

ACCESSING CITY DOCUMENTS VIA WEBLINK

[CLICK HERE FOR DIRECT ACCESS TO WEBLINK](#)

The City Clerk's Office of the City of Poway uses imaging software called Laserfiche to convert paper records into electronic records. Through the Laserfiche Weblink program the following records are available:

- Agenda Packets
- City Council Meeting Minutes
- Ordinances
- Resolutions
- Resource Materials such as the General Plan

Using Weblink you can browse, search and print documents following the directions below. The City Clerk's Office maintains the archive records and the Laserfiche database, any questions or concerns regarding access please contact (858)668-4530 and the staff will assist you in accessing the documents.

The following is a step-by-step guide on accessing documents via Weblink.

The screenshot shows the City of Poway website. At the top, there is a navigation bar with the following links: Home, About Poway, Government, Departments, Community, Business, I Want To..., and a search box with a 'go' button. Below the navigation bar is a vertical menu with the following items: City Council Appointed Committees, Budget & Finance, City Council, City Departments, City Documents, City Salaries and Benefits, Code of Ethics, Current Projects, Employment, Municipal Code, Organizational Chart, Public Meetings, Public Records Request, Service Directory, Volunteer Opportunities, and Contact Us. A green callout box with a blue arrow points to the 'City Documents' link in the menu, containing the text: "Under the Government tab select City Documents." Below the menu is the 'CITY DOCUMENTS' page. The page has a title 'CITY DOCUMENTS' and a 'Share & Bookmark' link. The main content area contains the following text: "WebLink is your resource to City of Poway public records. You will have the ability to research documents that have been approved through City Council such as Ordinances, Resolutions and Minutes, and Agendas with supporting material. The program allows the user to browse through the Laserfiche database or you may conduct keyword searches with the search engine. Please contact the City Clerk's Office if you experience any problems with this resource tool at (858) 668-4530." Below this text is a 'Related Links:' section with two links: 'City of Poway WebLink' and 'Master Fee Schedule'. A green callout box with a blue arrow points to the 'City of Poway WebLink' link, containing the text: "Select the City of Poway WebLink hyperlink."

Now you are in the WebLink Repository and can view documents, browse the archives, or conduct a specific keyword search.

In the *City Documents* section select a folder containing the type of document you would like to review.

City of POWAY CALIFORNIA

Home Browse Search

CityofPoway > City Documents

City Documents

Entry Properties

Full Path
CityofPoway\City Documents
Creation Date
5/21/2002 10:21:04 AM
Last Modified
11/14/2011 1:22:03 PM

Metadata

No Metadata Assigned

Name
Agenda Packets
Minutes
Ordinances
Resolutions
Resource Material Available Online
Walmart Draft EIR

6 Entries

The documents are divided into subfolders to minimize the search.

City of POWAY CALIFORNIA

Home Browse Search

CityofPoway > City Documents > Agenda Packets

Agenda Packets

Entry Properties

Full Path
CityofPoway\City Documents\Agenda Packets
Creation Date
9/23/2003 2:15:04 PM
Last Modified
12/22/2011 4:15:25 PM

