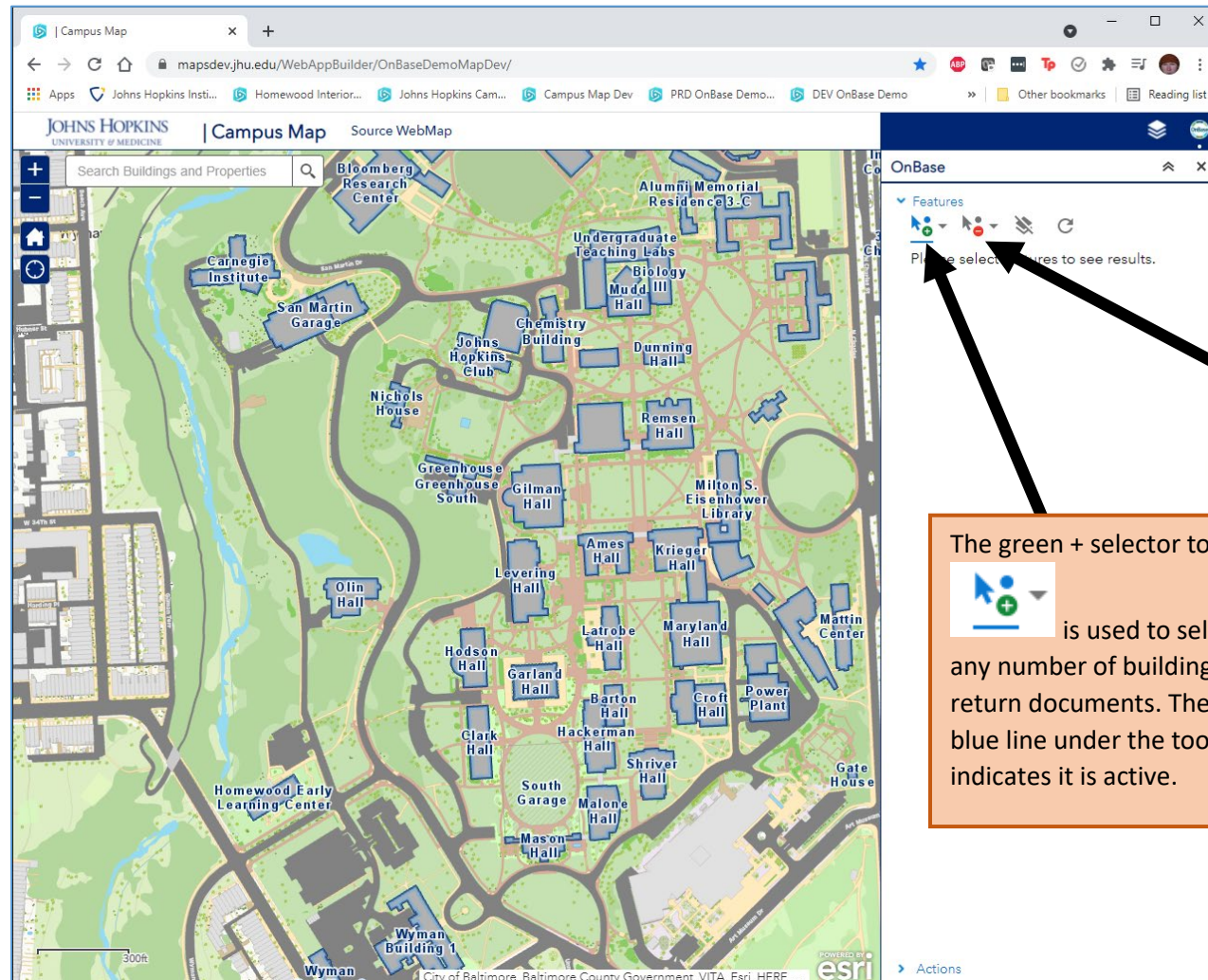


JHFRE Document Management System Use Tutorial

August 30, 2021

The following document provides guidance on how to access documents in OnBase utilizing the JHFRE Campus Map.

OnBase can be accessed here: <https://maps.jhu.edu/jhfref> through the campus map.



The dot below the OnBase icon indicates the widget is active.

The red - selector tool is used to deselect any number of buildings.

The green + selector tool is used to select any number of buildings to return documents. The blue line under the tool indicates it is active.

