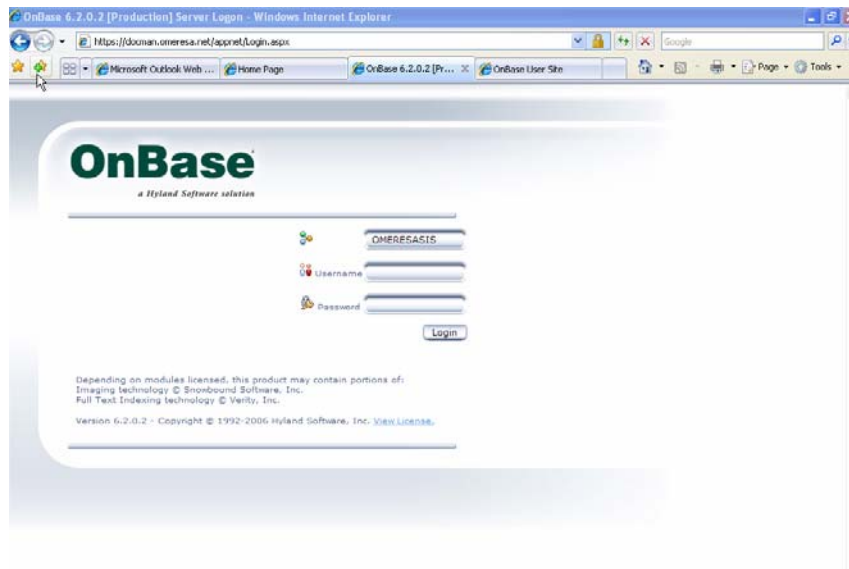


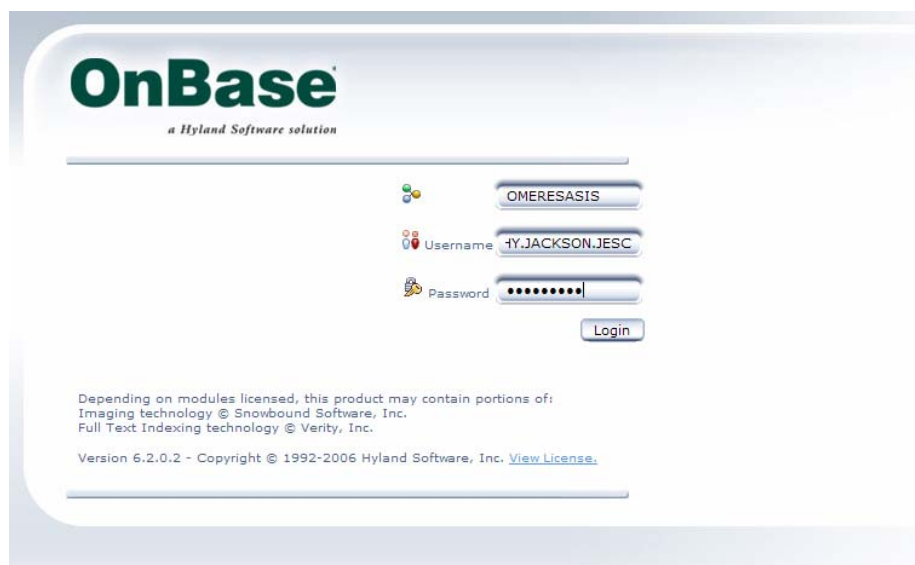
OMIE-RESA

1. Open OnBase Web Client using URL.

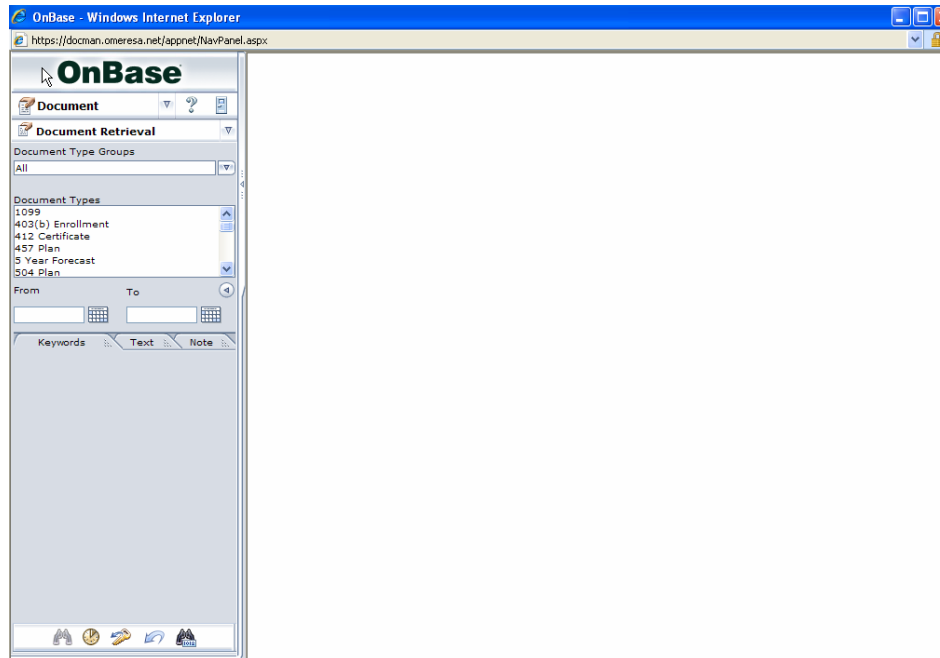
