



YellowFolder

The Education Documentation Experts

Welcome to Search Training

PNE Name, Paperless Nation Engineer

Please ensure you have used the phone dial in method for audio for this training. If you have signed in via your computer audio, please switch to your phone audio.

Searching for Documents



There are **two ways** of basic searching in YellowFolder:

- 1) Through the **file tree** (not recommended).
- 2) Using the **search field** (recommended).

The screenshot shows the YellowFolder web interface. At the top left is the YellowFolder logo with the tagline 'The Education Documentation Experts'. To the right are navigation links for 'File Uploads', 'Tools', and 'Logout', along with a support contact: 'support: (844) YELLOW-9 (844) 935-5699 support@yellowfolder.com'. Below the logo is a user profile box showing 'Your Access : Archive Admin' and 'Your Title : Full Subscriber'. A search bar is located in the top right, with 'Search' and 'Advanced Search' buttons. The main content area is titled 'Welcome, Alex Crampton' and features four dashboard cards: 'uploads this month' (0), 'uploads needing information' (0), 'uploads needing verification' (0), and 'Batches in complete status' (0). Below these are sections for 'Bookmarks' (empty), 'Recent Downloads' (one file: 'Benefit Application - Nichols, Faith - 9876543533.pdf'), 'Saved Searches', and 'Checked Out Documents'. A left sidebar contains a navigation tree with folders like 'Anytown Elementary School', 'Anytown High School', 'Anytown Middle School', 'CMS', 'No Campus', and 'Archive'. A red arrow points from the 'Archive' folder to a yellow callout box at the bottom of the page.

Firstly, to use the **file tree**, click on plus signs to open up each individual folder. This is long and is **NOT** recommended.

File Tree Searching



Your Access : Archive Admin
Your Title : Full Subscriber [Show More](#)

Order By
 Campus Name

SR

- Anytown High School
 - A
 - B
 - Barr, Mallory - 222001249
 - Attendance
 - Grades And Testing
 - Report Cards
 - Standardized Testing
 - Legal
 - Transcript-Permanent
 - Immunization Shot Record
 - Official Transcript Of Gra...
 - Barrera, Brandie - 222001250
 - Barrett, Joanne - 222001251

Anytown ... / B / Barr, Mall... / Grades An... / Standardized Testing

Filename	Action	Doc Date
Standardized Testing - Barr, Mallory - 222001249.pdf	View Download	08/25/2015
Standardized Testing - Barr, Mallory - 222001249.pdf	View Download	10/21/2016

After navigating to the folder you are looking for, the contents will be displayed on the right side of the screen in a list, as shown above. Click **view** to open the document, or **download** to save the document to your computer.

Note: Folders only appear if there are documents in them. If there are **no documents** within a folder, then the **folder will not appear**.

File Tree Searching



Your Access : Archive Admin
Your Title : Full Subscriber

Order By
 Campus Name

SR

Active

- Anytown Elementary School
 - A
 - Abbott, Quentin - 222001234
 - Attendance
 - Yearly Attendance Record**
 - Grades And Testing
 - Legal
 - Transcript-Permanent
 - Acosta, Allyson - 222001235
 - Adams, Guadalupe - 222001236
 - Armstrong, Leslie - 222001243
 - B
 - C

Anytown ... / A / Abbott, Q... / Attendance / Yearly Attendance Record

Filename	Action	Doc Date
<input type="checkbox"/> Terrence Attendance Record - Abbott, Quentin - 2220...	<input type="checkbox"/> View Download	06/22/2017
<input type="checkbox"/> Yearly Attendance Record - Abbott, Quentin - 2220012...	<input type="checkbox"/> View Download	02/17/2016
<input type="checkbox"/> Yearly Attendance Record - Abbott, Quentin - 2220012...	<input type="checkbox"/> View Download	02/17/2016
<input type="checkbox"/> Yearly Attendance Record - Abbott, Quentin - 2220012...	<input type="checkbox"/> View Download	10/01/2016

SPED

Shows the path to the folder you are currently in as you navigate down the folder tree. You can go back to any of the folders in the path by clicking the respective folder name.

