Using Laserfiche WebLink

Read the following instructions prior to accessing Laserfiche WebLink. You will be able to return to these instructions from Laserfiche WebLink by clicking on this page's tab in your web browser. There are multiple ways to find documents:

Text/phrase search of all documents

From the Home Page, click on "Text Search" and enter a word or phrase that you would like to search all records for. Click "Submit" and wait for results. Click on the page number or document(s) listed. The search terms will appear highlighted in blue within the document.

Text/phrase search of only agendas and minutes

From the Home Page, click on "Meeting Minutes and Agendas Search." Enter the word or phrase you would like to search in the "Search Term" field. Click "Submit" and wait for results. Click on the page number or document(s) listed.

WebLink will default to search City Council regular minutes. You can change the default search settings or narrow your search by using the different filtering options.

Text/phrase search of only ordinances and resolutions

From the Home Page, click on "Ordinances and Resolutions Search." Enter the word or phrase you would like to search in the "Search Term" field. You can narrow your search by using the different filtering options. Click "Submit" when you are ready to search the records. Click on the page number or document(s) listed.

Searching all documents by folders

You can also search all documents by clicking on "My WebLink" in the upper right-hand corner of the Home Page, and then on "Browse**"** at the top. Click on the "City Clerk" folder to open the subfolders. Continue opening subfolders until you find the record you are looking. Most records are named with the year first and then the month and day. For example, if you click on the City Clerk folder, the agenda packets, minutes and ordinances and resolutions subfolders will open for you to view. You can then open these subfolders to access more records, often presented by year.

Example Search

You are searching for the City Council minutes from the June 30, 1964 regular meeting.

Click on City Clerk > ADMIN - Minutes > 1964 > City Council > Regular. Click on the document listed for that date to open and view it.

Depending on the size of the document and current use of the system, some records may open faster than others.

Printing and Saving Documents

You can also print documents. After you have located the document you want to print, click on the "Print as PDF" button shown above the document. This will open the document as a PDF, which you can print, save or email.

If a record doesn't open as a PDF, be sure your browser is enabled to "accept pop-ups" from this site. You may also get a message directing you to do this. The site is "laserfiche.stlouispark.org". You should have to do this only once for each browser (e.g., Chrome, Firefox, Safari, Internet Explorer, Edge, etc.) you use.

Troubleshooting

A "Help" button is located at the top right of the screen.

Access Laserfiche Weblink

[Laserfiche WebLink](#)