



BoxOfDocs

QUICK START  
GUIDE

FOR MUNICIPALITY PREMIUM  
MEMBERS

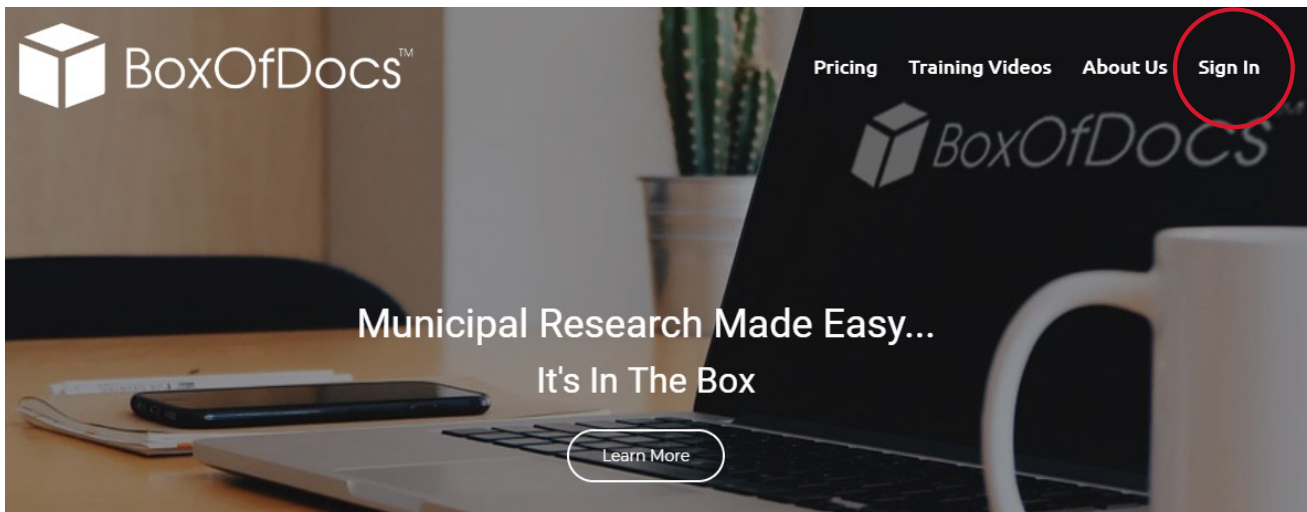
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PREPARED BY  
YOUR FRIENDS AT BoxOfDocs

# 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 TOOLS

## Main Page & its Features.

The screenshot displays the BoxOfDocs interface. At the top left is the BoxOfDocs logo with the text 'powered by GoldDesign'. To its right is a navigation bar with 'Search', 'Search History', 'News', 'Blogs', and 'Help'. On the far right of this bar is 'Premium User'. Below the navigation bar is a 'QuickSearch' section with links for 'Bylaws', 'Policies', and 'Procedures'. A large search bar is highlighted with a red border, containing the text 'Search...'. Below the search bar, on the left, is a filter sidebar with a 'Reset Filters' button. The sidebar has two sections: 'Province' with a list of provinces and 'All' selected, and 'Municipal Name' with a 'My Peers' button and an empty input field. The main content area shows '8,145 documents found' and a 'Sort by' dropdown. Two document results are visible:

- Bylaw 2018/03 Camrose County & Wetaskiwin ICF**
  - Municipality: **County of Wetaskiwin**
  - Type: **bylaw**
  - Rating: **no rating**
  - Views: 7
  - Updated: Feb 22, 2019 20:07
  - Province: Alberta
  - Comments: 0
  - Format: PDF
  - Report Error
- Bylaw 2018/02 Ponoka County & Wetaskiwin ICF**
  - Municipality: **County of**
  - Type: **bylaw**
  - Rating: **no rating**

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

  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.

> **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

2 732 000

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

> **Population Density**

0

5 500

5 500

0 1 375 2 750 4 125 5 500 (per km<sup>2</sup>)

> **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

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.

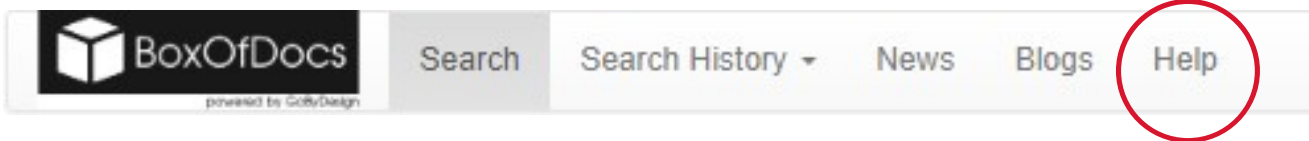
- Restrict your results by:
- \*Province
  - \*Municipal Name
  - \*Status
  - \*Community Type
  - \*Population Size
  - \*Population Density
  - \*Specific Document Type
  - \*or for member/non-member documents.

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



# THE HELP TOOL

How to use the Help tool.



Search History ▾ News Blogs Help

Ask a Question ✕

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Name Premium User  
Email example@example.com

Your Question

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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.