File Tree Searching



Demo of how NOT to search for your records using the File Tree:

<https://www.dropbox.com/s/sjtvno075pv5p5q/Bright%20File%20Tree%20Search.mp4?dl=0>

Watch my live demo of a search the long way.

Your turn to try the long way of searching through the file tree.

Quick Search



The **quickest** way to conduct a basic search for a word within a document is using the search bar. This feature looks for all **typed** words on all your documents!

The screenshot displays the YellowFolder user interface. At the top left is the YellowFolder logo with the tagline 'The Education Documentation Experts'. To the right, contact information is provided: 'support: (844) YELLOW-9 (844) 935-5699 support@yellowfolder.com'. Below the logo, user access details are shown: 'Your Access : Archive Admin' and 'Your Title : Full Subscriber' with a 'Show More' link. A navigation menu on the left includes 'Order By' (Campus checked, Name unchecked), 'SR', 'Active', 'Archive', 'Box Level', 'SPED', 'HR', and 'AR'. The main dashboard area features a search bar with a red arrow pointing to it, and buttons for 'Search' and 'Advanced Search'. The user is greeted with 'Hi, Alex Crampton (acrampton.dms@yellowfolder.com)'. The dashboard includes four summary cards: '0 uploads this month', '0 uploads needing information', '0 uploads needing verification', and '0 Batches in complete status'. Below these are sections for 'Bookmarks' (no documents bookmarked), 'Recent Downloads' (one document: 'Benefit Application - Nichols, Faith - 9876543533.pdf'), 'Shared documents' (subdivided into 'Shared with Me' and 'Shared by Me', both showing no documents), 'Saved Searches', and 'Checked Out Documents'. A 'Chat with us' button is located at the bottom right.

Pro Tip: Using identifiers such as **ID#** and **last name** will improve results.

Quick Search



After clicking search, the results of the search will be displayed in a list.



File Uploads Tools Logout ?

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Alex Crampton (acrampton.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : Full Subscriber

Show More

standardized testing mallory barr 222001249

Search

Advanced Search

Order By

Campus Name

SR

Active
 Archive
Box Level

SPED

HR

AR

Content Results: "standardized testing mallory barr 222001249"



Split Document

Share Document

View Document

Download Document

Edit Document Metadata

Record Series Administrator

anytownsr.rsa@yellowfolder.com
SR_ANYTownRSA_In SR_ANYTownRSA_In

<input type="checkbox"/>	Score	Filename	Action	Doc Date
<input checked="" type="checkbox"/>		Official Transcript of Grades - Barr, Mal...	View Download	06/03/2016
<input checked="" type="checkbox"/>		Standardized Testing - Barr, Mallory - 2...	View Download	10/21/2016
<input checked="" type="checkbox"/>		Standardized Testing - Barr, Mallory - 2...	View Download	08/25/2015
<input checked="" type="checkbox"/>		Yearly Attendance Record - Barr, Mallo...	View Download	02/17/2016
<input checked="" type="checkbox"/>		Immunization Shot Record - Barr, Mallo...	View Download	10/21/2016
<input checked="" type="checkbox"/>		Parent-Guardian Consent for Release o...	View Download	09/01/2016
<input checked="" type="checkbox"/>		Report Cards - Barr, Mallory - 22200124...	View Download	05/22/2013
<input checked="" type="checkbox"/>		Immunization Shot Record - Barron, Au...	View Download	10/21/2016
<input checked="" type="checkbox"/>		Official Transcript of Grades - Barrett, J...	View Download	06/03/2016
<input checked="" type="checkbox"/>		Official Transcript of Grades - Bar...pdf	View Download	11/06/2017
<input checked="" type="checkbox"/>		Official Transcript of Grades - Rollins, D...	View Download	06/03/2016

Pro Tip: Clicking the '+' explains why documents show in search

Chat with us



Searching for Documents



Demo of best way to do a simple search for your records using the Search field:

<https://www.dropbox.com/s/dkpp65qkj51g4o4/Bright%20Search.mp4?dl=0>

Watch my live demo of a search the quick and easy way.

