OnBase 18

TO SEARCH FOR A DOCUMENT

DOCUMENT

Document Retrieval

Custom Queries

Import Document

Batch Indexing

Documents Checked Out

* Below are the different Document Types you can search for *

☰ Document Retrieval

Document Types

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PUBLIC WORKS ⌄

- Administrative (PW)
- Agreement (PW)
- Assessment District (PW)
- Backfile Central Files (PW)
- Calculation (PW)
- Complaints (PW)
- Contracts / Agreements (PW)
- Counsel Agenda (PW)
- EIR's / Intial Studies (PW)
- Engineer's Estimate (PW)
- Final/Partial Notice of Completion/Acceptances (PW)
- Financial Doc's (PW)
- Landscaping (PW)
- Letters / Memos/E-mail (PW)
- Notice of Completion (PW)
- Permits (PW)
- Plans (PW)
- Project Files (PW)
- Resolutions/Ordinances (PW)
- Specs (PW)
- Studies / Reports (PW)
- Traffic Control (PW)
- Transmittals (PW)

* When you select the Document Type - Example: EIR's / Initial Studies (PW) was chosen.

Document Types

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    Contracts / Agreements (PW)

    Counsel Agenda (PW)

✓ EIR's / Intial Studies (PW)

    Engineer's Estimate (PW)

    Final/Partial Notice of Completion/Acceptances (PW)

1 SELECTED

The following screen will appear, and you will fill out as much of the Keywords and select "Search"

Search Type

KEYWORDS   TEXT   NOTES

PW Subcategory	=
Plan Number	=
Project Number	=
Title	=
SubDivision Name	=
Street Name	=
Location	=
Project Name	=
Description	=
Name	=

🕐 📇 🔑 ↩   **Search**

OnBase 1.8

IMPORTING DOCUMENTS

To import a document into OnBase these are the different Import Settings:

≡ **Import Document**

Select File
Choose File | No file chosen

Import Settings
Document Type Groups
Public Works
Document Types
Administrative (PW)
File Type
Image File Format (.???)
☑ Initiate Workflow

- **Document Type Groups (Public Works is always selected)**
- **Document Types (see drop down menu below to select from)**

Document Types
🔍
PUBLIC WORKS   ⌄
  Administrative (PW)
  Agreement (PW)
  Assessment District (PW)
  Backfile Central Files (PW)
  Calculation (PW)
  Complaints (PW)
  Contracts / Agreements (PW)
  Counsel Agenda (PW)
  EIR's / Intial Studies (PW)
  Engineer's Estimate (PW)
  Final/Partial Notice of Completion/Acceptances (PW)
  Financial Doc's (PW)
  Landscaping (PW)
  Letters / Memos/E-mail (PW)
  Notice of Completion (PW)
  Permits (PW)
  Plans (PW)
  Project Files (PW)
  Resolutions/Ordinances (PW)
  Specs (PW)
  Studies / Reports (PW)
  Traffic Control (PW)
  Transmittals (PW)

* After selecting the Document Type (Ex. Contract/Agreements (PW))
* The following screen appears, and you will only fill out the Keywords that apply

☰ Import Document

Select File

[Choose File] No file chosen

Import Settings

Document Type Groups

Public Works

Document Types

Contracts / Agreements (PW)

File Type

Image File Format (.???)

☑ Initiate Workflow

Document Date

07/31/2023

KEYWORDS

PW Category

PW Subcategory

Plan Number

Project Number

Title

SubDivision Name

Location

Project Name

TO SEARCH FOR A DRAWING

At the Document Type "Custom Queries" is selected

X   Custom Queries

DOCUMENT

Document Retrieval

Custom Queries

Import Document

Batch Indexing

Documents Checked Out
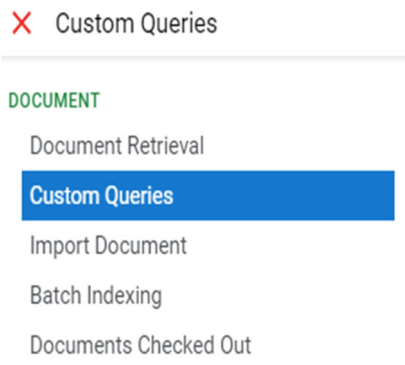
At the Custom Queriers screen – Query Types - "PW ENG Search" is selected

