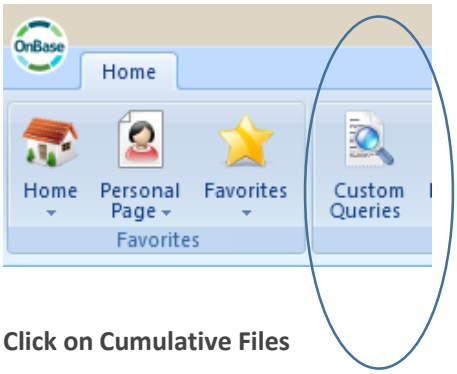
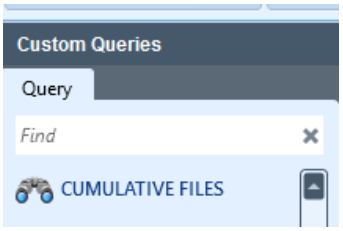
OnBase "Custom Queries"
To Retrieve scanned items (Option 1)

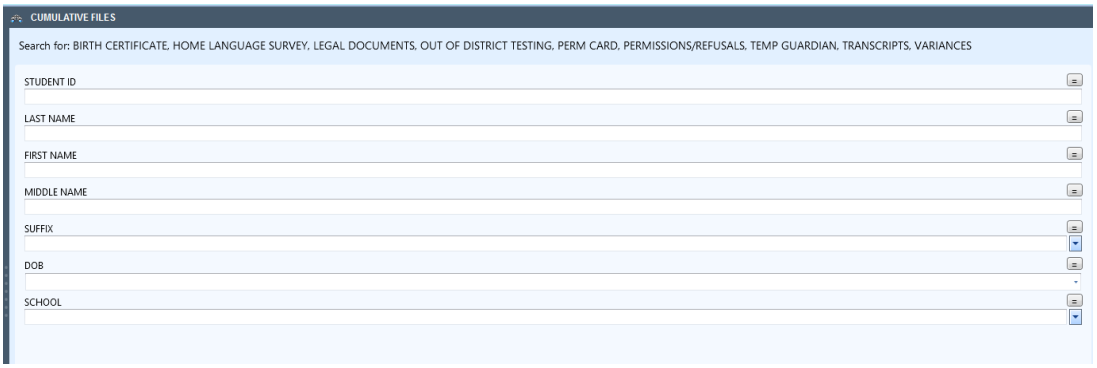
Open OnBase
Click on Custom Queries



Click on Cumulative Files



There are multiple ways to search for records:



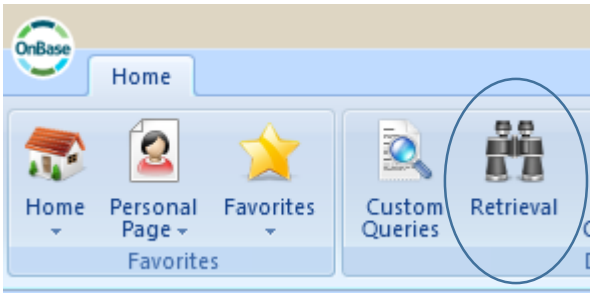
It is NOT necessary to fill in all fields. Entering data in one or two fields may suffice. As examples, you can search by Student ID, Name, DOB etc. You may find using a Wildcard helpful, such as gonzal*, would return Gonzales and Gonzalez

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]

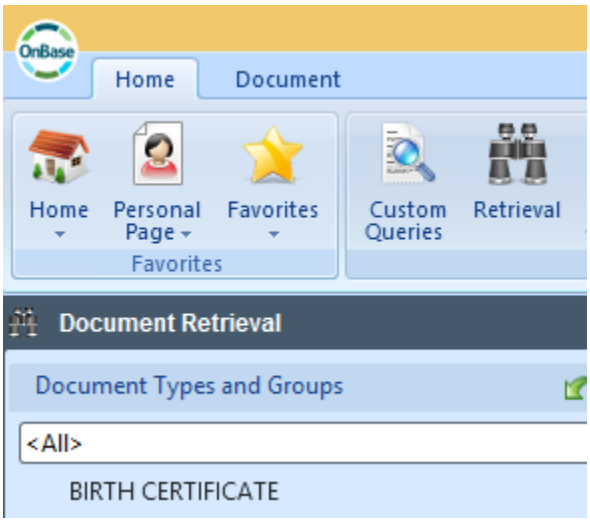
Searching in this manner (using "Custom Queries") will return ALL available documents pertaining to the search criteria – including Birth Certificate, Legal Documents, Out of District Testing, Perm Card, Permissions/Refusals, Temp Guardian, Transcripts, Variances etc

OnBase "Retrieval"
To Retrieve scanned items (Option 2)

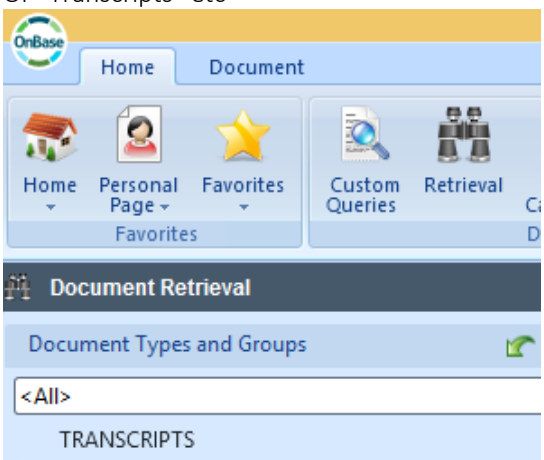
Open OnBase
Click on Retrieval



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



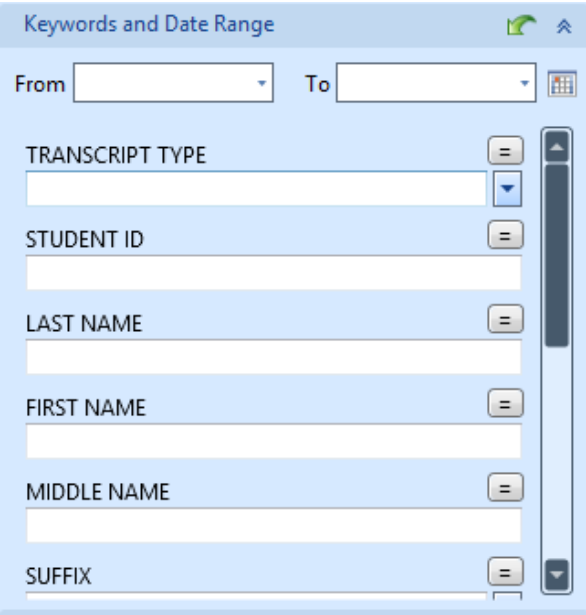
Or "Transcripts" etc



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

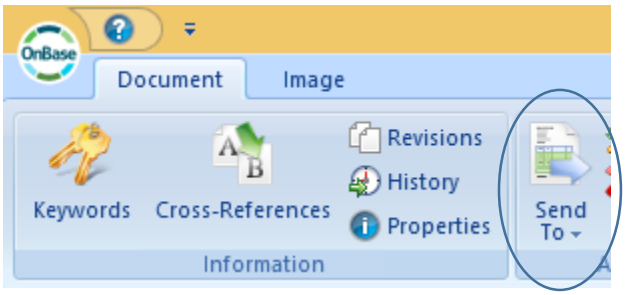
It is NOT necessary to fill in all fields. Entering data in one or two fields may suffice.
As examples, you can search by Student ID, Name or DOB

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



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.