the image in the Document Viewer.

Toolbar Option

Toolbar Button	Function
	The Previous page button displays the previous page in the current document.
	The Next page button displays the next page in the current document.
	The Page x of y section of the toolbar jumps to a specific page of a document. The letter y stands for the total number of pages in the current document.
	The Go button displays the page specified by x in the Page x of y option.
	The Print (as PDF) button opens the Print dialog box so users can download specific pages of a document to print. The document will be downloaded as a PDF and can be printed from Adobe Acrobat.
	The Email button enables the user to send a document via email.
	The Download electronic file button downloads the electronic file associated with the document. If the document does not have an electronic file associated with it, this button will be hidden.
	The Pan button enables you to use the cursor to click and drag the image in the desired direction. Double-click to zoom into an image and press CTRL+click to zoom out of an image. Use the scroll wheel on your mouse to move through the document.
	The Zoom button enables you to double-click to zoom into an image and press CTRL+click to zoom out of an image. While in zoom mode, use your mouse scroll wheel to zoom in and out of the image.
	The Zoom In button enables you to zoom in to make the image bigger.
	The Zoom Out button enables you to zoom out to make the image smaller.
	The Fit Page button enables the user to see the entire page in the Image Pane.
	The Fit Width button enables the user to see the image width fitted to the width of the Image Pane.
<input checked="" type="checkbox"/> Show Annotations	The Show Annotations check box enables you to view annotations that are on the document. Clearing this option hides them. If the document does not have annotations, this check box will be hidden.
View Plain Text	The View Plain Text button displays the text for the current page.
8.53 in x 11 in	The Dimension Display area of the toolbar displays the image size in inches or centimeters (depending on your browser locale).
	The Full Screen button hides the Metadata, Thumbnail, and Annotation Panes and uses the entire screen to display the document.
	The Normal Mode button displays the Metadata, Thumbnail, and Annotation Panes. The document is displayed in the remaining screen space.

METADATA

Metadata is additional information about your document. For example, templates, fields, tags, etc. can be added to your documents to better organize and search for them. You can view the metadata in the Metadata Pane.

To view the metadata of a document

- ▶ Open the document by clicking it in the Contents Pane.
- ▶ Click **Metadata** at the top left under the logo.

Depending on security and what metadata has been assigned to the document, you should be able to view:

- ▶ Template and field information
- ▶ Document properties (creation data, last modified, etc.)

- ▶ Tags assigned to the document (as well as tag descriptions and notes)
- ▶ Linked documents (as well as the linked document's path)
- ▶ Versions of the document (as well as the version's modification date, path, and notes)

If the document you are viewing has links or versions, you can click the linked or versioned document to view it.

Note: Metadata cannot be modified in WebLink. WebLink is a read-only client.

THUMBNAILS

The [Thumbnails Pane](#) enables users to preview image pages of the current document. You can scroll through and click on a thumbnail to display the page in the Document Viewer or type the page number in the [Page](#) field in the toolbar and click [Go](#).

ANNOTATIONS

Annotations are a way to add additional information to a page of your document. They allow you to work with a Laserfiche document as you would a paper document- for instance, adding sticky notes or highlighting sections of the document. There are a number of different types of annotations in Laserfiche: some that can be added to both images and text (highlight, redaction, underline, and strikethrough) and some that can only be added to images (sticky note, stamp, rectangle, text box, callout text, line, polygon, freehand, image, and attachment).

Annotations added to a document can be displayed when looking at a document in the Document Viewer. In addition, sticky note and attachment properties can be viewed by clicking [Annotations](#) in the left pane.

To view annotations on a document in the [Document Viewer](#)

- ▶ Select the [Show Annotations](#) check box in the toolbar.

Note: If the [Show Annotations](#) option is not available, ensure you have the [See Annotations](#) access right and that the document you are viewing contains annotations.

Note: Annotations cannot be modified in WebLink. WebLink is a read-only client.

USING WEBLINK

PRINTING

To print a document in WebLink

1. Open the document and click [Print \(as PDF\)](#) from the toolbar.
2. Type the page numbers of the pages you want to print and click [Download & Print](#).
3. Save the PDF, open it, and print it from Adobe Acrobat.

Note: If you experience difficulty when printing, enable your browser's popup blocker to allow WebLink to send you PDF files.

EXPORTING

PDFs

WebLink enables users to download images and certain electronic documents as PDFs. A PDF document gives users more flexibility when viewing and printing an image than a Web browser is able to provide. With PDF, a user can easily zoom in to an image or view multiple images. Printing PDF images results in a higher quality print job than an image printed from a Web browser.

To download PDF documents

1. Open the document you want to download.
2. Click [Print \(as PDF\)](#) from the toolbar.
3. Type the numbers of pages you want to download and click [Download & Print](#).

If you do not have Adobe Reader installed, you will be prompted for a location to save the file for later viewing. If you do have Adobe Acrobat Reader, the document will open using it. You will be able to view and print the document just like you would any other PDF file.

Note: If you experience difficulty when printing, enable your browser's popup blocker to allow WebLink to send you PDF files.

Note: By default the WebLink site is configured to allow users to download 300 pages at a time.

EMAIL DOCUMENTS

To email links to documents in WebLink, open the document you want to email and click [Email](#) in the toolbar. Enter the appropriate information in the Email To, Your Name, Your Email Address, and Message fields and click Send.

Note: The [Email To](#) and [Your Name](#) fields are required. When sending an email to multiple recipients, you can separate the email addresses with commas, spaces, or semi-colons.

VIEWING WEBLINK ON A MOBILE DEVICE

You can view documents via WebLink on a mobile device. WebLink will detect when you are using a mobile browser and optimize the document view for you. By default, only the document image is

displayed. You can view the document one page at a time, zoom in and out of the image, navigate to the next and previous page, view the document text, send as email, and download the document. For added convenience, you can work with your document using either the toolbar at the top of the page or the one at the bottom of the page. You can also jump back to the top of the page by clicking [Go to Top](#) in the bottom toolbar.

[Mobile View on an iPhone](#)

To view the panes along with the document image, click the [Show Full Document Information](#) button located to the far right of the top or bottom toolbar. This enables you to work with the document as you would if you were with the document as you would if you were just viewing the image, with the added capability of viewing document metadata, thumbnails, annotations, and entry properties. To go back to viewing the document image only, click the [Show Image Pane Only](#) button located to the far right of the top or bottom toolbar.

To view the mobile view of the document viewer in a non-mobile browser, navigate to a document and add [M](#) to the end of [DocView](#) in the URL. For example:

▶ [Http://localhost/WebLink8/DocViewM.aspx?id=108](http://localhost/WebLink8/DocViewM.aspx?id=108)