

# 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:
  - **Template:** WM
  - **Subdivision:** Brownfields
  - **Document Category:** Facility
  - **Document Group:** *select the program*
  - **Document Type:** *select the document type*
  - **ID** use \*#\*, using the "\*" symbol as a wildcard search
  - **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:**

# Laserfiche Online Document System Instructions for the Brownfields Section

The screenshot shows the Laserfiche WebLink search interface. On the left is a search filter sidebar with fields for Template, Subdivision, Doc\_Category, Doc\_Group, Doc\_Type, Name/Subject, Document Date, Received Date, Description, Author, Facility/Site Address, Facility/Site City, Facility/Site State, Facility/Site Zipcode, Facility/Site County, File\_ID, Segment, and Box Number. The main area displays a table of search results. Red arrows point from text boxes to specific elements: the 'NONCD0000805' ID in the Name/Subject field, a document row, the 'ID' column header, and a horizontal scrollbar.

| Name   | Hits | Page count | Template name | Subdivision | Doc_Category | Doc_Group | Doc_Type                  | ID           | Name/Subject       | Document Date |
|--|------|------------|---------------|-------------|--------------|-----------|---------------------------|--------------|--------------------|---------------|
| W.C. Beck 805RA-4 Task Order Request.pdf   | 0    | 2          | WM            | Superfund   | Facility     | IHS (IHS) | Correspondence (C)        | NONCD0000805 | W.C. Beck Property | 4/25/2016     |
| Remedial Investigation - Waste Delineation Report - W. C. Beck Property March 11, 2016.pdf | 0    | 26         | WM            | Superfund   | Facility     | IHS (IHS) | Site Assessment Rpt (SAR) | NONCD0000805 | W.C. Beck Property | 3/11/2016     |
| 805RA-4 Authorization to proceed.pdf   | 0    | 1          | WM            | Superfund   | Facility     | IHS (IHS) | Correspondence (C)        | NONCD0000805 | W.C. Beck Property | 5/12/2016     |
| 805DP-3 completion and invoice request.pdf   | 0    | 1          | WM            | Superfund   | Facility     | IHS (IHS) | Correspondence (C)        | NONCD0000805 | W.C. Beck Property | 3/14/2016     |

Page 1 of 1

Document management portal powered by Laserfiche WebLink © 1998-2015 Laserfiche. All rights reserved.

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