



Public Records Content Management

General Guidelines

for

Record Access and Searching

Site: <https://medinaoh.assurevault.com>

The purpose of this Public Record website is to provide the public with access to the City's records. This site is for searching and viewing the records only. If you wish to have a copy of the record(s), please contact the City Clerk of Council.

To access the City of Medina's Public Records:

1. Click on the provided link or go to <https://medinaoh.assurevault.com>
2. Enter User Name: **guest**
3. Enter Password: **medinaoh**

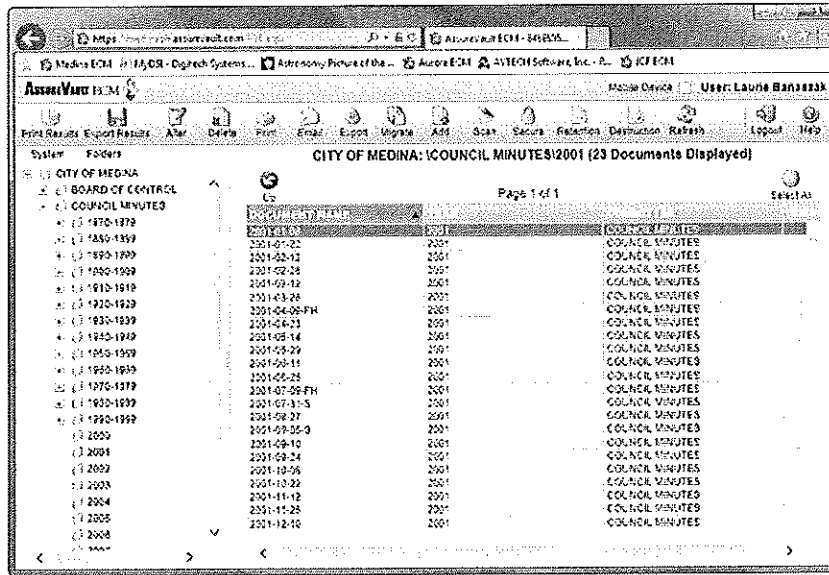
First time visitors to the web site, please follow these instructions:

***Note:** .NET Framework 4 or higher is required to run installation. This is a free download on the web from Microsoft.*

1. Go to System tab
2. Downloads
3. Under "AssureVault ECM Web Assistant" click Download
4. Click Save on "Do you want to run or save this file?"
5. Select the directory you want to save the installation to
6. Click Open Folder
7. Double-click the "PaperVision Web Assistant.exe"
8. Click Run
9. Click Install and keep defaults
10. After clicking Finish, go to Start | All Programs | Digitech Systems and select PaperVision Web Assistant to start the program in your system tray

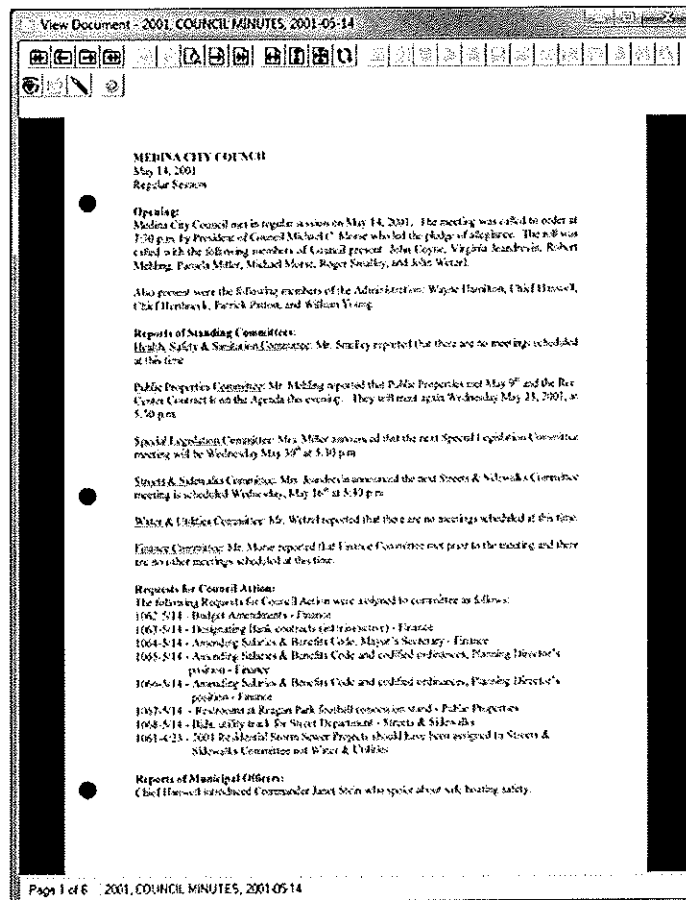
If you know the document you are looking for, use the Folders tab:

1. Click on the Folders tab
2. Expand the **City of Medina** directory
3. Expand the **Committee** (Council Minutes, Ordinances, etc.) directory
4. Click on the **Year** folder associated to the document you wish to view:



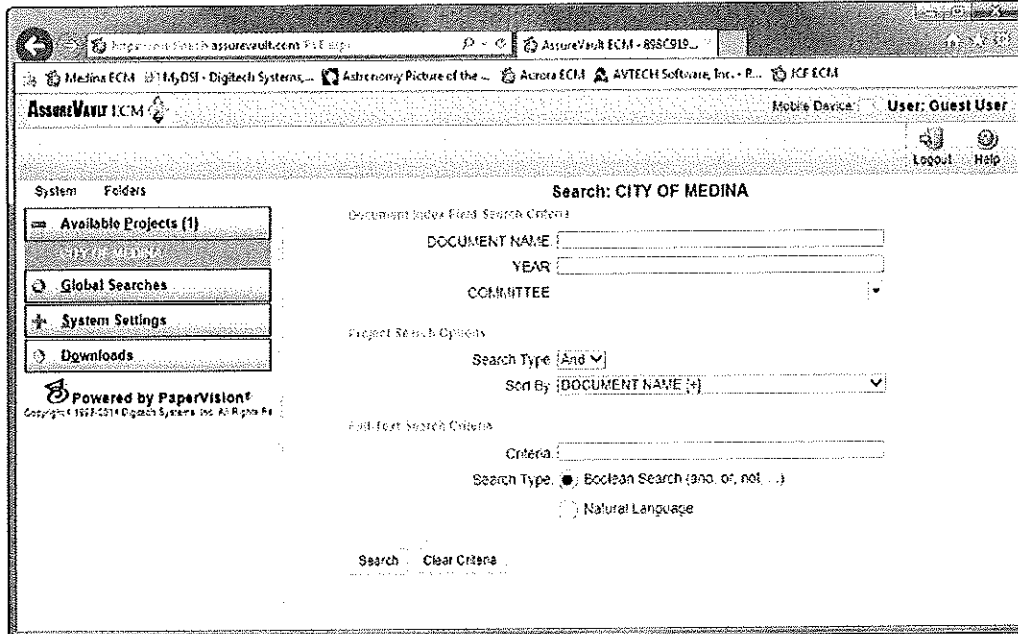
Some of the older years are groups into set of 10 years so you may have to expand one more level prior to selecting the Year folder to see the documents.

5. Double click on the document you wish to view. A separate window will open with the document in it:

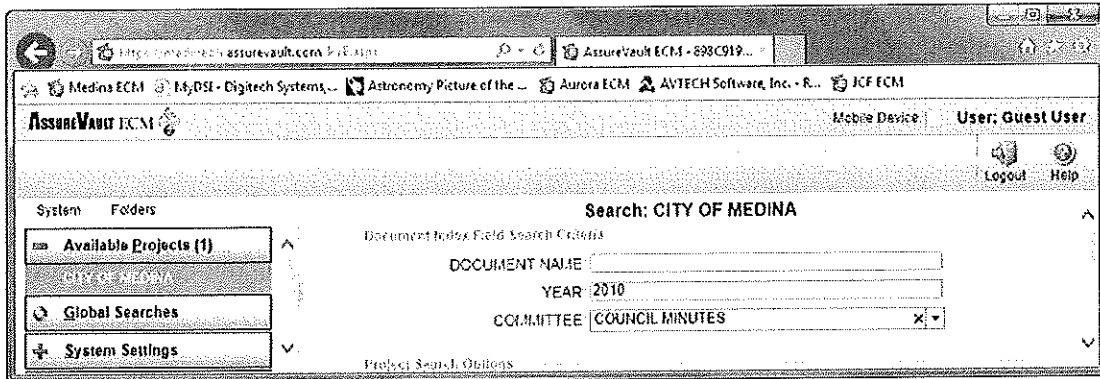


To Search for documents by content (the text in the documents):

