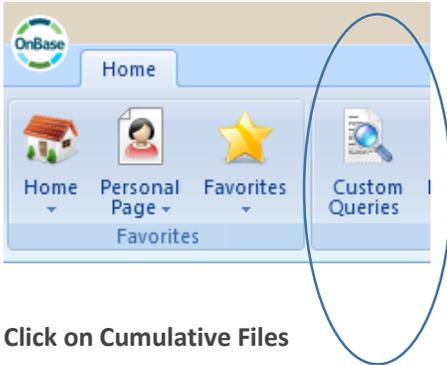


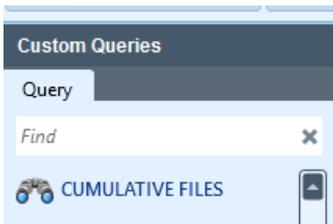
OnBase "Custom Queries" To Retrieve scanned items (Option 1)

Open OnBase

Click on Custom Queries



Click on Cumulative Files



There are multiple ways to search for records:

A screenshot of the "CUMULATIVE FILES" search form. The form has a dark blue header with "CUMULATIVE FILES" and a search bar with the text "Search for: BIRTH CERTIFICATE, HOME LANGUAGE SURVEY, LEGAL DOCUMENTS, OUT OF DISTRICT TESTING, PERM CARD, PERMISSIONS/REFUSALS, TEMP GUARDIAN, TRANSCRIPTS, VARIANCES". Below the search bar, there are several input fields with labels: STUDENT ID, LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX, DOB, and SCHOOL. Each field has a dropdown arrow on the right side.

It is NOT necessary to fill in all fields. Entering data in one or two fields may suffice. As examples, you can search by Student ID, Name, DOB etc. You may find using a Wildcard helpful, such as gonzal*, would return Gonzales and Gonzalez

Helpful Hint: In SCHOOL field, type in first few letters of your school, then click the  school options will be greatly reduced. [This works in any field with a drop down list]

Searching in this manner (using "Custom Queries") will return ALL available documents pertaining to the search criteria – including Birth Certificate, Legal Documents, Out of District Testing, Perm Card, Permissions/Refusals, Temp Guardian, Transcripts, Variances etc

OnBase "Retrieval"

To Retrieve scanned items (Option 2)

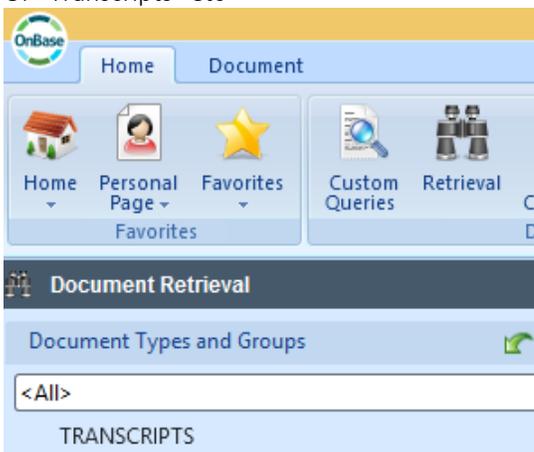
Open OnBase
Click on Retrieval



Using the "Retrieval" method, must select the Document Type you are searching for
Such as "Birth Certificate"



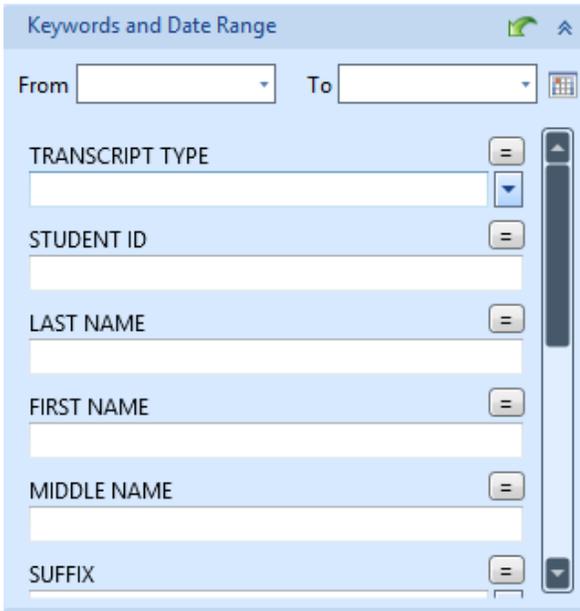
Or "Transcripts" etc



After selecting the Document Type, there are multiple ways to search for records:

It is NOT necessary to fill in all fields. Entering data in one or two fields may suffice. As examples, you can search by Student ID, Name or DOB

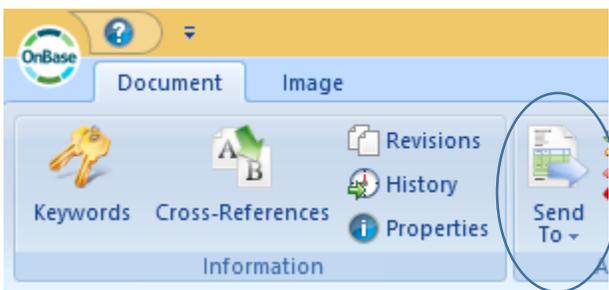
Please note – there is a scroll bar and more Keywords are available to search by



The screenshot shows a search interface titled "Keywords and Date Range". At the top, there are "From" and "To" date selection fields. Below these are several search criteria fields, each with a search icon (magnifying glass) to its right. The criteria listed are: TRANSCRIPT TYPE, STUDENT ID, LAST NAME, FIRST NAME, MIDDLE NAME, and SUFFIX. A vertical scrollbar is visible on the right side of the criteria list, indicating that more search options are available.

After you have entered search criteria, available documents will be listed on the right side. Double click with the mouse on the document desired.

If needing to **Print**: Once the document is displayed, click on "Send To":



Some options will be available, such as "Print" or "File" to save to your desktop if desired.

As always, if assistance with "How to", please call the Help Desk at 7879-3456, log a call and we will get back to you shortly.