

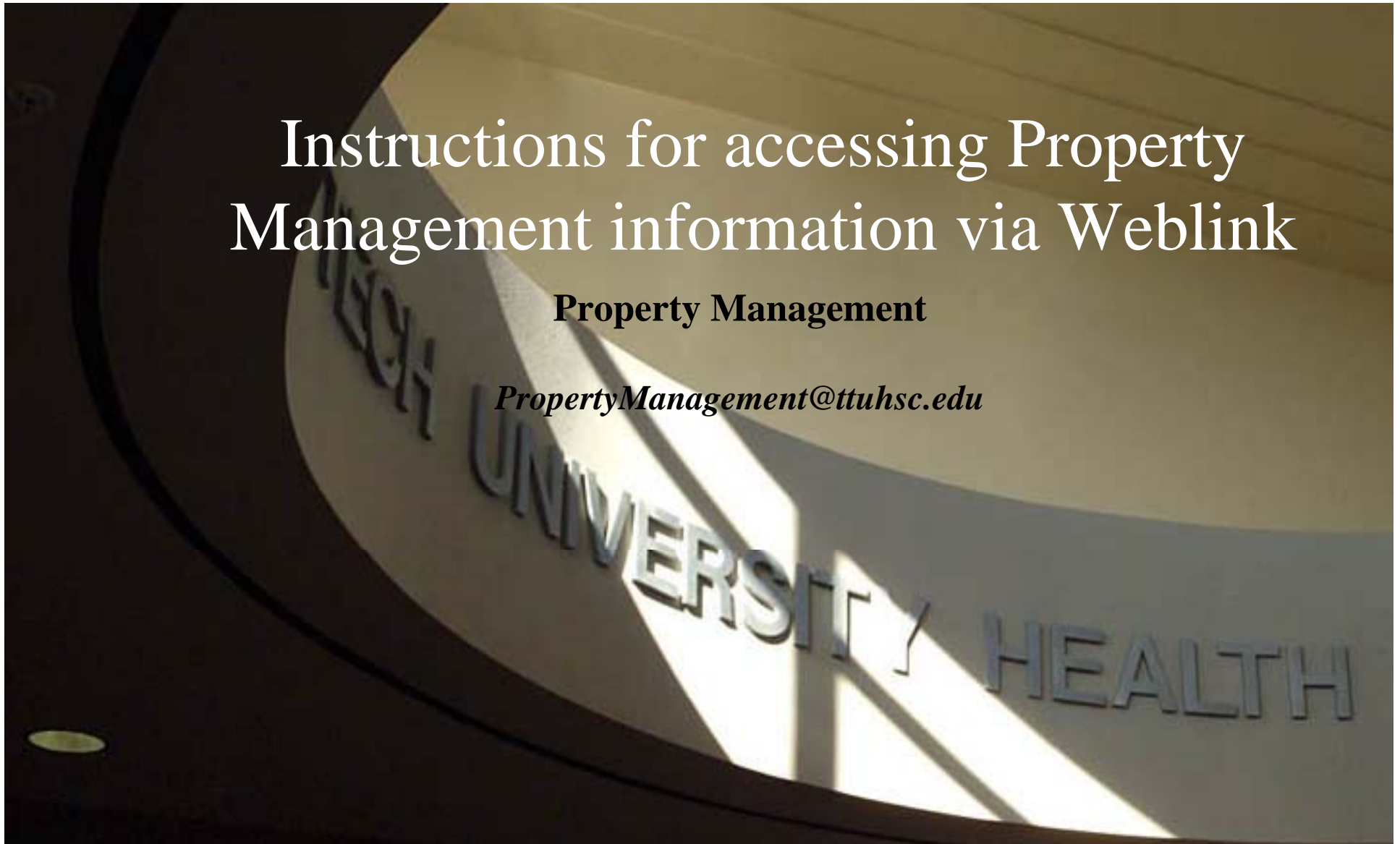


TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
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Instructions for accessing Property Management information via Weblink

Property Management

PropertyManagement@ttuhsc.edu



Search Property Management Via Weblink

Human Resources

[HR Home](#)

- [ATS \(Approval Tracking System\)](#)
- [EOPS \(Employee Onetime Payment System\)](#)
- [ePAF](#)
- [ePAF Learning Community](#) (Username: ttuhsc\your eRaider username, Password: your eRaider password)
- [Forms](#)
- [Human Resources Operating Policies](#)
- [HR PAF Tracking \(Old System\)](#)
- [Pre-Employment Background Investigation](#)
- [Reports](#)
- [TEAM App](#)
- [TechJobs Hiring Managers Site](#)
- [Training and Staff Development](#)
- [Xtender](#)
- [Need Help](#)

