

Using the Cloud version of Laserfiche (9/12/24)

Laserfiche is primarily used to store records that have a permanent retention or items that are shared by multiple departments (ie contracts).

STEP 1

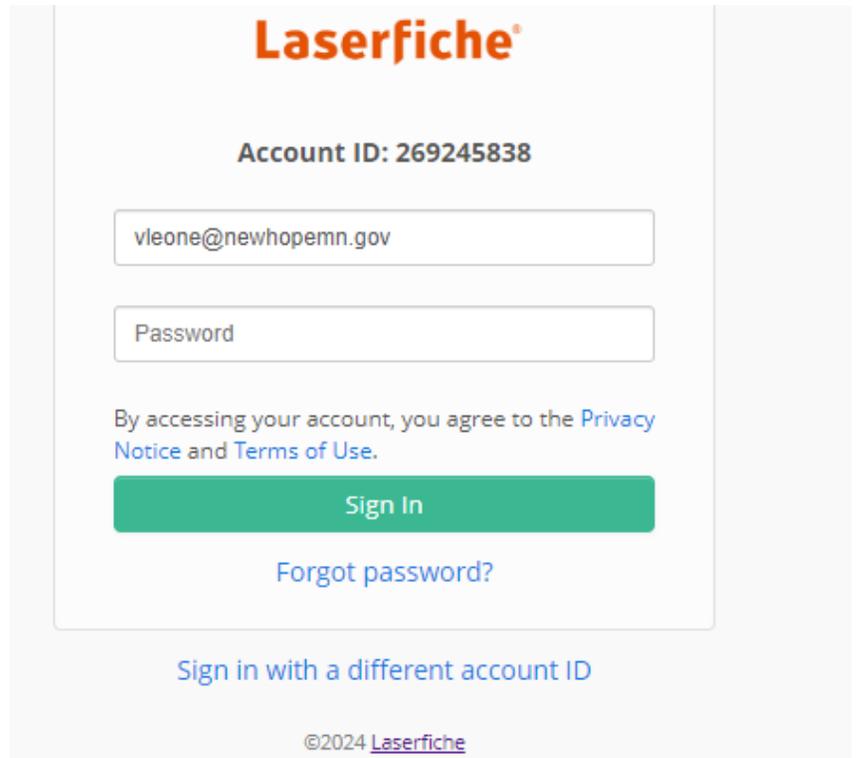
<https://accounts.laserfiche.com/>

account ID: 269245838

enter your user name (email address)

enter your one-time password

Create your unique password.



Laserfiche

Account ID: 269245838

vleone@newhopemn.gov

Password

By accessing your account, you agree to the [Privacy Notice](#) and [Terms of Use](#).

Sign In

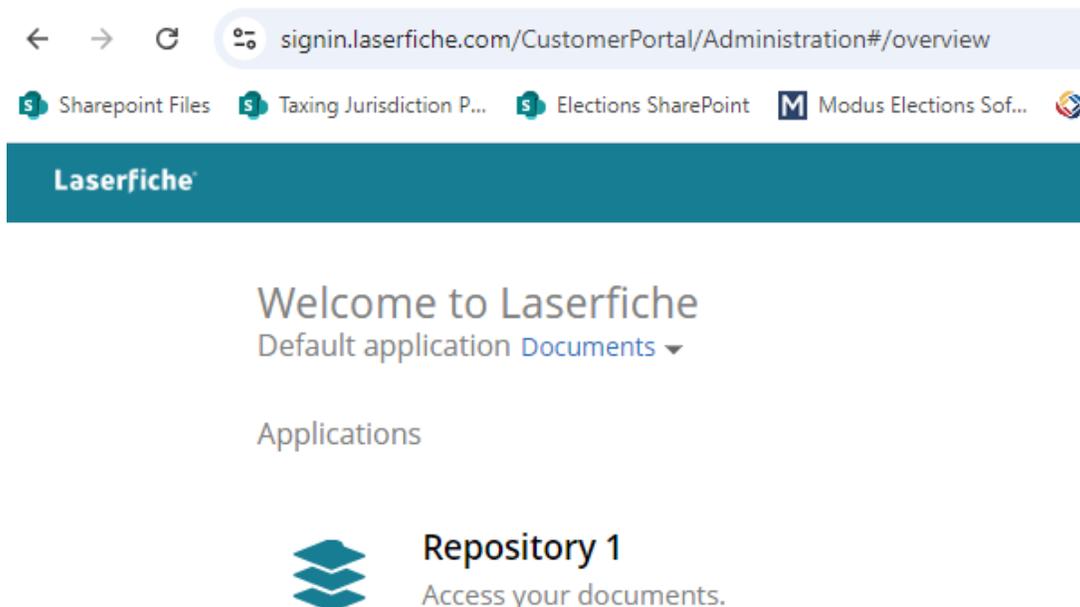
[Forgot password?](#)