☰   Custom Queries

Query Types

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Cneck# Searcn

Clerk - Contracts - All

Clerk - Deeds - All

Clerk - FPPC Forms - All

Clerk - Resolution/Ordinances - All

Custom Permit Search

Permit Search

Planning Search

✓ PW ENG Search
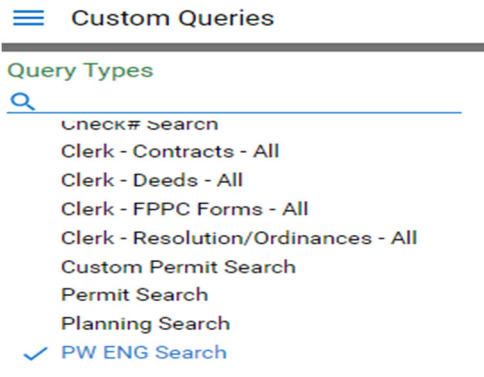
The Search Types screen appears – Fill out the Keywords that apply

• • • • •

Search Type

KEYWORDS

Plan Number

_____

SubDivision Name

_____

Location

_____

Project Name

_____ ▼

A screen with the Custom Query Results will appear showing all documents with the word "MINER"
Double click on the one you would like to view, and the drawing will open

Custom Query Results

Drag a column header here to group by that column.

SUBDIVISION NAME	PROJECT NAME	DOCUMENT TYPE	PLAN NUMBER	LOCATION	DESCRIPTION
▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...
	MINER AVENUE SUBWAY	Plans (PW)	443C	MOVING ELECTROLIERS & INSTALLING FLASHERS AT EACH ENTRANCES OF S	
	MINER AVENUE SUBWAY	Plans (PW)	1384C	PLANS (ORGINAL)	
	MINER AVENUE SUBWAY	Plans (PW)	1385C	REPAIRS (1971)	
	MINER AVENUE SUBWAY	Plans (PW)	2842A	EOC: SALE	"BLK 225:L1,3,5,7,9 & 11: VANZETTI & KING"
	MINER CHANNEL	Plans (PW)	645C	SEWER: STORMWATER	MINER AVENUE - CALIFORNIA BLOCK 74
	MINER CHANNEL	Plans (PW)	645C	FREMONT & GRANT COURT	16Â¡ EASEMENT BLOCK 92
	MINERAL BATHS	Plans (PW)	718C	PIPE LINE	MC KINLEY PARK
	MINERS COVE - COVER SHEET	Plans (PW)	4480C	PIXIE WOODS	
	MINER AVENUE SUBWAY	Plans (PW)	2006C	WIDENING:1978	
	MINER AVE SUB WDNG	Plans (PW)	2564A	LEASE AMEND:FELKINS PROP:1978	
	MINER AVE SUB WDNG	Plans (PW)	2564A	LEASE AMEND:FELKINS PROP:1978	
	MINER AVE SUB WDNG	Plans (PW)	2564A	LEASE AMEND:FELKINS PROP:1978	
	MINER AVE SUBWAY WDNG	Plans (PW)	2500A	WPRR EASEMENT	
	MINER AVE SUBWAY WIDENING	Plans (PW)	2527A	LOOMIS ARMORED CAR SERV PROPERTY:1978	
	MINER AVE/E OF FILBERT	Plans (PW)	3240A	STREET DEDICATION: CRUTCHFIELD TO CITY: 3-88	
	MINER AVE/HIGHWAY 99	Plans (PW)	3589A	MANHOLE RELOCATING PROJECT 92-74	
	MINER AVE/LOCUST ST	Plans (PW)	3330C	IMP PLAN:1-90:BENEDICT CORP:AS BUILT2-91	
	MINER AVENUE	Plans (PW)	3642C	TRAFFIC SIGNAL & WHEELCHAIR RAMPS	
	MINER AVENUE SUBDIVISIONS - COVER SHEET	Plans (PW)	4012C	MINER AV	
	MINER/WILSON:WILSON/BRADFORD	Plans (PW)	3032C	TRAF SIG: 86-22: AS BUILT 2-90	WEST LANE/BRADFORD
	MINERAL BATHS TR	Plans (PW)	2451B	80-01 LOT LINE ADJ:GHIO	"BLK 10:L23,24,25"