



BoxOfDocs

Quick Start
Guide

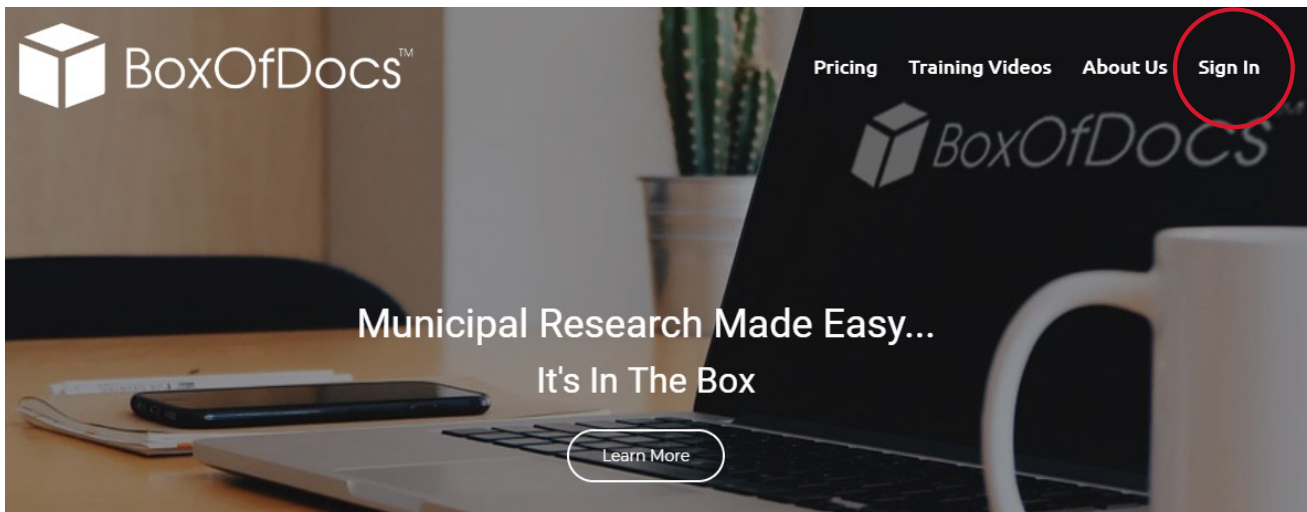
FOR CONSULTANTS/INDIVIDUAL
MEMBERS

PREPARED BY
YOUR FRIENDS AT BoxOfDocs

SIGNING IN

How to sign into your Account.

This manual will help you get started, and show you how easy it is to navigate through BoxOfDocs.



To sign in, navigate to our website at <https://boxofdocs.info/> . You will see the tab "Sign In" on the top right hand side. Click there to be prompted to enter your login information.



Sign In

SIGN IN

[Forgot Account?](#)

Please enter your login information here and press sign in. You will then be logged into the BoxOfDocs tool.

MAIN SCREEN

Main Tool Page and its Features.

The screenshot displays the BoxOfDocs main interface. At the top left is the BoxOfDocs logo with the text 'powered by GDS/Design'. To its right are navigation links: 'Search', 'Search History', 'Blogs', and 'Help'. Further right is a 'Become a Member' button and a dropdown menu for 'Individual Person'. Below this is a 'QuickSearch' section with links for 'Bylaws', 'Policies', and 'Procedures'. A large search bar is positioned below the navigation. On the left side, there is a filter sidebar with sections for 'Province' (listing Alberta, British Columbia, Manitoba, Newfoundland and Labrador, Ontario, and Saskatchewan), 'Municipal Name' (with a 'My Places' button and an input field), and 'Status' (listing city and district municipality). A 'Reset Filters' button is located at the top of the filter sidebar. The main content area shows '10,741 of 10,741 documents match your filters' and a 'Sort by' dropdown. Two document results are visible, both titled 'Heritage Hills Bylaw' (one for 39-98 and one for 35-99). Each result card includes the following information: Municipality: Strathcona County; Type: bylaw; Status: specialized municipality; Province: Alberta; Updated: Jan 10, 2019; Rating: no rating; and Comments: 0. A copyright notice and a 'Report Error' link are also present for each document.