[Sign in with a different account ID](#)

©2024 Laserfiche

STEP 2

Under the “Welcome to Laserfiche” use the drop down box to select “Documents”; then click on Repository 1 to access documents. (The next time you log in it should take you directly to the Repository showing the documents).



← → ↻ 🔍 signin.laserfiche.com/CustomerPortal/Administration#/overview

Sharepoint Files Taxing Jurisdiction P... Elections SharePoint Modus Elections Sof...

Laserfiche

Welcome to Laserfiche

Default application Documents ▾

Applications

 **Repository 1**
Access your documents.

STEP 3

Change your settings:

1. At your name (top of page on right) select your name then Options, General.
Remove the checkmark in “keep original PDF” so that your settings match illustration below then click Save :

The screenshot shows the 'Options' menu for 'Repository 1'. The 'General' tab is selected. The settings are as follows:

- Language**: Change your language and regional settings here
- Entry Copy**: Copy access rights along with entries
- For PDF files**:
 - Generate pages when importing PDFs
 - Keep original PDF files when generating pages during import
 - Preserve PDF annotations on Laserfiche pages
- Original document type**: [Dropdown menu]

Remember to click Save.

2. In Options, Display, change your Viewing to “open image pages” to match illustration below then click Save:

The screenshot shows the 'Options' menu for 'Repository 1'. The 'Display' tab is selected. The settings are as follows:

- Viewing**: Select default behavior for viewing an electronic document
 - Open electronic file
 - Open image pages
 - Always download
- Audio and Video**: Stream media files
- Field Display**: Compress field display
- Folder Browser Display**: Compress folder browser display
- Browser Columns**: Columns displayed should be
 - The same for all folders
 - Remembered for each folder
- Folder Tree**: Expand to current folder
- Tabs**: Add [button] Reset order [button]

Remember to click Save.

Under your name, select Sign Out.

Sign back into Laserfiche (hopefully it takes you directly to the documents page). You may have to check the consent (I have read the agreement).

IMPORTING FILES

Drag and drop PDF documents into Laserfiche in same method as before. Enter document name and template information.

