OnBase Web User Guide

Sign on to the OnBase web environment using the assigned username and password

OnBase ® 18

User name

Password

Login

From Custom Queries select SC – 02. Public Case Search

☰ Custom Queries

Query Types

🔍

SC - 02. Public Case Search
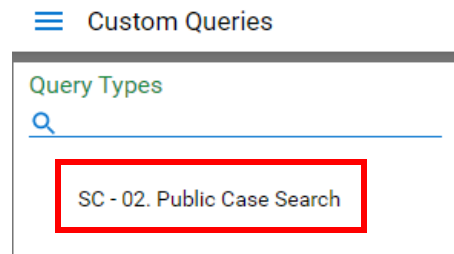
There are three searching options: Case Number, Filed Date and Docket Code

SC - Case Number   =

(XX-9-99999-XX)
SC - Filed Date   =

MM/dd/yyyy
SC - Docket Code   =

▼
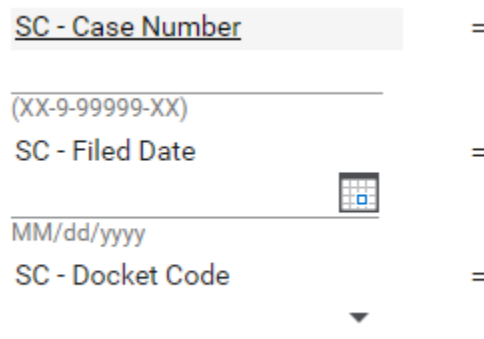
Enter the case number into the SC – Case Number field and then select search

The search can also be narrowed by using the date field and/or the docket code field

The SC – Docket Code field has a drop down of all available docket codes, however the search field is also configured to allow typing of the docket code

After selecting search, the Query Results will display

Custom Query Results

Drag a column header here to group by that column.

CASE NUMBER	SUB NUMBER	FILED DATE	DOCUMENT DESCRIPTION	CASE TITLE	DOCKET CODE	PAGES
20-1-01288-06	1	6/4/2020	Motion and Affidavit/Declaration	DUNLAP, DANIEL ALLEN	MTAF	4
20-1-01288-06	2	6/4/2020	Order for Warrant	DUNLAP, DANIEL ALLEN	WORW	1
20-1-01288-06	3	6/4/2020	Warrant of Arrest NO BAIL	DUNLAP, DANIEL ALLEN	WWA	2
20-1-01288-06	4	6/22/2020	Sheriff's Return on Warrant of Arrest	DUNLAP, DANIEL ALLEN	WSHRTWA	1
20-1-01288-06	5	6/23/2020	Preliminary Appearance Bail: $40,000	DUNLAP, DANIEL ALLEN	PLMHRG	1
20-1-01288-06	6	6/23/2020	Report	DUNLAP, DANIEL ALLEN	RPT	1
20-1-01288-06	7	6/23/2020	Order Establishing Conditions of Release	DUNLAP, DANIEL ALLEN	ORECRP	3

Items: 73

To view a document, double click on the document. The viewer will display below the query results.

The document will display small, but the image size can be adjusted

To make the document viewer larger, hover at the grey line above the document until the line turns yellow

Once the line turns yellow, the bar can then be selected and dragged up

The documents can be zoomed in on using the magnifying glass icon with the plus and zoomed out using the magnifying glass icon with the minus found above the document in the document viewer

The image can also be adjusted using set scale icons left of the magnifying glass icons

The equal sign icon will set the document scale to Actual Size

The horizontal arrows icon will set the document scale to Fit to Width

The vertical arrows icon will set the document scale to Fit to Height

The four arrows icon will set the document scale to Fit in Window

To view other pages of documents with multiple pages, scroll the pages viewer to the right of the document and select to view.

The pages can also be paged through one by one using the Next and Previous page buttons

The triangle with line icons will take you to either the first page or last page of the document
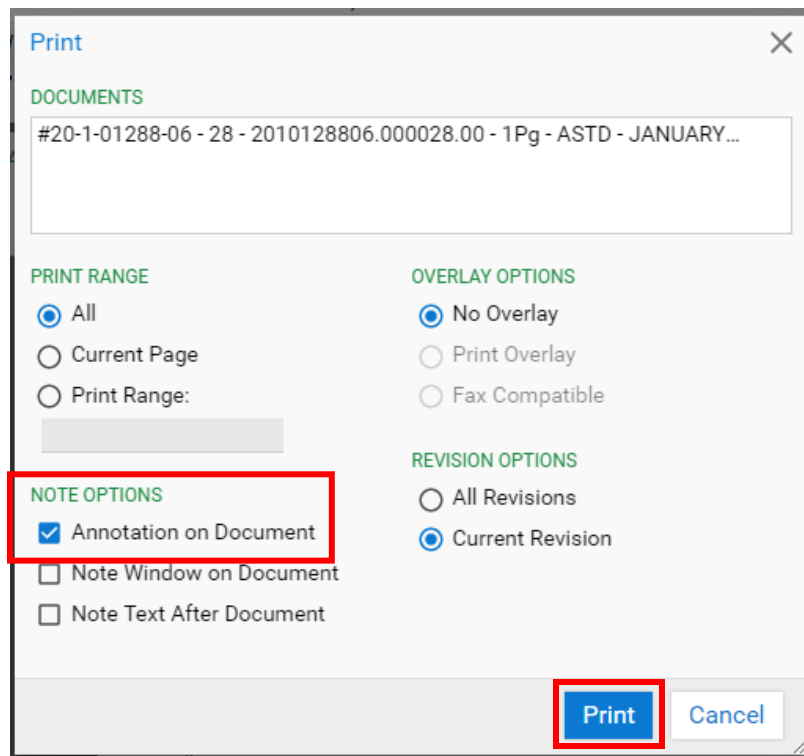
To view the next or previous documents in a case, select Next/Previous documents icons

To print or download a document, select the printer icon or CTRL + P on keyboard

From the OnBase print window, under Note Options, select the box next to Annotation on Document and then select print

Print   ✕

DOCUMENTS

#20-1-01288-06 - 28 - 2010128806.000028.00 - 1Pg - ASTD - JANUARY...

PRINT RANGE   OVERLAY OPTIONS

◉ All   ◉ No Overlay
○ Current Page   ○ Print Overlay
○ Print Range: ○ Fax Compatible

[   ]

NOTE OPTIONS   REVISION OPTIONS

☑ Annotation on Document   ○ All Revisions
☐ Note Window on Document   ◉ Current Revision
☐ Note Text After Document

                                                           Print   Cancel

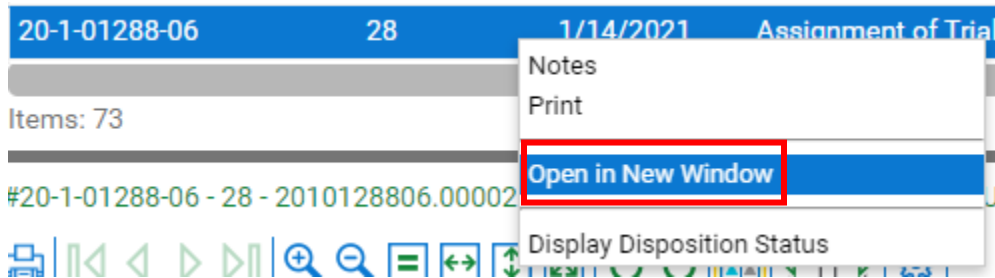From the web Print window, select Print or Download and/or Save

Chrome:

Edge:

To open a document in its own window, right click on the document from the Custom Query Results list

Columns can be sorted by selecting the Column