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The screenshot displays a web application interface for the Johns Hopkins University & Medicine Campus Map. The main map area shows various campus buildings, with Maryland Hall highlighted in blue. A search bar at the top left allows users to search for buildings and properties. A pop-up window for Maryland Hall provides general building information, including campus, ownership, and links to floorplans, utility shutoffs, and OnBase documents. A list of documents returned by the widget for the selected building is shown on the right, including Hazmat Reports, Floor Plans, and ISES Building Summary Reports. A callout box explains that clicking on the pop-out icon in the list of returned documents will open that single document for viewing.

In this example, Maryland Hall has been selected. When selected, a building will be highlighted on the map.


This pane displays a list of individual documents that have been returned by the widget for the selected building(s).

Clicking on the pop-out icon in the list of returned documents will open that single document for viewing.

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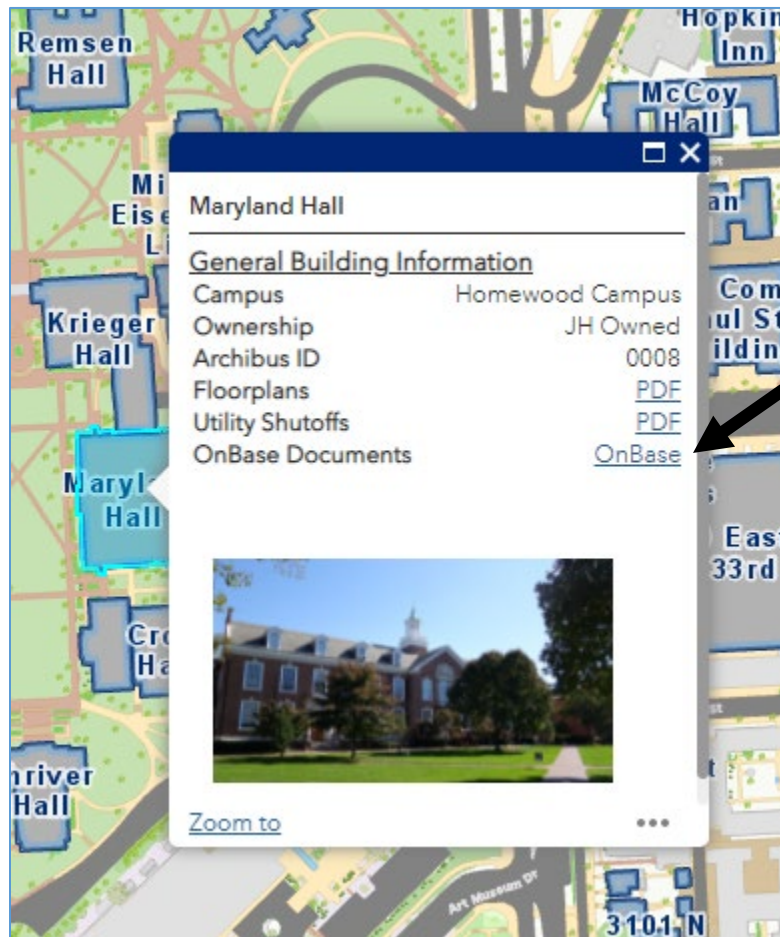
The screenshot displays a web browser window with the URL `mapsdev.jhu.edu/WebAppBuilder/OnBaseDemoMapDev/`. The page features a "Campus Map" header with a search bar labeled "Search Buildings and Properties". Below the map, a window titled "Floor Plan: MARYLAND HALL - Google Chrome" is open, showing the "OnBase" document management interface. The interface includes a sidebar with a "Document" tab and a "PdfHandler.ashx" viewer. The viewer displays a floor plan of Maryland Hall, with a thumbnail gallery on the left showing three images. The main area shows the selected floor plan at 67% zoom. The status bar at the bottom indicates "Revision 1 of 1" and "0 Note(s)".

After opening a document from the list of documents returned by the widget,

 Floor Plan: MARYLAND HALL

a new window will open and from here the document can be downloaded or printed.



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For access to a more extensive collection of documents, the **OnBase** link in the **General Building Information** pop-up on the campus map will take users to a familiar folder-structure where documents can be filtered and searched.

