OnBase records search instructions for large format docs

To search for specific documents in our OnBase records system, enter your search criteria into at least one of the search fields. Remember the more detail you provide, the narrower your search parameters will be, and shorten your results list. Please note that due to the large size of some of these documents they make take longer to open or download.

Starting with a simple street address only search, by using the **A2 BUILD Location** field, may produce the quickest path to finding the documents.

If the way you enter the search request does not match how it is stored, you may rule out the information you are trying to find. For example, if you search for an address on "100 Main Street" and it is actually stored as "100 N Main St" you will not find it. Using the same techniques (wildcard) as listed below will also work with the other search fields.

Using "wildcards" to make sure the information you are seeking is returned. You can place asterisks (*) before and after your search term(s) to find documents that have additional text before or after the search term. See some examples below:

> 100* - any document that starts with _100_ (100 N Main, 1000 E Ann, 1001 E Huron)
>
> *MAIN* - any document that contains _MAIN_ in it (100 S Main, 110-112 S Main)
>
> 100 N* - any document that starts with _100 N_ in it (100 N Main, 100 N Fourth)

Street directions (North, South, East and West) are stored as (N, S, E and W)

Your search results will be listed in the Results box. You can just view a document from the Results box on your browser or download it. Clicking on the View button in the Results box will open the document in a new browser window. Clicking on the entire gray highlighted row in the Results box will download the document based on the browser you are using. Please note on a mobile device you may only have the Download option.

Pop-Up Blockers

On your PC or Mac, and on your mobile devices, any time you are opening a downloaded document in a browser, you may need to turn off a pop-up blocker in order to view the document.