Your turn to try the Google way of searching for a file using Search field.

Searching for Documents

Pro Tips



YellowFolder

When looking at a document list. Clicking the 4 squares button will provide a **thumbnail preview** of the documents without having to view the file. Clicking on the 3 bars switches to **list view**.

YellowFolder
The Education Documentation Experts

File Uploads Tools Logout ?

support: (844) YELLOW-9
(844) 935-5699
support@yellowfolder.com

Hi, Alex Crampton (acrampton.dms@yellowfolder.com)

Your Access : Archive Admin
Your Title : Full Subscriber [Show More](#)

standardized testing mallory barr 222001249 [Search](#) [Advanced Search](#)

Order By
 Campus Name

SR

Active
Archive
Box Level

SPED

HR

AR

Content Results: "standardized testing mallory barr 222001249"

SR SPED HR AR

Score Official Transcript of Grade... [View Download](#)

Score Standardized Testing ... [View Download](#)

Score Standardized Testing - Barr... [View Download](#)

Score Yearly Attendance Record ... [View Download](#)

Score Immunization Shot Record ... [View Download](#)

Score Parent-Guardian Consent f... [View Download](#)

Score Report Cards - Barr, Mallor... [View Download](#)

Score Immunization Shot Record -... [View Download](#)

[Split Document](#)

[Share Document](#)

[View Document](#)

[Download Document](#)

[Edit Document Metadata](#)

Record Series Administrator

[anytownsr.rsa@yellowfolder.com](#)
SR_ANYTownRSA_fn SR_ANYTownRSA_In

Chat with us [Chat](#) [Email](#) [Phone](#) [Dropdown](#)

Searching for Documents

Pro Tips



Link back to the document list

Hi, Alex Crampton (acrampton.dms@yellowfolder.com)

« Back to Document List

standardized testing mallory barr 222001249 Search Advanced Search

56% 1 / 1 english

Search

p.1 : 222001249 missouri end-of-course assessment [english] ii campus: district anytime isd no. pos...

p.1 : 222001249 missouri end-of-course assessment [english] i barr, mallory miss isd: 222001249 miss...

Missouri End-of-Course Assessment Algebra I

Missouri End-of-Course Assessment Government

Missouri End-of-Course Assessment Algebra II

Missouri End-of-Course Assessment Biology

Missouri End-of-Course Assessment Algebra II

Document Metadata

First Name: Mallory
Middle Name: Alexis
Last Name: Barr
Alias:
Suffix:
Date Of Birth: 11/04/1999
ID Number: 222001249
Campus: Anytown High School
Status: Active
Grade: No Grade

View Document History

Once you are viewing files, type **keywords** into the document search bar above to locate sections. Clicking on the results in the **grey box** will take you to that page in the document!

The ACT®					TEST DATE & TEST LOCATION	
SCORE	ENGLISH	READING	MATH	SCIENCE	TEST DATE	TEST LOCATION
22	17	18	21	20	10/2012	NATIONAL
PERCENT AT OR BELOW NAT'L COMP.					48	

Searching for Documents

Pro Tips



YellowFolder

SPED

Active

Anytown ES

- A
 - Anderson, Daniel - 1...
 - Evaluations & Psy...
 - Legal Compliance
 - Medical
 - Referral
 - Progress Moni...
 - Transfer Packet
 - Student Special E...
- Anderson, Devynn - ...
- Anderson, Michael - ...
- Anderson, Robert - 1...