JHFRE Document Management System Use Tutorial

The screenshot shows a web browser window with the OnBase application. The address bar shows the URL: `webtest.onbase.jh.edu/Web/FolderPop/FolderPop.aspx?clienttype=html&FT=183&KT2284_0_0_0=0008`. The browser tabs include 'Campus Map', 'FolderPop', and others. The OnBase interface has a header with the 'OnBase' logo and a 'Folder Type: Folders Only' filter. The main content area is divided into two panes. The left pane, titled 'Folder Type: Folders Only', shows a tree view of folders. The 'MARYLAND HALL' folder is expanded, showing subfolders: 'Closeout Forms - MARYLAND HALL', 'Construction Drawings - MARYLAND HALL', 'Floor Plans - MARYLAND HALL', and 'ISES Building Summary Reports - MARYLAND HALL'. The right pane, titled 'Document List', is currently empty and displays the text 'No Document Selected'. An orange callout box is overlaid on the right pane, containing text explaining the folder expansion process. At the bottom of the left pane, there are tabs for 'CHILD FOLDERS' and 'RELATED FOLDERS', and a list of items under 'Contains...'. The 'Items: 5' count is shown at the bottom left.

The link in the map pop-up opens a new tab and brings users to the folder view. Folders will be organized by Building with subfolders being labeled by Document Type. To view the contents of a folder, expand that folder using the carat symbol to the left of the folder . A folder that has already been expanded will have a blue, downward-pointing carat while an unexpanded folder will have a gray right-pointing carat .

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The screenshot shows the OnBase web application interface. The browser address bar displays the URL: `webtest.onbase.jh.edu/Web/FolderPop/FolderPop.aspx?clienttype=html&FT=183&KT2284_0_0=0008`. The interface includes a sidebar with a folder tree and a main content area.

Folder Type: Folders Only

- ▼ **MARYLAND HALL**
 - > Closeout Forms - MARYLAND HALL
 - ▼ **Construction Drawings - MARYLAND HALL**
 - > 1983 RENOVATIONS TO MARYLAND HALL - MARYLAND HALL
 - > 1997 RENOVATIONS TO MARYLAND HALL - MARYLAND HALL
 - > BASEMENT LEVEL RENOVATIONS FOR DR. BETENBAUGH'S LABS - MARYLAND HALL
 - > HISTORIC 1913 RECORD DRAWINGS - MARYLAND HALL
 - > Floor Plans - MARYLAND HALL
 - > ISES Building Summary Reports - MARYLAND HALL

Document List

.....

Document Selected

CHILD FOLDERS | RELATED FOLDERS

▼ Contains...

- Closeout Forms - MARYLAND HALL
- Construction Drawings - MARYLAND HALL
- Floor Plans - MARYLAND HALL
- Hazmat Reports - MARYLAND HALL
- ISES Building Summary Reports - MARYLAND HALL

Items: 5

Expanding the Construction Drawings folder reveals several more subfolders. For this Document Type, subfolders will exist for each project where documentation has been received and loaded into OnBase. The folders can again be expanded to reveal the documents inside.

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The screenshot displays the OnBase web application interface. On the left, a folder tree under 'MARYLAND HALL' is shown. The folder 'BASEMENT LEVEL RENOVATIONS FOR DR. BETENBAUGH'S LABS - MARYLAND HALL' is highlighted, and an arrow points to it from a text box. Below the folder tree is a 'Document List' table. The table has columns for 'DRAWING SHEET ID', 'DOCUMENTATION PHASE', 'DOCUMENT DATE', and 'BUILDING NAME'. It shows two groups of documents: 'Documentation Phase: AS-BUILT (6)' and 'Documentation Phase: RECORD (1)'. The right panel of the interface shows a preview of a selected document, which is a floor plan. A text box points to this preview area.

Here, the folder for Basement Level Renovations for Dr. Betenbaugh's Labs has been expanded. Now, the Document List shows documents located within that folder.

DRAWING SHEET ID	DOCUMENTATION PHASE	DOCUMENT DATE	BUILDING NAME
Documentation Phase: AS-BUILT (6)			
A-101	AS-BUILT	3/25/2011	MARYLAND HALL
A-601	AS-BUILT	3/25/2011	MARYLAND HALL
D-101	AS-BUILT	3/25/2011	MARYLAND HALL
E-101	AS-BUILT	3/25/2011	MARYLAND HALL
ED-101	AS-BUILT	3/25/2011	MARYLAND HALL
A-001	AS-BUILT	3/25/2011	MARYLAND HALL
Documentation Phase: RECORD (1)			
Z-1	RECORD	2/9/2021	MARYLAND HALL

The right panel of the window will now display a preview of the document currently selected in the Document List. From here, the document can be downloaded or printed.