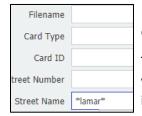**DocuWare User Information Sheet**

This document is to provide DocuWare users guidance on searching for records within the Austin Water DocuWare online database and downloading them for business purposes.

Wildcard

The * serves as a wildcard for any search criteria and can be placed before or after keywords entered for an exact match. Here, it is used before and after "lamar" in the 'Street Name' field. The results will include any with "lamar" regardless of what may precede or follow.

Filename	
Card Type	
Card ID	
treet Number	
Street Name	*lamar*

Records with "North" or "South" preceding 'lamar' or with "Blvd" or "St" after will be in the results.

This is useful when there is uncertainty as to whether the field values contain additional information. The wildcard can be used on any field.

EMPTY, NOT EMPTY criteria

Using the terms "EMPTY()" and "NOT EMPTY()" is useful when seeking records that have blank or populated fields, respectively. In the below screenshot, any records with blank 'Street Number' and populated 'Street Name' fields will be generated in the results

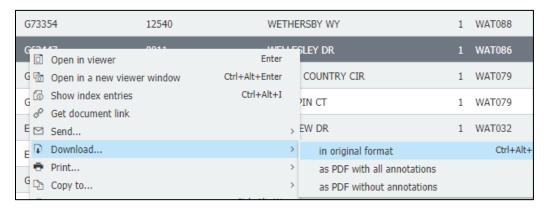| Card Type	
Card ID	
Street Number	EMPTY()
Street Name	NOT EMPTY()
ull Street Address	

This is useful when seeking records for which there is no street number and vice versa.

Any combination of the two can be used simultaneously.

Also, they must be capitalized when used or an error occur.

Downloading

Clicking on any record displayed in the search results on the left pane will display it on the right pane. Once confirming the desired record, right-clicking it will provide the option to download.

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G		LEY DR	1	WAT086

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PIN CT — 1 WAT079
EW DR — 1 WAT032

Contact your Austin Water point of contact with any questions.