Metadata

No Metadata Assigned

Name	Page Count
1980-1989	
1990-1999	
2000-2005	
2006-2009	
2010-2012	

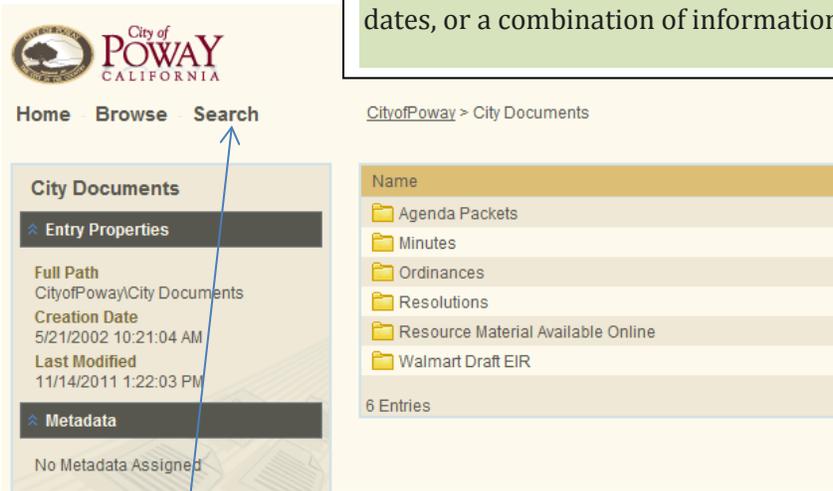
5 Entries

Name
2010
2011
2012

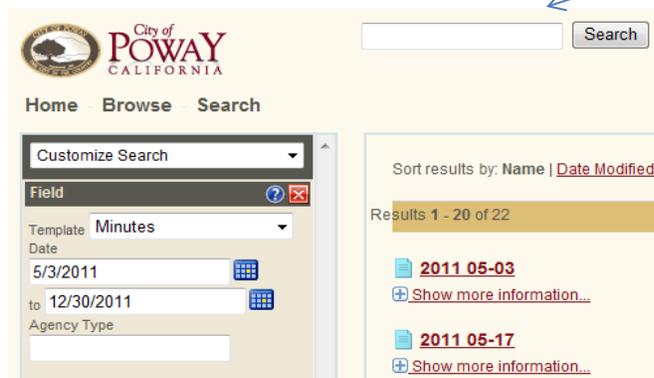
Name
Agenda Packet 2011 01-04
Agenda Packet 2011 01-18
Agenda Packet 2011 02-01
Agenda Packet 2011 02-15 Cancelled
Agenda Packet 2011 02-22
Agenda Packet 2011 02-22 Special
Agenda Packet 2011 03-01
Agenda Packet 2011 03-11 Special
Agenda Packet 2011 03-15

Name
_PDF Agenda Packet 01-04-11 LARGE FILE SIZE
2011 01-04 Agenda - 6:00 PM
2011 01-04 Agenda - 7:00 PM
Item 01 - Ordinances Waiver
Item 02 - Ratification of Warrant Registers
Item 03 - Approval of Minutes
Item 04 - Award of Bid for the High Valley Waterline Project (CIP #1750) Bid No. 10-018
Item 05 - Approval of Final Map for Tentative Tract Map; Malone, Applicants
Item 06 - Approval of Agreement for Lockbox Services

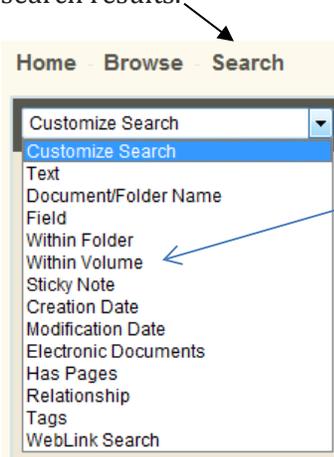
In the *City Documents* section the viewer can search for a specific document by keywords, dates, or a combination of information.



Click on Search in the left column. In this field you can customize your search by putting in more or less information to narrow results. For this demonstration a search for a particular subject such as Lighting Maintenance District or (LMD). Enter the acronym LMD in the search it will bring up all of the documents related to LMD's and will find Lighting District information in the same agenda packet or minutes.



Other ways to minimize the search is the drop down window shown below. Click on the down arrow to provide more options; narrow the search by choosing more options to receive better search results.

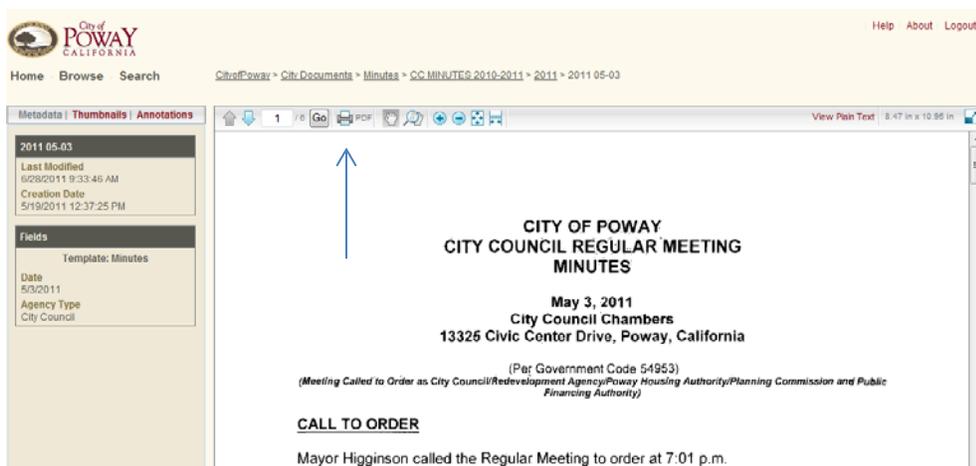


Customize the search by field, click on the "template" drop down window arrow for your options. By choosing *within volume* the search can be narrowed to a specific type of document such as agenda packet, minutes, resolution, etc. – this will limit the amount of documents in the response.

When searching for City Council Meeting Minutes you can enter a date range.



Once the results click on the desired document to open and review. This screen will allow the user to view each individual page of the document by clicking on the directional arrows in the ribbon. In order to print the document the viewer must be in the PDF window (Click on the printer/PDF icon)



Viewing the thumbnails is an available option by selecting *Thumbnails*. This view will allow multiple pages of a document to be displayed in the left column.

