To use the CEO Online system you must have an account. Please submit a CSR to have an account created for you.	
CEO Online • After your account is created and have received username/password, point your browser to https://docview.wash.k12.mi.us • Enter your **User Name** and **Password**	
You will be taken to the **CEO Online - Search Statement** page. • You can search for documents under the following conditions: ➙ Using only the Folder Name ➙ Using the Folder Name, Document Description, and Document Date ➙ Using only a Folder Index (i.e. Date of Birth) ➙ Using Document Description and Document Date ➙ Using a Document Index	
We'll go over the two most popular and useful methods: ➙ **Folder Name** method ➙ **Folder Name, Document Description and Document Date** method.	
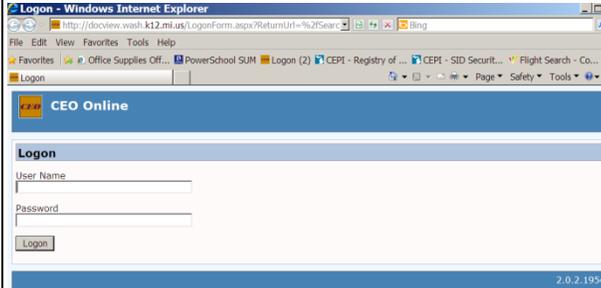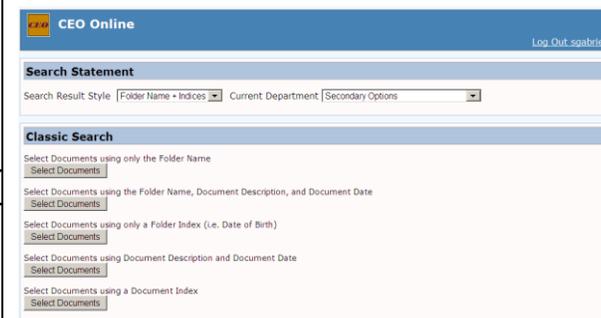
Change Current Department:

➢ To view your department, click on the drop-down arrow in the Current Department field.

➢ Departments available to use CEO Online is:

- Business Office
- Early On
- Grants
- Human Resources
- Personnel Approvals
- Pupil Accounting
- Secondary Option
- Technology
- Training
- Transportation
- Washtenaw International High School

Select Documents using only the Folder Name Method:

1. In the **Classic Search** window, click on the **Select Documents** button just below the **Select Documents using only the Folder Name**. This will populate the **Search Criteria** windows with the **Folder Name** option field.

Examples of searching in only the Folder Name:

➢ To search the entire department folder (Secondary Options), type in %%.

Searches Utilizing Wildcards:
A wildcard symbol (%) may be used to make your searches easier. For example, a leading wildcard search for "%Smith" might yield "Wordsmith" and "Carter-Smith". A trailing wildcard search for "Smith%" might yield "Smith Construction" and "Smithsonian". In combination a search for "%Smith%" might yield "Burns & Smithers LLC" because the search string "Smith" is preceded and followed by wildcards. NOTE:

Searches by Social Security # cannot use wildcards.

Search Results: ➢ To see your results you might have to scroll down. ➢ On the **Search Results page** you will see the **Folder Name, Folder Index and Value**, which is the Student's Name, Student's Date of Birth and Student's Michigan UIC number. ➢ To access the record, click on **Select**.	*[Screenshot: Search Results page showing folders for Alvarez Alexandra, Amison Corey, Anderson Jacob, Bailey Nicholas, Barney Callie with Select links for Date Of Birth and Michigan UIC]*
CEO Online – Search Statement with Search Results: ➢ Under the **Search Results**, click on **Student Records**, to view documents.	*[Screenshot: CEO Online Search Statement page with Search Results showing Folder: Alvarez Alexandra, Student Records 09/13/2010 04/08/2011 04/08/2011]*
View Document: By clicking on a document's name it opened another browser's page and then loads the document information in two tabs. Under the **File View** tab: ➢ PDF documents will open in the browser. ➢ TIF documents must be downloaded for viewing. Click on the "**Download File**". ➢ A **File Download** dialog box will appear. Click on open. Under **Data View** tab: ➢ You can read the scanning and filing information for the selected document.	*[Screenshot: Student Records - Windows Internet Explorer with Download File link]* *[Screenshot: File Download dialog box - "Do you want to open or save this file? Name: Student_Records.tif, Type: TIF Image, From: docview.wash.k12.mi.us" with Open, Save, Cancel buttons]* *[Screenshot: Data View tab showing Description, Dates, Document Indices, Departments & Folders, Notes]*

Viewing Document in Windows Photo Viewer: ➢ The document will open with your computer's default image viewer (In Windows 7, this will be the Windows Photo Viewer). Close the tab to close the document.	

Examples of searching in only Folder Name, Document Description and Document Date method.
 	
     ➢ This example is searching for %Dell% and leaving the other fields in default setting.
 	
 You might have to scroll down to view the results.
 	
     ➢ The **Search Results** is shown to the right, returning 4 pages on the search of Dell.
 	
 Remember to search the entire department folder, type in %% in either **Document Description** and/or **Folder Name** for a complete return of documents in the department. The result will be in alphabetized order.	