

Step 1: Log into weblink

Laserfiche WebLink

User name:

Password:

User name: guest
Password: guest

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Step 2: Click 'My Weblink'

The screenshot displays the Laserfiche Weblink interface. At the top, the header includes the logo 'Laserfiche Weblink', a search bar, and navigation links for 'My Weblink', 'Help', 'About', and 'Sign Out'. Below the header, there are tabs for 'Home', 'Browse', and 'Search', with 'Browse' being the active tab. The main content area is titled 'TC-Documents8' and features a table with columns for 'Name', 'Page count', 'Volume name', 'Template name', and 'By-laws - Subject'. A folder icon labeled 'Council' is visible in the table. Below the table, it indicates 'Page 1 of 1' and '1 Entry'. On the left side, a sidebar shows the folder name 'TC-Documents8' and two expandable sections: 'Entry Properties' and 'Metadata'. The 'Entry Properties' section is expanded, showing details such as 'Path' (TC-Documents8), 'Creation date' (6/1/2010 10:01:21 AM), and 'Last modified' (2/7/2022 10:19:59 AM). The 'Metadata' section is currently collapsed, showing 'No metadata assigned'. At the bottom of the page, a footer states: 'Document management portal powered by Laserfiche Weblink 9 © 1998-2015 Laserfiche. All rights reserved.'

Name	Page count	Volume name	Template name	By-laws - Subject
Council				

Page 1 of 1 1 Entry

TC-Documents8

⤴ Entry Properties

Path
TC-Documents8

Creation date
6/1/2010 10:01:21 AM

Last modified
2/7/2022 10:19:59 AM

⤴ Metadata

No metadata assigned

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Step 3: Click 'Browse Options'

Laserfiche WebLink Home Browse Search Help | About | Sign Out

My WebLink

- Connection Information
- Browse Options**
- Search Options
- View Document Options
- Export Options
- Reset

Browse Options

Choose displayed fields:

General ▾

- Checked out by
- Created by
- Edoc last modified
- Entry type
- Extension
- Last modified by
- Latest version
- Link group number
- Linked
- Locked by
- Mime type
- Name
- Parent ID
- Path
- Shortcut target
- Tags
- Template ID
- Total document size

Fields selected:

- Page count
- Volume name
- Template name

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Step 4: Select 'Fields' in dropdown

The screenshot displays the Laserfiche WebLink interface. The top navigation bar includes 'Home', 'Browse', 'Search', 'Help', 'About', and 'Sign Out'. The left sidebar contains 'My WebLink' with sub-items: 'Connection Information', 'Browse Options', 'Search Options', 'View Document Options', 'Export Options', and 'Reset'. The main content area is titled 'Browse Options' and features a 'Choose displayed fields:' dropdown menu set to 'General'. Below this is a list of fields with checkboxes, including 'Checked out by', 'Created by', 'Edoc last modified', 'Entry type', 'Extension', 'Last modified by', 'Latest version', 'Link group number', 'Linked', 'Locked by', 'Mime type', 'Name', 'Parent ID', 'Path', 'Shortcut target', 'Tags', 'Template ID', and 'Total document size'. A 'Fields selected:' box on the right contains 'Page count', 'Volume name', and 'Template name'. A 'Fields' dropdown menu is highlighted in yellow, and a list of fields is shown with checkboxes, including 'Account #', 'Address', 'Agreement No.', 'Agreement or Contract With', 'Agreement Status', 'Agreement Type', 'Amended By Agreement No.', 'Amended by By-law', 'Amends Agreement No.', 'Amends By-law', 'Amount', 'AP Review Comments', 'Assigned To', 'By-law No.', 'By-laws - Subject', 'Cheque Number', 'Cheque Run Date', 'CityWide Link', 'Class Code', 'Code', 'Comments', and 'Contract contact email'. Blue arrows indicate the flow of fields between the list and the 'Fields selected:' box. The footer text reads: 'Document management portal powered by Laserfiche WebLink 9 © 1998-2015 Laserfiche. All rights reserved.'

Step 5: Add 'By-Laws – Subject'

The image displays two screenshots of the Laserfiche WebLink interface, illustrating the process of adding a field to the 'Fields selected' list.

Left Screenshot: The 'Browse Options' section is active. Under 'Choose displayed fields:', a list of fields is shown. The field 'By-laws - Subject' is checked and highlighted in yellow. A yellow arrow points from this field to the 'Fields selected:' list. The 'Fields selected:' list currently contains 'Page count', 'Volume name', and 'Template name'. A blue arrow points from the 'Fields selected:' list back to the 'Choose displayed fields:' list.

Right Screenshot: The 'Browse Options' section is active. Under 'Choose displayed fields:', the field 'By-laws - Subject' is now highlighted in yellow and has a blue plus icon next to it. The 'Fields selected:' list now includes 'By-laws - Subject' along with 'Page count', 'Volume name', and 'Template name'. A blue arrow points from the 'Fields selected:' list back to the 'Choose displayed fields:' list.

Both screenshots show the 'My WebLink' sidebar on the left with options like 'Connection Information', 'Browse Options', 'Search Options', 'View Document Options', 'Export Options', and 'Reset'. The top navigation bar includes 'Home', 'Browse', 'Search', and 'Help | About | Sign Out'.

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Step 6: All done, Go back to browse

Laserfiche WebLink Home **Browse** Search Help | About | Sign Out

My WebLink

- Connection Information
- Browse Options
- Search Options
- View Document Options
- Export Options
- Reset

Browse Options

Choose displayed fields:

Fields

- Account #
- Address
- Agreement No.
- Agreement or Contract With
- Agreement Status
- Agreement Type
- Amended By Agreement No.
- Amended by By-law
- Amends Agreement No.
- Amends By-law
- Amount
- AP Review Comments
- Assigned To
- By-law No.
- Cheque Number
- Cheque Run Date
- CityWide Link
- Class Code
- Code
- Comments
- Contract contact email
- Date Passed

Fields selected:

- Page count
- Volume name
- Template name
- By-laws - Subject

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