OnBase records search instructions for Parks docs

To search for specific documents in our OnBase records system, enter your search criteria into 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 Park name only search, by using the **A2 Description** field, may produce the quickest path to finding the documents.

If the way you enter the search request does not match exactly how it is stored, you may rule out the information you are trying to find. For example, if you search for the Park name Fuller you will not find any matching docs.

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:

> Fuller* - any keyword that starts with _Fuller_ (Fuller Irrigation, Fuller Soccer Fields)

> *Buhr* - any keyword that contains _Buhr_ in it (Fuller Buhr Pools)

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 PDF 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.