

How to do a “Search” in Laserfiche

1. Click on Laserfiche and maximize the screen
2. Click on the POWTS Folder
3. In upper left corner click on “Search”
4. Under “Field” use the dropdown menu to choose a search field for the information you have.
5. Enter your information example: address

Remember systems older than 1995 have not been scanned yet. Please call the Planning and Zoning Department at 715-386-4680 to obtain pre-1995 information.

If you know the system was installed after 1995 and you still can't get the address to bring up the septic system try spelling out the entire street name. Example: 1523 121st Street