City of University City

BASIC LASERFICHE WEBLINK INSTRUCTIONS
7-11-2011

University City uses LaserFiche to maintain its public records. Documents from the City Clerk and various departments are stored in the LaserFiche system. LaserFiche WebLink is the internet portal to the LaserFiche system.

The instructions below assume that the user has basic to intermediate computer skills.

Browse for Records

To browse records, click on the desired link on the "Welcome Page." This link will take the user to the "Browse Page". Then click on a folder to open the folders or records within that folder. Continue opening folders until you find the record for which you are looking. Most records are named with the year first and then the month and date.

EXAMPLE: If you are looking for City Council minutes for the June 13, 2011, Regular City Council Session, click on "City Council Minutes and Ordinances", then "Minutes", then "2011", then 2011-06-13 Regular City Council Session. The file will open in an image format.

Print/Save as a PDF

Most of the documents in LaserFiche are stored as a TIFF image. To print these documents, you must convert it to a PDF format first. Click on the PDF/Printer icon at the top of the image pane to print or save the document as a PDF.

Search

To use the search function, click "Search" at the top of the "Browse Page" page and select current folder or entire repository. For more detailed searches simply click "Search" with the search box empty and select a custom search option that best fits your needs.

Errors

LaserFiche WebLink only allows a specific number of users to access the system at a given time. If you receive the message "The maximum number of sessions has been reached", please wait 5-10 minutes before attempting to access the system again.

Logout

When done using LaserFiche WebLink please click "Logout" at the upper right of the page. This will free up another session for another WebLink user.

Questions

For additional assistance please contact the City Clerk via email at: jpumm@ucitymo.org or via phone at 314-505-8605.