

DC Department of Buildings

DOCUMENT MANAGEMENT SYSTEM (SURDOCS)

USER GUIDE

SURDOCS Home Screen:

User is prompted to start the process.

Search Screen:

User is prompted to select search criteria (**Quick Search** or **Advanced Search Option**).

Quick Search:

Quick Search is recommended to users who know their SSL (Square Suffix Lot)

Advanced Options:

Advanced Options are recommended to users who have knowledge of book types, Map types, and Index cards type.

Quick Search Screen:

Users are prompted to select appropriate radio button (**Square, Parcel, Reservation, Appropriation**) depending upon the search criteria. User is then prompted to enter a four-digit square number, then select suffix, if any, from the drop-down box and select lot, if any, from the drop-down box, and select submit button.

The user can select the back button at any time to return to the Search Screen, then select the home button to return to the Home screen to begin another search.

Result Screen 1:

User is provided with the Document Types, and their count related to the Square Number entered. User is required to make at least one selection from various document types.

Result Screen 2:

Upon selection of a given document type from result screen1, the corresponding breakdown of the search results along with the count is displayed for the selected document type. User is required to make at least one selection from various documents.

Result Screen 3:

Upon selection of a given document(s) from result screen 2, the corresponding breakdown of the search results along with links to the document is displayed for the selected document. User is required to make at least one selection from various links displayed.

Login Screen to View Image:

Upon selection of a link from result screen 3, user is requested to log in with the following login information displayed on the left side of the login screen to view the document.

Image Screen:

The login from the logon screen Image opens in the IBM Daeja View ONE image viewer. User has the capability to zoom-in, zoom-out, and magnify any portion of image.

Leave a Comment:

You can see leave a comment on any screen by pressing the button and providing any feedback when selecting the comment button.

Comment Screen:

Post your comments under the description box and click the submit button. If you do not wish to provide feedback, select the cancel button to return to the previous screen.