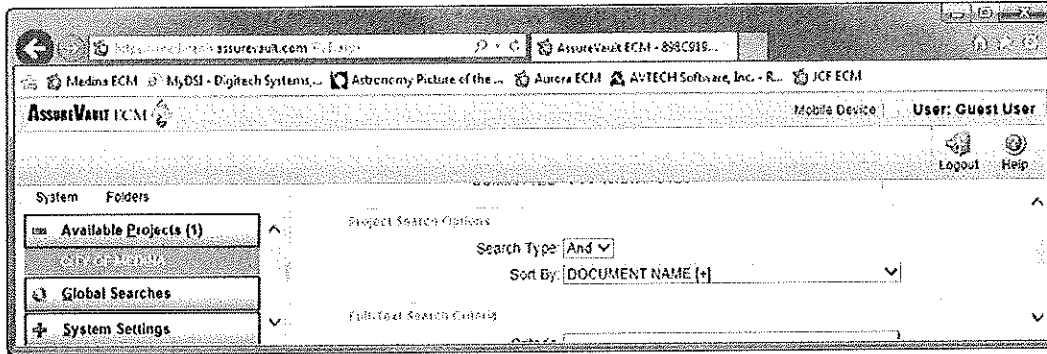
1. Click on the **System** tab
2. Click on **Available Projects**
3. Click on **CITY OF MEDINA**



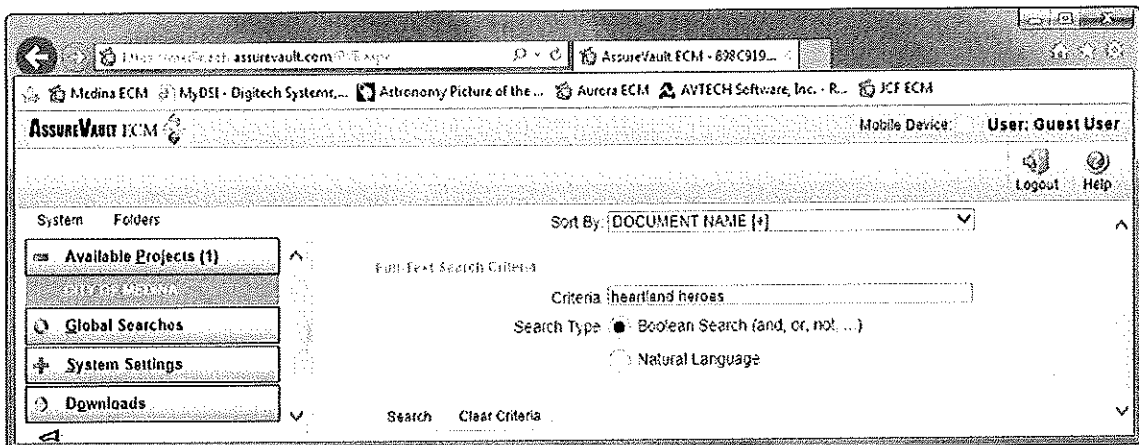
4. If you know the **YEAR** or **COMMITTEE** you want to search for documents in, enter the information:



5. Under the **Project Search Options** section, select **Search Type** "And" and the **Sort By** you prefer:

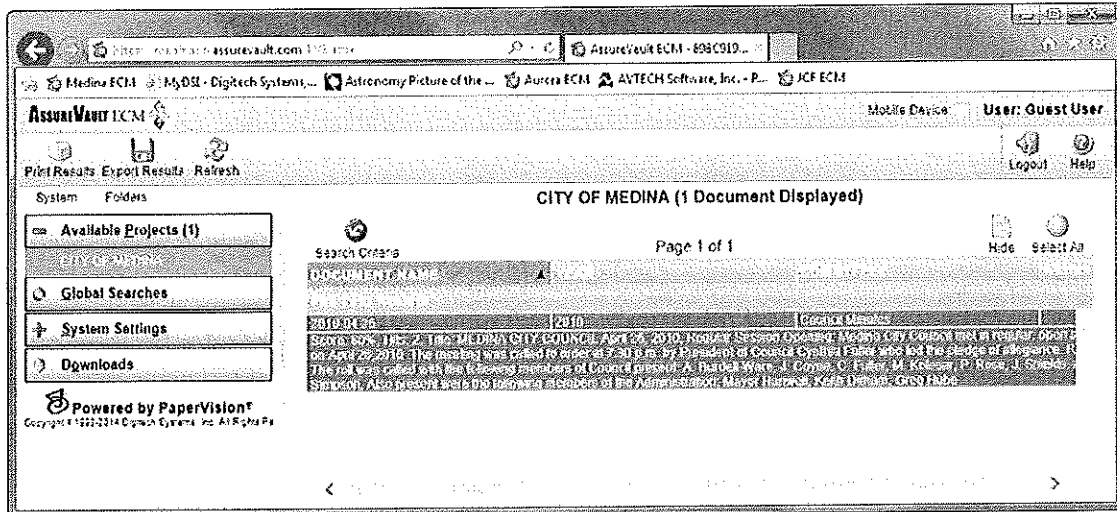


6. In the **Full-Text Search Criteria** enter the text in the documents that you want to search for:



7. Click **Search**

Any documents matching the search criteria will be returned with an excerpt of the text so you can determine if it is the document you want to open:



8. Document click on the document to view it