

Laserfiche[®]

HOW TO ACCESS THE LASERFICHE REPOSITORY

Version 2

1. Open a Web browser, and type the following link https://lfweb.aucegypt.edu/Laserfiche/

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2. Select the AUCREP repository instead of DocumentumMigration

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3. Type the username preceded by **auc**

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4. Type the password of this AUC username, then press Sign In

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5. As per your access rights, you will view documents

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6. To search for certain documents or students, use the Search tool at the top of the screen

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NOTE: For more accurate search results, it is recommended to filter the search criteria to be for **Entry names** and **All fields** but do **not** select **Document text** and **Annotation text** to avoid including any documents that might contain the SID mentioned anywhere in the text or in the annotations added to the documents.

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Choose file extensions	
Within folder	×
Search within entire repository	
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Choose template	
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You can even refine your search to a certain template, namely, Student, where you can specify the ID, the Major, the School or Term

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Also, you can specify a date of creation/ modification of the document or even set a duration.

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You pick any of these search criteria from the Search Types box

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7. The results appear and you can click on the folder/document you want to view

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If you wish to share with a colleague the link to the search criteria you made, you can click on the

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				Full Name
				Ramy Khalaf
				Date of Birth
				9/26/2002

You can paste the link in an email to the other colleague. NOTE: if the other colleague must have access to this type of document, to be able to view the document.

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You can also email the search results or the files themselves if you press the Email icon

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