BoxOfDocs

QUICK START GUIDE
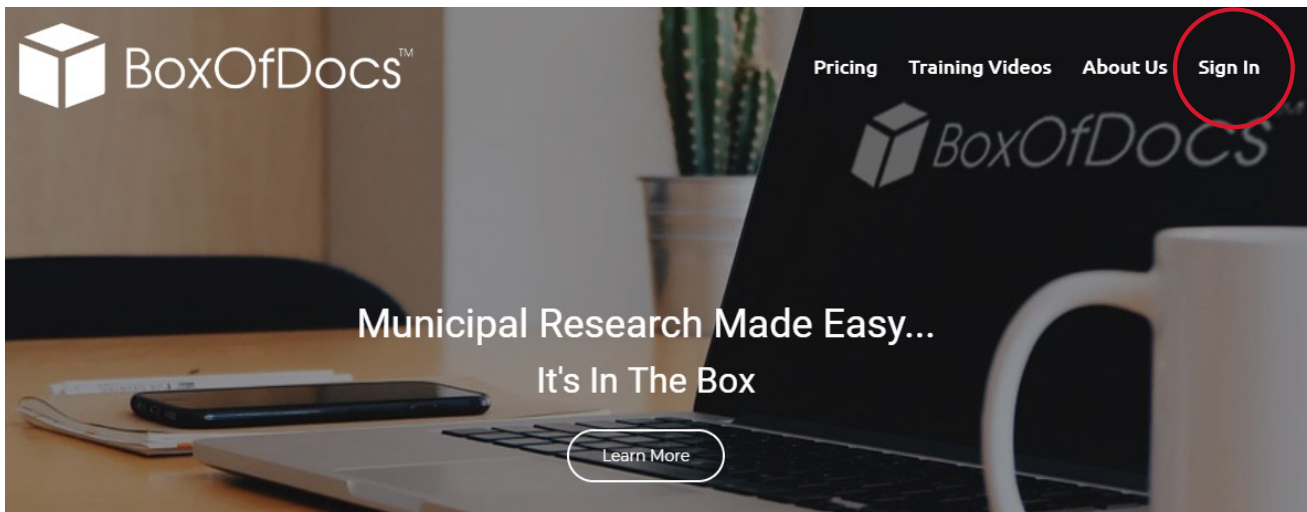
FOR MUNICIPALITY PREMIUM MEMBERS

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.

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

MAIN SCREEN TOOLS
Main Page & its Features.

Here is a snapshot of the main page of the BoxOfDocs tool using a Municipality Premium Membership. There are many easy to use options and filters to find the exact document you need. Being a Premium Member, you have access to all the tool's features.

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 Filters.

Reset Filters

> Province   All ☑
- ☐ Alberta
- ☐ British Columbia
- ☐ Manitoba
- ☐ Newfoundland and Labrador
- ☐ Ontario
- ☐ Saskatchewan

> Municipal Name   My Peers

> Status   All ☑
- ☐ city
- ☐ district municipality
- ☐ municipal district
- ☐ regional service
- ☐ rural municipality
- ☐ specialized municipality
- ☐ town
- ☐ township
- ☐ village

> Community Type   All ☑
- ☐ commission
- ☐ rural
- ☐ urban

> Population

0   2 732 000

0   683 000   1 366 000   2 049 000   2 732 000

> Population Density

0   5 500

0   1 375   2 750   4 125   5 500

(per km^2)

> Document Type   All ☑
- ☐ 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)

> Rating

0   5

0   1   2   3   4   5

> Source
- ☐ 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.
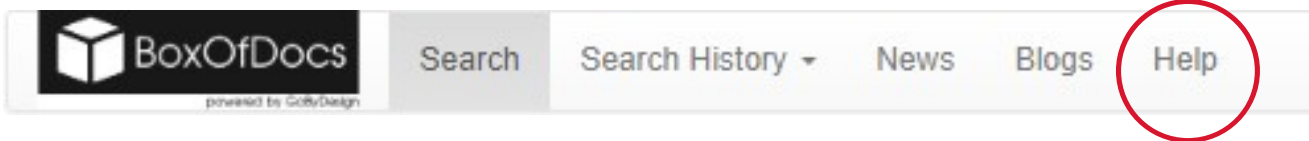
Restrict your results by:
*Province
*Municipal Name
*Status
*Community Type
*Population Size
*Population Density
*Specific Document Type
*or for member/non-member documents.

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

THE HELP TOOL
How to use the Help tool.

BoxOfDocs | Search | Search History ▾ | News | Blogs | Help

Search History ▾   News   Blogs   Help

Ask a Question   ×

Name   Premium User
Email   example@example.com

Your Question

CANCEL   SEND

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.

BoxOfDocs

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