HR ANNOUNCEMENTS

- [Questions concerning W-2 Forms? Visit Payroll Services FAQs](#)
- Non-Exempt Employee April 1, 2011 through April 15, 2011 approved electronic timesheets must be submitted by 6:00 pm CT on April 19, 2011.
- March 2011 approved electronic exempt employee leave reports are due on April 15, 2011.
- April 2011 approved electronic exempt employee leave reports are due on May 15, 2011.
- Reminder: Remember to use your HSC Holiday Comp leave since the maximum accrual is 24 hours.
- [Instructions for Preferred First Name in Directory](#)
- Retirement Manager: [Link](#) and [Guide](#)

MONTH AT A GLANCE

- [Department End User Calendars](#)

Budget

[Budget Home](#)

- [Reports](#)
- [Budget Prep System](#)
- [Budget Prep Security \(Team App\)](#)
- [Forms](#)
- [Labor Redistribution](#)
- [Budget Office Contact List](#)
- [Budget Office Mailbox](#)

BUDGET ANNOUNCEMENTS

[Budget News](#)

Finance

[Finance Home](#)
[Cognos Connection](#)
[Online PARs](#)

Accounting Services

[Accounting Services Home](#)

- [Reports](#)
- [Forms](#)
- [Grant Accounting](#)
- [Procedures](#)
- [Accounting Services Operating Policies](#)
- [Contacts](#)

Finance Reporting

[Finance Reporting Home](#)
financereporting@ttuhsc.edu

- [Cognos Connection](#)
- [Finance Reporting User Group](#)
- [Report Documentation](#)

Finance Systems Management

[Finance Systems Management Home](#)

- [TEAM Application](#)
- [Training Documentation](#)
- [Gateway](#)
- [Forms - Coming Soon](#)
- [Additional Information](#)
- [ePrint](#)

Property Inventory

[Property Inventory Home](#)

- [Reports](#)
- [Property Inventory System](#)
- [Forms](#)

Student Business Services

[Student Business Services Home](#)

- [Cash Receipts](#)
- [Cash Receipts Help](#)

Additional Links

- [Swift Print Online](#)
- [Parking Services \(Lubbock\)](#)
- [Laserfiche Weblink](#)
- [Xtender - Coming Soon](#)

FINANCE ANNOUNCEMENTS

Purchasing/Payment Services

Purchasing

[Purchasing Home](#)

- [Reports](#)
- [Vendor Payments](#)
- [TechBuy Information](#)
- [TechBuy System](#)
- [Purchasing Manual](#)
- [Purchasing Operations Policies](#)
- [Approved Membership List](#)

Contracting

[Contract Database](#)

- [Contracting A/R](#)
- [Online Contracting and A/R Help](#)
- [Reports](#)
- [Contract Manual](#)
- [Contract Operating Policies](#)

Accounts Payable

[Accounts Payable Home](#)
[Direct Pay Home](#)

- [Reports](#)
- [Vendor Payments](#)
- [Forms](#)
- [Accounts Payable Operating Policies](#)
- [Direct Pay Operating Policies](#)

Purchasing Card

[Purchasing Card Home](#)

- [Reports](#)
- [Pathway Net](#)
- [Forms](#)
- [Purchasing Card Operating Policies](#)

Travel

[Travel Home](#)

- [Reports](#)
- [Vendor Payments](#)
- [Travel System](#)
- [Forms](#)
- [Travel Operating Polices](#)

Go to Laserfiche
Weblink via the
WebRaider Portal under
F&A Work Tools.

Search Property Management Via Weblink Cont.



Click on the Business
Affairs Repository.

Laserfiche Weblink

Please click on the repository below that you would like to access through Laserfiche Weblink.

Laserfiche Repositories	
Business Affairs (Use for HSC Purchasing, Payables, Contracts, and Accounting documents)	
TexasTech (TTU)	HSC
TTPL (MPIP)	FP&C
Project G	Project S

Laserfiche Weblink Training Videos

- Logging In (video)
- Performing Searches (video)
- Weblink Interface & Browsing (video)


For more Laserfiche training videos, visit our Laserfiche Training Video website here:

[Laserfiche Training Videos Website](#)

Document management portal powered by Laserfiche Weblink 8.0.0 © 1998-2009 Laserfiche

Search Property Management Via WebLink Cont.

Log on with your
eRaider ID and
password.

 Version 8.0.0

Repository:

Please log in with this format:

The domain username or password is incorrect.

User Name:
Password:

TTU Users
Username: TTU\[eRaider Username] (ex: TTU\jsmith)
Password: [eRaider Password]

TTUHSC Users:
Username: TTUHSC\[eRaider Username] (ex: TTUHSC\jsmith)
Password: [eRaider Password]

[Click Here to view a short training video for logging in.](#)

[Experiencing Problems Logging In?](#)

Document management portal powered by Laserfiche WebLink 8.0.0 © 1998-2009 [Laserfiche](#)

Search Property Management Via Weblink Cont.