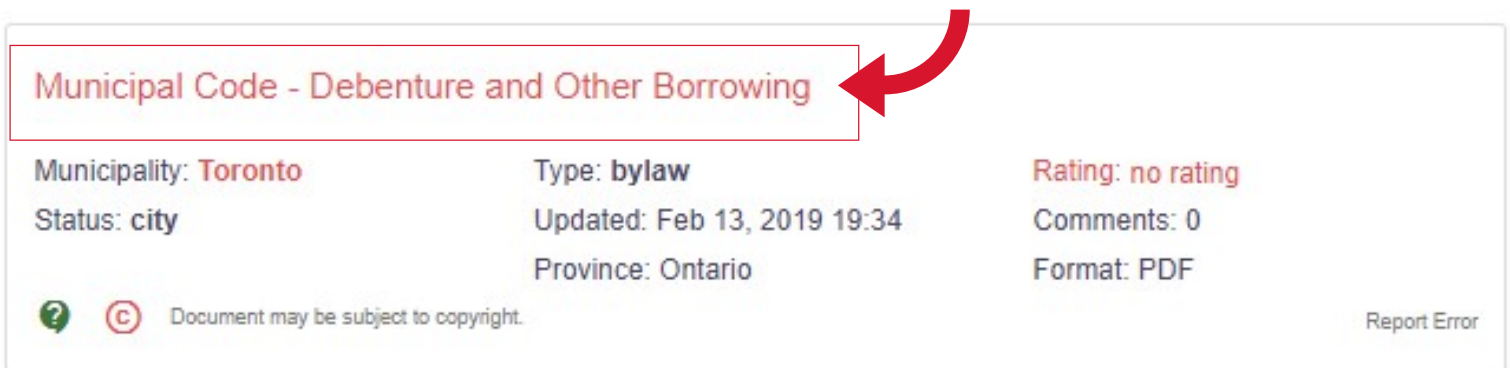
Here is a snapshot of the main page of the BoxOfDocs tool using an Individual/Consultant Membership. There are many easy to use options and filters to find the exact document you need. Located at the top, is your general search bar. You can type in the topic you are looking for and the tool will begin its search.

COMMON SEARCHES

Quick Search Tool.



QuickSearch: [Bylaws](#) [Policies](#) [Procedures](#)

Located at the top is your QuickSearch. For a faster, easier search, hover your mouse over the tab and see the list of most common Bylaws, Policies and Procedures.



Municipal Code - Debenture and Other Borrowing

Municipality: Toronto	Type: bylaw	Rating: no rating
Status: city	Updated: Feb 13, 2019 19:34	Comments: 0
	Province: Ontario	Format: PDF

  Document may be subject to copyright. Report Error

Your search results will return a list of document links, plus some additional details such as: the municipality the document belongs to, when it was uploaded into BoxOfDocs, the document's peer rating/ comments and more.

Rating: no rating Rate the documents! These are peer ratings. If you like what you see, let others know.

Report Error If you find a problem with the document, let us know by clicking "Report Error".

 Clicking a document with this icon will redirect you to the website where it was originated.

 Have a question about the specific document? Click this icon to submit a request.

REFINING YOUR SEARCH

Main Filter Options.

The screenshot displays a search filter interface with the following sections:

- Reset Filters** button at the top.
- Province**: A list of provinces with checkboxes: Alberta, British Columbia, Manitoba, Newfoundland and Labrador, Ontario, Saskatchewan. A dropdown menu is set to "All".
- Municipal Name**: A search box with a dropdown menu set to "My Peers".
- Status**: A list of status types with checkboxes: city, district municipality, municipal district, regional service, rural municipality, specialized municipality, town, township, village. A dropdown menu is set to "All".
- Community Type**: A list of community types with checkboxes: commission, rural, urban. A dropdown menu is set to "All".
- Population**: A slider ranging from 0 to 2,732,000.
- Population Density**: A slider ranging from 0 to 5,500 (per km²).
- Document Type**: A list of document types with checkboxes and counts: agreement (8), bulletin (21), bylaw (4340), directive (19), form (676), job description (17), map (630), plan (135), policy (1775), procedure (51), report (170), resource (60), rfp-rfq-eoi (170), standard-guideline (73). A dropdown menu is set to "All".
- Rating**: A slider ranging from 0 to 5.
- Source**: A list of source types with checkboxes: Member Docs, Non-Member Docs.

To the left of the screen are your filter options. Filtering will help narrow down your search. Being a Premium Member, you have access to all filters.

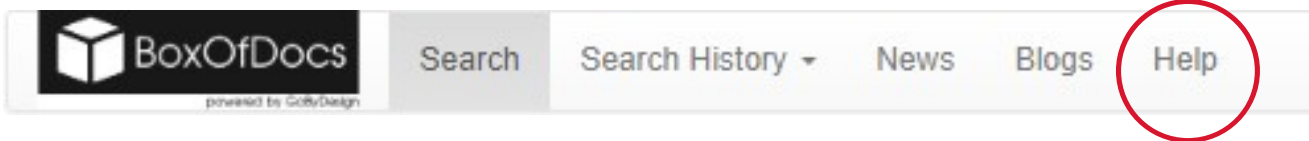
Restrict your results by:

- *Province
- *Municipal Name
- *Status
- *Community Type
- *Population Size
- *Population Density
- *Specific Document Type
- *or for member/non-member documents.

To narrow your results to documents with a given rating, use the rating filter slider.

THE HELP TOOL

How to use the Help tool.



Search History ▾ News Blogs Help

Ask a Question ✕

Name Premium User
Email example@example.com

Your Question

Province: Alberta

If you have any questions, or would like to provide feedback/ suggestions to what you'd like to see in the Box, use the Help tool to send us a message.

