Laserfiche Online Document System Instructions
for the Brownfields Section

For best results, it is recommended that you use Internet Explorer 10 (or higher), Chrome, Mozilla, or Firefox.

In order to view documents from the Laserfiche WebLink, you will also need Adobe Acrobat Reader on your computer or device. To obtain a free download of Acrobat Reader, go to **http://www.adobe.com/products/reader.html**.

Please read all of the instructions below and then use the following link to get to the Laserfiche WebLink:

http://edocs.deq.nc.gov/WasteManagement/Search.aspx

To search by General **criteria** (recommended):

- Enter the following information under the Template:
- Use the drop-down menus to narrow your search. For example:
  - o **Template:**   WM
  - o **Subdivision:**   Brownfields
  - o **Document Category:**   Facility
  - o **Document Group:**   *select the program*
  - o **Document Type:**   *select the document type*
  - o **ID**   use *#*, using the "*" symbol as a wildcard search
  - o **Name/Subject**   Enter all or a portion of the site name

- Then click *Search.* The documents found will be displayed in the window to the right of the search toolbar. The results can be sorted by the column headers. To view a document, either single click on it to open it in a new window, or right-click on the document and select *Open*.

Notes: There is a "help" button located in the upper right-hand corner of the page.

     If you don't know the facility/site ID #, visit the Browse link to find the folders. Folders are listed by numeric numbers then site name.

A screenshot of the Laserfiche WebLink with tips is shown below:

Laserfiche WebLink Screenshot:

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Type in facility/site ID (with no dashes, commas, or periods). You may also use the "*" symbol as a wildcard preceding the search if you do not know the full facility/site ID

To view documents, click on them and they will open in a new window

Scroll the bar to the right to view more document categories

Click on *Heading Column* to sort