The following document provides guidance on how to access documents in OnBase utilizing the JHFRE Campus Map.

OnBase can be accessed here: [https://maps.jhu.edu/portal/apps/webappviewer/index.html?id=c9c5da6302914b969c3d2ef0914ab031](https://maps.jhu.edu/portal/apps/webappviewer/index.html?id=c9c5da6302914b969c3d2ef0914ab031) through the campus map.
In this example, Maryland Hall has been selected. When selected, a building will be highlighted on the map.

This pane displays a list of individual documents that have been returned by the widget for the selected building(s).

Clicking on the pop-out icon in the list of returned documents will open that single document for viewing.
After opening a document from the list of documents returned by the widget, a new window will open and from here the document can be downloaded or printed.
For access to a more extensive collection of documents, the **OnBase** link in the General Building Information pop-up on the campus map will take users to a familiar folder-structure where documents can be filtered and searched.
The link in the map pop-up opens a new tab and brings users to the folder view. Folders will be organized by Building with subfolders being labeled by Document Type. To view the contents of a folder, expand that folder using the carat symbol to the left of the folder. A folder that has already been expanded will have a blue, downward-pointing carat while an unexpanded folder will have a gray right-pointing carat.
Expanding the Construction Drawings folder reveals several more subfolders. For this Document Type, subfolders will exist for each project where documentation has been received and loaded into OnBase. The folders can again be expanded to reveal the documents inside.
The right panel of the window will now display a preview of the document currently selected in the Document List. From here, the document can be downloaded or printed.

The Document List provides the user tools to filter the available documents to drill down to the document(s) of interest. The system can be curated by Information Technology to allow for filtering on any keywords associated with that Document Type. For Construction Drawings, Sheet ID, Documentation Phase, Document Upload Date, and Building Name are all available to filter the documents displayed in the Document List.

Here, the folder for Basement Level Renovations for Dr. Betenbaugh’s Labs has been expanded. Now, the Document List shows documents located within that folder.