<https://docman.omeresa.net/appnet/login.aspx>



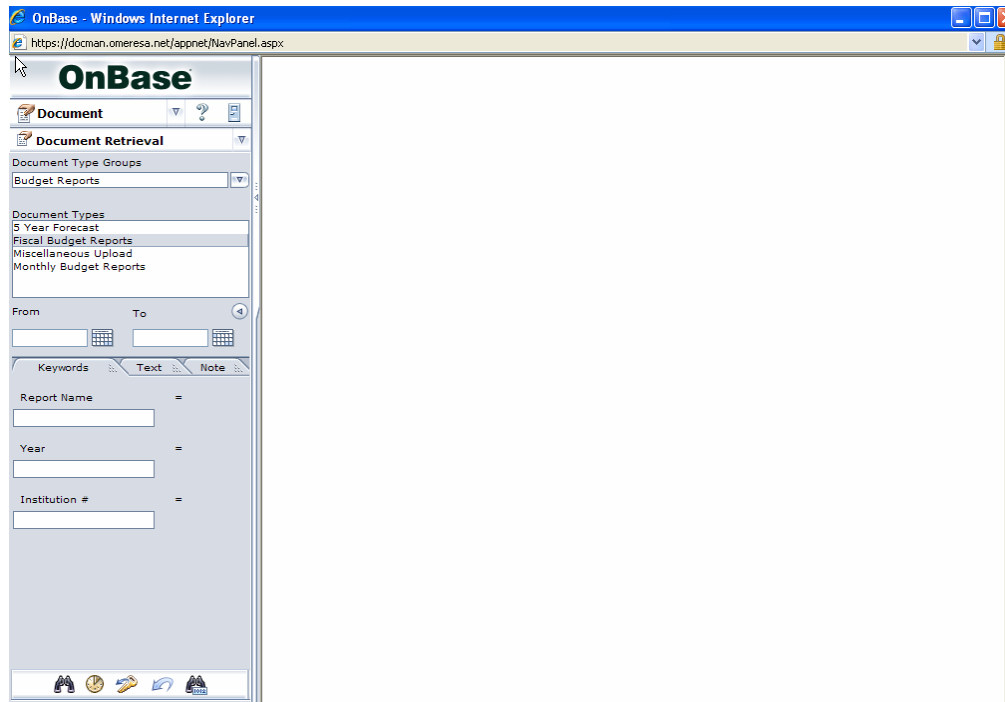
2. Enter user name and password to login. (This is the password you use for OnBase, Progress Book, or DASL)