HR

SCORE REPORT

Name: Anderson, Daniel School: Anytown Elementary
Date of Birth: 10/28/2006 Teacher: Smith
Age: 8 ID: 1234567899
Date of Testing: 1/27/2014 Examiner: Jones

TABLE OF SCORES
Woodcock-Johnson III Normative Update Tests of Achievement
WJ III NU Compuscore and Profiles Program, Version 3.1
Norms based on age 10-11

CLUSTER/Test	Raw	W	AE	EASY to DIFF	RPI	SS (68% Band)	GE	
BRIEF ACHIEVEMENT	496	9-5	8-8	10-4	64/90	90 (87-92)	4.0	
BROAD READING	497	9-7	8-8	11-0	76/90	91 (89-94)	4.2	
BROAD MATH	496	9-4	8-5	10-8	71/90	86 (83-90)	4.0	
BROAD WRITTEN LANG	502	10-4	8-10	12-5	87/90	96 (93-100)	5.0	
BRIEF READING	499	9-8	8-11	10-11	75/90	93 (91-95)	4.3	
BRIEF MATH	495	9-4	8-7	10-3	61/90	86 (82-90)	3.9	
MATH CALC SKILLS	497	9-6	8-4	11-1	77/90	85 (80-90)	4.2	
BRIEF WRITING	497	9-5	8-3	11-3	78/90	92 (88-95)	4.1	
WRITTEN EXPRESSION	507	11-9	9-9	14-10	93/90	106 (100-111)	6.3	
ACADEMIC SKILLS	496	9-6	8-9	10-5	66/90	89 (87-92)	4.1	
ACADEMIC FLUENCY	501	10-8	8-8	13-0	89/90	98 (94-102)	5.3	
ACADEMIC APPS	498	9-6	8-6	11-2	77/90	91 (88-94)	4.1	
Letter-Word Identification	51	501	9-11	9-3	10-10	73/90	95 (92-97)	4.5
Reading Fluency	37	491	9-1	7-8	11-5	79/90	88 (83-93)	3.7
Calculation	16	496	9-5	8-7	10-5	65/90	86 (80-91)	4.1
Math Fluency	59	497	9-9	7-7	12-11	85/90	92 (89-95)	4.4
Spelling	30	492	8-9	8-0	9-11	59/90	88 (84-92)	3.4
Writing Fluency	22	513	12-5	10-7	15-8	96/90	110 (103-117)	7.0
Passage Comprehension	28	497	9-3	8-2	11-1	76/90	92 (88-96)	3.9
Applied Problems	33	494	9-2	8-7	10-1	58/90	89 (85-93)	3.9
Writing Samples	15-C	502	10-10	8-8	14-3	90/90	100 (95-104)	5.4

VARIATIONS

	Actual	Predicted	Difference	PR	SD	Significant at + or - 1.50 SD (SEE)
Intra-Achievement (Broad)						
BROAD READING	91	93	-2	44	-0.15	No
BROAD MATH	86	96	-10	21	-0.81	No
BROAD WRITTEN LANG	96	91	5	73	+0.62	No

View Document

Download Document

Edit Document Metadata

Document Metadata

First Name: Daniel

Middle Name: N

Last Name: Anderson

Alias:

Suffix:

Date of Birth: 10/28/2006

ID Number: 1234567899

Campus: Anytown ES

Status: Active

Grade: No Grade

View Document History

To see a listing of access and tasks for a file, click the **View Document History**.

Searching for Documents

Pro Tips



YellowFolder

Document History- Immunization Shot Record - Abbott, Quentin - 222001234.pdf X

Time Stamp	User	Action
Jan-23-2018 03:16:54 PM	Alex Crampton acrampton.dms@yellowfolder.com	Public link shared with bguyton@yellowfolder.com Link
Jan-23-2018 03:16:0 PM	Alex Crampton acrampton.dms@yellowfolder.com	View
Jan-22-2018 10:59:51 AM	Jason Addams jaddams.dms@yellowfolder.com	Cancel CheckOut
Jan-22-2018 10:59:25 AM	Jason Addams	View

Export to .csv Done

The history can be viewed as a **spreadsheet** by clicking the **Export .csv** button

Any Questions or Needed Additional Support/Training

- Online support can be found at support@yellowfolder.com or recordrequest@yellowfolder.com
- The support helpline number is 214-431-3600 or 844-YELLOW-9 (press 2 to speak with a representative)
- Your YellowFolder Paperless Nation Engineer is **PNE Name** (pne@yellowfolder.com)