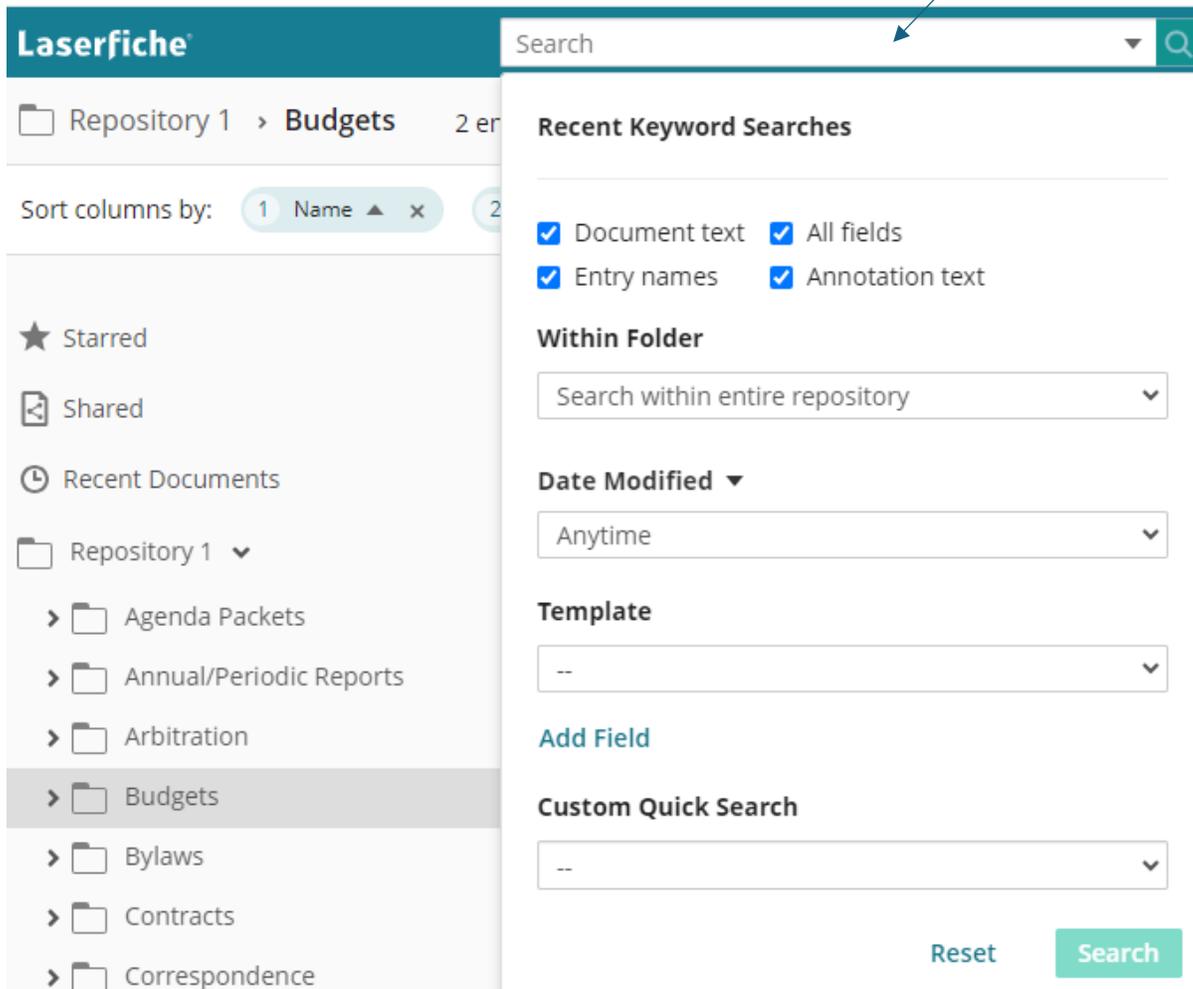
DELETING

If you want a file deleted, drag it into the Delete folder.

SEARCHING

The cloud version of LF may take a bit longer to search. Enter key word in Search field
To narrow your search Use “Within Folder” or “Template”.

If you want to search a phrase (not just one word), put the phrase in quotation marks: ie “North Metro”



Keyword search for the name Stoffel in Minutes template:
(could have narrowed further by entering type of minutes)

The screenshot shows the Laserfiche search interface. The search results are sorted by Name. The search filter sidebar on the left shows the keyword 'Stoffel' and various filters. The search results table lists 18 entries, with the entry '04 23 18 City Council Minutes' selected. The 'Context Hits' section below the selected item shows a hit for 'FORUM Mr. Ron Stoffel, 8004 55th Lane North, commented that the roads near'.

| Name | Relevanc... | P... | Text |
|---|-------------|------|------|
| <input type="checkbox"/> 051712 City Council joint | 11 | 3 | All |
| <input type="checkbox"/> 101413 City Council | 10 | 9 | All |
| <input type="checkbox"/> 05 22 17 City Council | 17 | 5 | All |
| <input type="checkbox"/> 08 07 17 City Council | 12 | 4 | All |
| <input type="checkbox"/> 06 12 17 City Council Minutes | 3 | 3 | All |
| <input checked="" type="checkbox"/> 04 23 18 City Council Minutes | 18 | 6 | All |
| <input type="checkbox"/> 06 11 18 City Council Minutes | 13 | 4 | All |
| <input type="checkbox"/> 03 09 20 City Council Minutes | 14 | 4 | All |
| <input type="checkbox"/> 08 14 20 canvas board minutes | 9 | 2 | All |
| <input type="checkbox"/> 11 13 20 canvass board minutes | 8 | 2 | All |
| <input type="checkbox"/> 08 09 21 City Council Minutes | 1 | 3 | All |
| <input type="checkbox"/> 08 23 21 City Council Minutes | 5 | 4 | All |

Context Hits

Pg. 1 FORUM Mr. Ron **Stoffel**, 8004 55th Lane North, commented that the roads near

Each set of minutes that contain the word Stoffel are listed. Click on one document and the hits will appear below. If you double-click on the bolded name, the system will take you directly to that hit.