

Florida Department of Health in Brevard County

Instructions on How to Use Laserfiche

1.) Enter User Name “beh.public” and Password “public”.

2.) Make Sure “This is a private Computer” is selected and then click Login.

Laserfiche Web Access version 8.3.2 - About - ©2003-2012 Laserfiche
This copy is registered to: Spaceport Imaging

Laserfiche Web Access

Spaceport Imaging

3.) To Search – Click on the “Search” tab, then “Select a Search Type” then click on “Template”

4.) After you click on “Template”, you can choose which template you want to search under.

NOTE: Scanned septic permits are located in the “Brevard Cty Environment Health” template and scanned well permits are located in the “Brevard Environment Well Permit” template.

Laserfiche Web Access

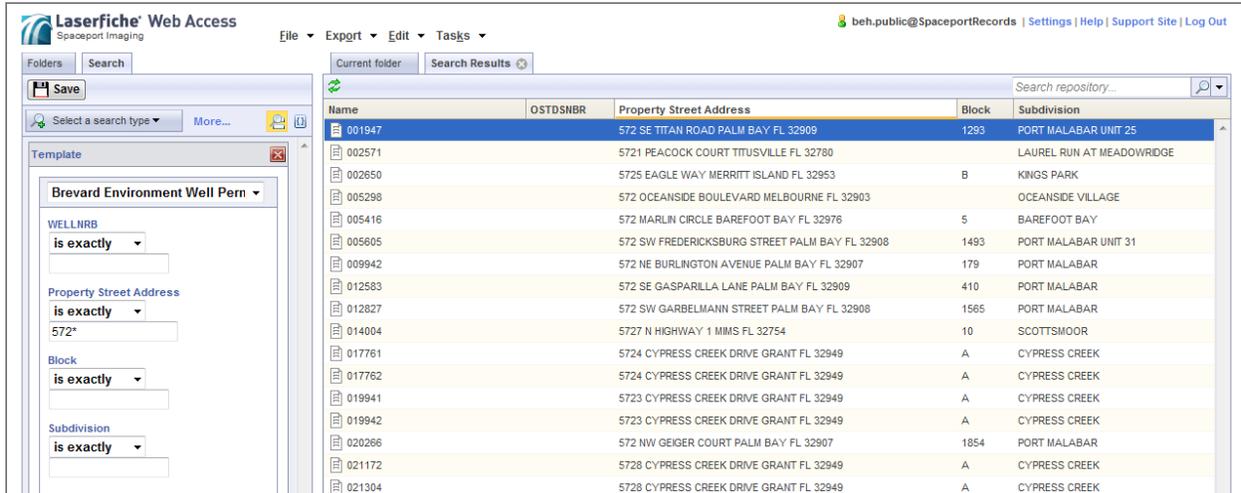
Spaceport Imaging

5.) You can search using OSTDSNBR/WELLNRB, Property Street Address, Block or Subdivision fields.

NOTE: When searching you can choose between “is exactly”, “contains”, “begins with” and “ends with”.

This can help narrow down or increase your search results. It is recommended to choose “is exactly” and then type the address number followed by an “*” (ie. “572*”). This will bring back all records beginning with the address number 572.

PRINTING A RECORD: After you found the record you were searching for, double click to open.



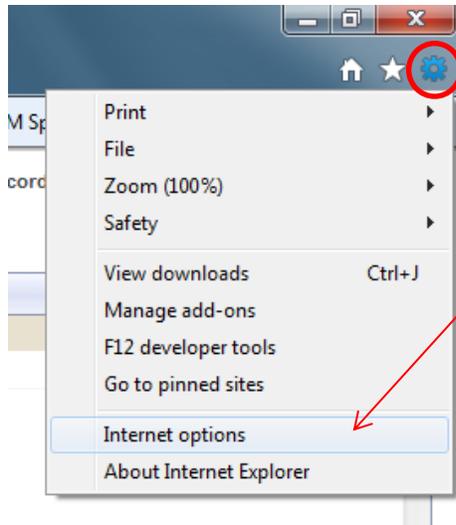
6.) Once you've opened the record, there will be a PDF icon on the top left of the viewing pane. Click on that and it will export your record to PDF.



7.) In this window you may save the record as a PDF or Print.

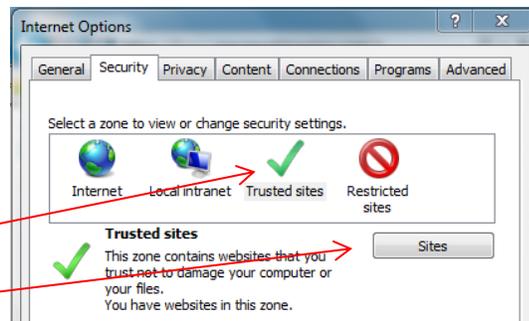


HOW TO MAKE THIS A TRUSTED SITE

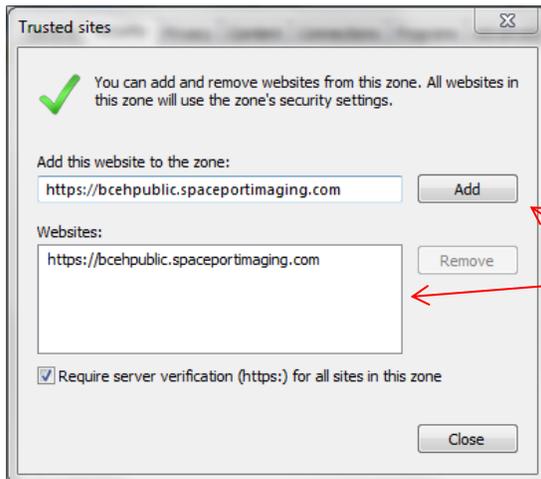


- 1.) In your web browser select "Tools" (In earlier Internet Explorer browsers you will see a tool icon)
- 2.) Next click on "Internet Options"

3.) Once Internet Options is open you then want to click on the "Security" tab.



- 4.) Click on "Trusted Sites"
Then Click on "Sites" button



- 5.) In the "Add this website to the zone" you will need to type in your address here.

MAKE SURE YOU TYPE HTTPS://

EXAMPLE: HTTPS://BCEHPUBLIC.SPACEPORTIMAGING.COM

- 6.) After you type in your address, click "add".

The address will now drop down to the "Websites" box.

****ALWAYS ALLOW POP-UPS FROM THIS SITE****