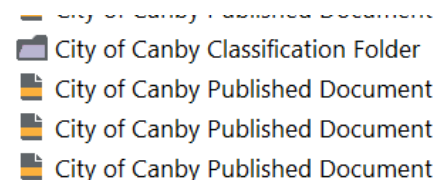
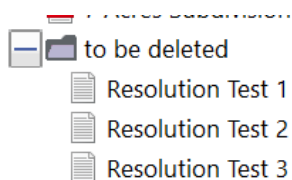




Linking from WebDrawer to your agency webpage

The first step is to identify the **kinds of records** you wish to link from Webdrawer to your agency page – examples include meeting minutes, agenda packets, resolutions, ordinances, etc. From there, you need to be sure these records have been added to CM using your **published document record type**, and your agency **Webdrawer code** has been added to all of them. You can then look at how the records in question have been **titled**, and devise a **search** for them in WebDrawer. Let's take the below **resolutions** as an example:



We see they each have “Resolution” in their title, so we can use that in a **Title Word** search in WebDrawer to retrieve those records:

ORMS is a records management solution that provides public access to a variety of records from any jurisdiction. To search for records from a single jurisdiction, select one from the SELECT JURISDICTION instructions.

SELECT JURISDICTION

Canby, City of

SEARCH BY

Title Word resolution And Or

-- Select -- Equal To And Or

-- Select -- Equal To



Additional questions? Contact ORMS Support at
1-888-354-2006
ormshelp@chavessupport.com



Linking from WebDrawer to your agency webpage

When we run that search, we see it does indeed retrieve the desired records:

Search Results		
	Title	Record Number
 TXT	Resolution Test 3	CCPD/21/239
 TXT	Resolution Test 2	CCPD/21/240
 TXT	Resolution Test 1	CCPD/21/241

We then want to take the URL from the results screen, copy it, and hyperlink that to our agency page as “Resolutions”:

ate of Oregon: St...



Search Results

	Title	Record Number
 TXT	Resolution Test 3	CCPD/21/239
 TXT	Resolution Test 2	CCPD/21/240
 TXT	Resolution Test 1	CCPD/21/241



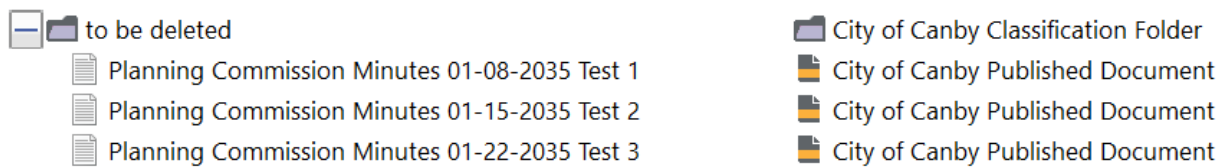
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Linking from WebDrawer to your agency webpage

When someone visits our agency page and clicks on “Resolutions”, they are clicking the **URL for our above search results**, which will run the Title Word search for resolutions in WebDrawer. That way, any record you publish to WebDrawer which includes the word “resolution” will be included in the results for that search, i.e. when someone clicks on the hyperlink.

That same concept can be applied to any kind of record, so long as they’re titled consistently and uniformly. Let’s look at the below Planning Commission Minutes as another example:



This is straightforward. We can do a **Title Word** search for Planning Commission:



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Linking from WebDrawer to your agency webpage

Again, we'll use the URL from the results page to hyperlink as Planning Commission Minutes on our agency page:

manager WebDrawer x +

[ormswd2.synergydcs.com/HPRMWebDrawer/Record?q=webdrawercode%3A"*066*" + And + recTitle%3A"planning+commission"&sortBy="](https://ormswd2.synergydcs.com/HPRMWebDrawer/Record?q=webdrawercode%3A)

ate of Oregon: St...

Oregon Records Management Solution

Search Results

	Title	Record Number
 TXT	Planning Commission Minutes 01-22-2035 Test 3	CCPD/21/239
 TXT	Planning Commission Minutes 01-15-2035 Test 2	CCPD/21/240
 TXT	Planning Commission Minutes 01-08-2035 Test 1	CCPD/21/241

We could also hyperlink them by year, if desired. In that case we would need to devise a search to isolate the Planning Commission Minutes by year – in this example, 2035:

SELECT JURISDICTION

Canby, City of

SEARCH BY

Title Word planning commission And Or

Title Word 2035 And Or



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Linking from WebDrawer to your agency webpage

Which leads you to this results screen, from which you can hyperlink the circled URL as 2035 Planning Commission Minutes:

	Title	Record Number
	Planning Commission Minutes 01-22-2035 Test 3	CCPD/21/239
	Planning Commission Minutes 01-15-2035 Test 2	CCPD/21/240
	Planning Commission Minutes 01-08-2035 Test 1	CCPD/21/241

As you can see, you have options. You'll also want to consider how you present WebDrawer on your agency page. You might want to explain what it is, what you can find there, and how to search it, as well as link to predetermined sets of records. Below are some good examples from ORMS client agencies that you may emulate, if desired:

[Oregon City](#)

[Milwaukie](#)

[West Linn](#)



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