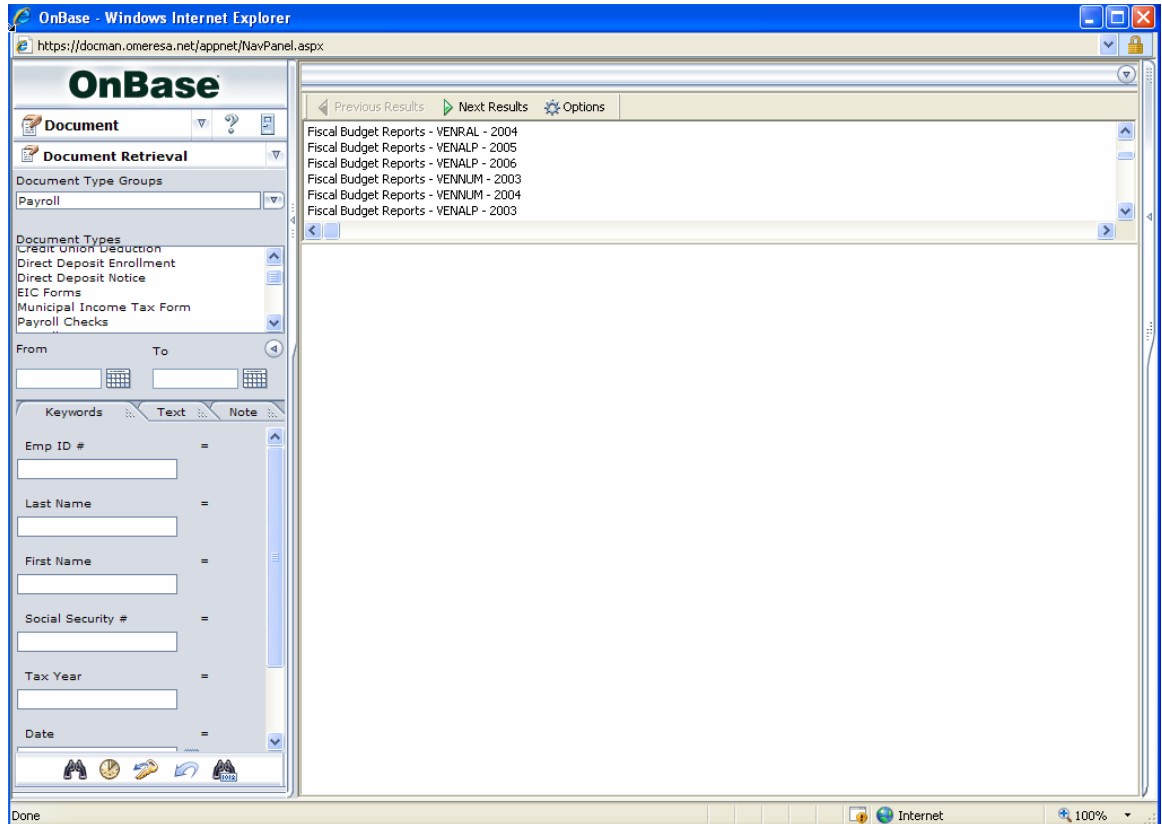
3. OnBase Document Retrieval Screen will appear. In IE7 you may get a pop-up that asks if you want to close the login window. It does not matter if you say yes or no. You will however, need to allow pop-ups for this site.








4. From the drop down list, choose the Document Type Group and choose the Document Type you are retrieving.



- When you choose the document type, the keywords, text and note tabs will appear. Enter your search criteria using keywords tab, text tab or note tab depending on the criteria you are searching for. Click on binoculars. You can also enter a date range using the calendar options in the middle of the left column.



- Search results will appear in the right column.
- Also take note of the icons at the bottom of the left column. By holding your mouse over each icon you will see what the icon will do if you click it.

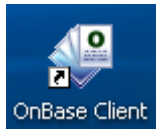
-  Search
-  History
-  Clear Keywords
-  Clear All
-  Retrieve by document handle

8. Now look at the right column. In the top panel a list of documents that matched the search criteria will display. Double click a document to open it.
9. The document will display below the search results. If the document contains multiple pages a thumbnail view will show in the far right column. To change the page in the view window double click the thumbnail of the page you wish to view.
10. A multiple page document will also display a navigation toolbar. The buttons on the toolbar will navigate to first page, previous page, next page and last page. You can zoom in or zoom out on a document using the + or – keys. Rotation of a document can be done with the arrows pointing down. Just hold your mouse over a button if you forget what it is for.



11. Remember that not all options will be available to everyone. If you need to use an option that is not available just ask your Document Management Administrator.
12. For trouble shooting issues a helpdesk ticket can be used at OME-RESA's web site. www.omeresa.net

OME-RESA



OnBase Web Client Document Retrieval

*For further assistance email docman@omeresanet.net
or phone 330-339-1616 ext.2*