[My Weblink](#) | [Help](#) | [About](#) | [Logout](#)



Welcome to Laserfiche Weblink!
Click on a link below to get started.

 [Perform a Laserfiche Search](#)

Click on Perform a
Laserfiche Search

Laserfiche Weblink News

New Search Results Layout
Posted 7/19/2010

The search results page has been changed to display the search results in a grid format, similar to an Excel spreadsheet with field values as headers.

Search Property Management Via WebLink Cont.

The screenshot displays the Laserfiche WebLink interface. At the top left is the logo with a stylized 'T' and 'Laserfiche WebLink' text. To the right is a search input field with a 'Search' button. In the top right corner, there are links for 'My WebLink', 'Help', 'About', and 'Logout'. Below the logo, there are navigation tabs for 'Home', 'Browse', and 'Search'. The 'Search' tab is highlighted. A dropdown menu titled 'Customize Search' is open, showing a list of search criteria: 'Customize Search', 'Text', 'Document/Folder Name', 'Field', 'Within Folder', 'Within Volume', 'Sticky Note', 'Creation Date', 'Modification Date', 'Electronic Documents', 'Has Pages', 'Relationship', 'Tags', and 'WebLink Search'. The 'Field' option is selected and highlighted in blue. Two blue callout boxes provide instructions: one points to the 'Search' tab with the text 'Verify the Search tab is selected.', and another points to the 'Field' option in the dropdown menu with the text 'Then choose "Field" from the Customize Search drop down menu.' At the bottom left, there are 'Search' and 'Reset' buttons.

My WebLink | Help | About | Logout

Home Browse Search

Customize Search

- Customize Search
- Text
- Document/Folder Name
- Field
- Within Folder
- Within Volume
- Sticky Note
- Creation Date
- Modification Date
- Electronic Documents
- Has Pages
- Relationship
- Tags
- WebLink Search

Search Reset

Verify the Search tab is selected.

Then choose "Field" from the Customize Search drop down menu.

Search Property Management Via WebLink Cont.

The screenshot shows the Laserfiche WebLink search interface. At the top left is the Laserfiche WebLink logo. To its right is a search input field with a 'Search' button. In the top right corner, there are links for 'My WebLink', 'Help', 'About', and 'Logout'. Below the logo are navigation links for 'Home', 'Browse', and 'Search'. The main search area on the left contains a 'Customize Search' dropdown menu. Below it is a 'Field' section with a 'Template' dropdown menu currently set to 'Property Management'. Other search criteria include 'Perm Tag #', 'Orig Tag #', 'PO #', 'JV #', 'Asset Action Code', 'Property Management - ScanDate' (with a calendar icon), 'to' (with a calendar icon), 'Property Management - Dept', 'Property Management - Job', and 'Property Management - Indexed_By'. At the bottom of the search area are 'Search' and 'Reset' buttons. A blue callout box with a pointer to the 'Template' dropdown menu contains the text: 'Choose Property Management from the "Template" drop down menu.'

Search Property Management Via WebLink Cont.

The screenshot displays the Laserfiche WebLink search interface. On the left, there is a search filter panel with the following fields:

- Customize Search (dropdown)
- Field (dropdown menu)
- Template (dropdown menu)
- Perm Tag # (text input: 79525)
- Orig Tag # (text input)
- PO # (text input)
- JV # (text input)
- Asset Action Code (dropdown menu)
- Property Management - ScanDate (text input with calendar icon)
- to (text input with calendar icon)
- Property Management - Dept (text input)
- Property Management - Job (text input)
- Property Management - Indexed_By (text input)
- WebLink Search (dropdown menu)
- Enter search (text input)
- Search (button)
- Reset (button)

On the right, the search results are displayed in a table:

Name	Hits	Page Count	Is Indexed	Date Created	Date Modified	Volume Name	Template Name	Perm Tag #	Orig Ta
18011333/23/20102:27:23 PM	0	2	Yes	3/23/2010 2:27:45 PM	3/24/2010 5:23:13 PM	PROPMAN000002	Property Management	79525	T00004

Below the table, it indicates "1 Entry Results".

Two blue callout boxes provide instructions:

- Callout 1:** "You may then search in any of the fields available such as Permanent Tag # or PO #." (Points to the Perm Tag # and PO # input fields.)
- Callout 2:** "Results will appear on the right pane as shown. Double click results to view." (Points to the search results table.)

The browser's status bar at the bottom shows "Trusted sites" and "100%" zoom level.



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