

To use the CEO Online system you must have an account. Please submit a CSR to have an account created for you.



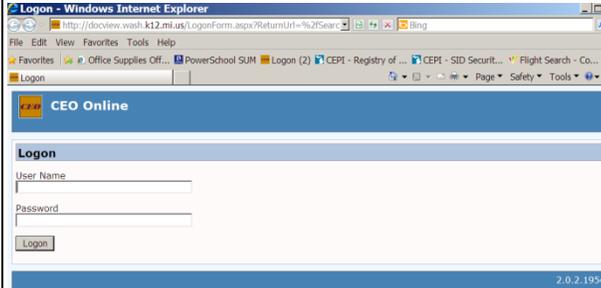
**Welcome to the WISD Technology
Customer Service Request Web Site.**

- [CSR Ticket Login](#)
- [WISD Home Page](#)
- [Printer Instructions](#)

If you are new to our system please read the instructions below. Otherwise, click on the WISD CSR TICKET LOGIN to access the Customer Service Request Web Site.

CEO Online

- After your account is created and have received username/password, point your browser to <https://docview.wash.k12.mi.us>
- Enter your **User Name** and **Password**



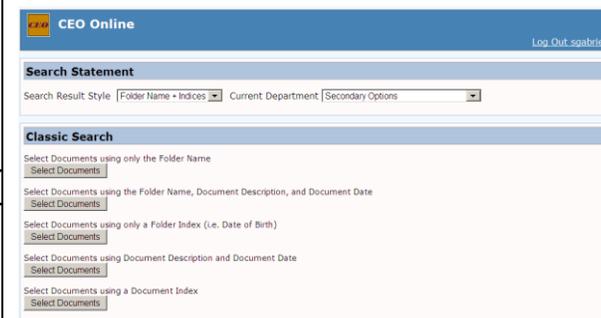
You will be taken to the **CEO Online - Search Statement** page.

- You can search for documents under the following conditions:
 - Using only the Folder Name
 - Using the Folder Name, Document Description, and Document Date
 - Using only a Folder Index (i.e. Date of Birth)
 - Using Document Description and Document Date
 - Using a Document Index



We'll go over the two most popular and useful methods:

- **Folder Name method**
- **Folder Name, Document Description and Document Date method.**



Change Current Department:

- To view your department, click on the drop-down arrow in the Current Department field.
- Departments available to use CEO Online is:

- Business Office
- Early On
- Grants
- Human Resources
- Personnel Approvals
- Pupil Accounting
- Secondary Option
- Technology
- Training
- Transportation
- Washtenaw International High School

The screenshot shows the CEO Online interface. At the top, there is a header with the CEO Online logo and a 'Log Out' button. Below the header is a 'Search Statement' section with a search result style dropdown set to 'Folder Name + Indices' and a 'Current Department' dropdown menu. The dropdown menu is open, showing a list of departments: Secondary Options, Special Education, Technology, Training, and Washtenaw International High School. Below the dropdown is a 'Classic Search' section with several 'Select Documents' buttons and instructions for different search methods.

Select Documents using only the Folder Name Method:

1. In the **Classic Search** window, click on the **Select Documents** button just below the **Select Documents using only the Folder Name**. This will populate the **Search Criteria** windows with the **Folder Name** option field.

The screenshot shows the CEO Online interface. The 'Search Statement' section has a search result style dropdown set to 'Folder Name + Indices' and a 'Current Department' dropdown set to 'Secondary Options'. Below this is the 'Classic Search' section. The 'Select Documents using only the Folder Name' button is highlighted. The 'Search Criteria' window is open, showing a 'Folder Name' input field and a 'Search' button.

Examples of searching in only the Folder Name:

- To search the entire department folder (Secondary Options), type in %%.

Searches Utilizing Wildcards:

A wildcard symbol (%) may be used to make your searches easier. For example, a leading wildcard search for "%Smith" might yield "Wordsmith" and "Carter-Smith". A trailing wildcard search for "Smith%" might yield "Smith Construction" and "Smithsonian". In combination a search for "%Smith%" might yield "Burns & Smithers LLC" because the search string "Smith" is preceded and followed by wildcards. NOTE: Searches by Social Security # cannot use wildcards.

The screenshot shows the CEO Online interface. The 'Search Statement' section has a search result style dropdown set to 'Folder Name + Indices' and a 'Current Department' dropdown set to 'Secondary Options'. Below this is the 'Classic Search' section. The 'Select Documents using only the Folder Name' button is highlighted. The 'Search Criteria' window is open, showing a 'Folder Name' input field containing the search string '%%' and a 'Search' button.

Search Results:

- To see your results you might have to scroll down.
- On the **Search Results** page you will see the **Folder Name, Folder Index and Value**, which is the Student's Name, Student's Date of Birth and Student's Michigan UIC number.
- To access the record, click on **Select**.

Search Results

1	2	3	4
Folder Index	Value		
Folder: Alvarez Alexandra			
Select	Date Of Birth		
Select	Michigan UIC		
Folder: Amison Corey			
Select	Date Of Birth		
Select	Michigan UIC		
Folder: Anderson Jacob			
Select	Date Of Birth		
Select	Michigan UIC		
Folder: Bailey Nicholas			
Select	Date Of Birth		
Select	Michigan UIC		
Folder: Barney Callie			
Select	Date Of Birth		
Select	Michigan UIC		

CEO Online – Search Statement with Search Results:

- Under the **Search Results**, click on **Student Records**, to view documents.

CEO Online

Search Statement

Bring back all Folder Names and Document Records with a Document Description like " " and a Document Date between 01/01/2000 and 07/08/2011. Filed in Folders with a Folder Index like "Alvarez Alexandra" found in the Current Department.

Search Results

Document Description	Document Date	File Date	Scan Date
Folder: Alvarez Alexandra	09/13/2010	04/08/2011	04/08/2011
Student Records			

View Document:

By clicking on a document's name it opened another browser's page and then loads the document information in two tabs.

Under the **File View** tab:

- PDF documents will open in the browser.
- TIF documents must be downloaded for viewing. Click on the **"Download File"**.
- A **File Download** dialog box will appear. Click on open.

Student Records - Windows Internet Explorer

http://docview.wash.k12.mi.us/ConsumedocumentForm.aspx?Document

Student Records

0% of ConsumedocumentForm.a...

File Download

Do you want to open or save this file?

Name: Student_Records.tif
Type: TIF Image
From: docview.wash.k12.mi.us

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Under **Data View** tab:

- You can read the scanning and filing information for the selected document.

Information

Student Records

Date	Document Date	File Date	Revision Start Date	Revision Period	Department & Folders	Folder Index	Index Value
	09/13/2010	04/08/2011	04/08/2011	04/08/2011	Department: Secondary Options		
					Folder: Alvarez Alexandra		
					Folder: Date Of Birth		
					Folder: Michigan UIC		

Document Index

Description	Index Value	Page	Notes

Copy this link when referring to this Document: <http://docview.wash.k12.mi.us/ConsumedocumentForm.aspx?DocumentId=221882&Page=18&DocumentId=18>

Viewing Document in Windows Photo Viewer:

- The document will open with your computer's default image viewer (In Windows 7, this will be the Windows Photo Viewer).

Close the tab to close the document.



Examples of searching in only Folder Name, Document Description and Document Date method.

- This example is searching for %Dell% and leaving the other fields in default setting.

You might have to scroll down to view the results.

- The **Search Results** is shown to the right, returning 4 pages on the search of Dell.

Remember to search the entire department folder, type in %% in either **Document Description** and/or **Folder Name** for a complete return of documents in the department. The result will be in alphabetized order.

