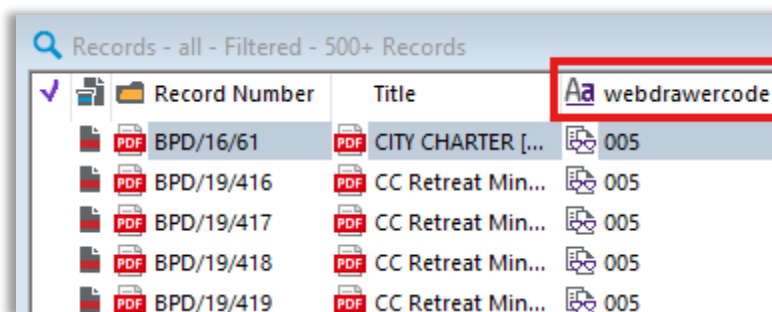


Verifying That a Record Has Been Added to WebDrawer

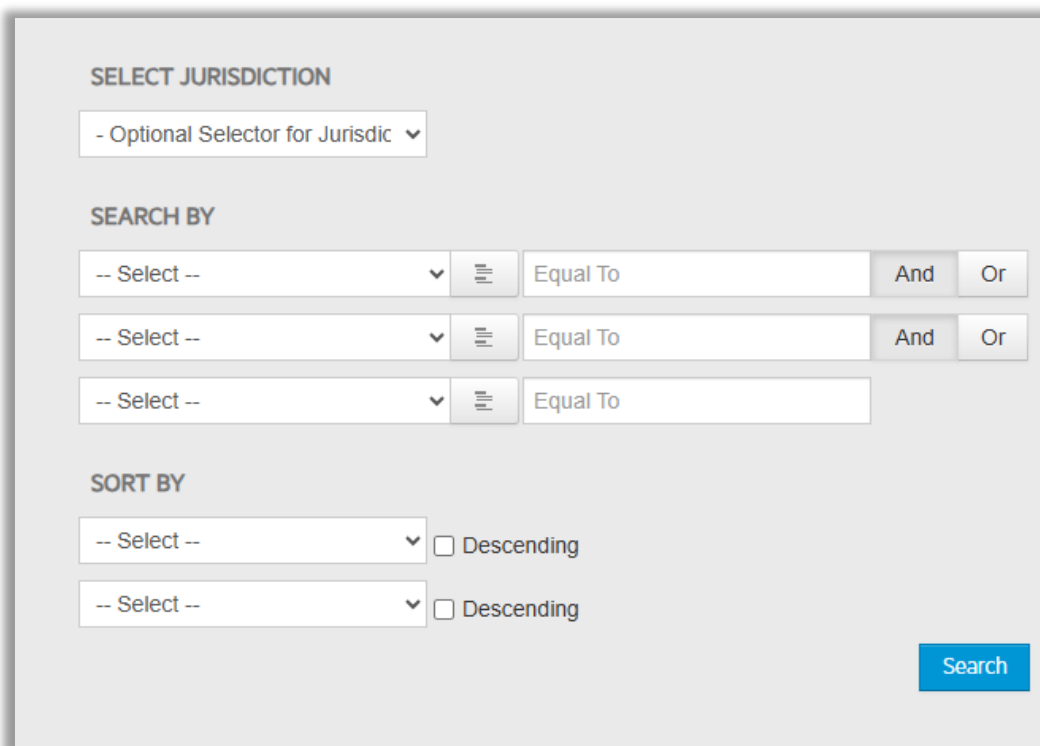
In order to verify that a record has been successfully published to WebDrawer, you need to first confirm that you've added the record in question using your **published document record type** and applied your **WebDrawer code**:

Note: Below is an example – unless you are Beaverton, your WebDrawer code is not 005



Record Number	Title	webdrawercode
BPD/16/61	CITY CHARTER [...]	005
BPD/19/416	CC Retreat Min...	005
BPD/19/417	CC Retreat Min...	005
BPD/19/418	CC Retreat Min...	005
BPD/19/419	CC Retreat Min...	005

Once you've made this confirmation, go to your **WebDrawer page** – you should have a link that takes you there. If you don't, please contact the ORMS Support Desk and they can help you.



SELECT JURISDICTION

- Optional Selector for Jurisdic ▼

SEARCH BY

-- Select -- Equal To And Or

-- Select -- Equal To And Or

-- Select -- Equal To

SORT BY

-- Select -- ☐ Descending

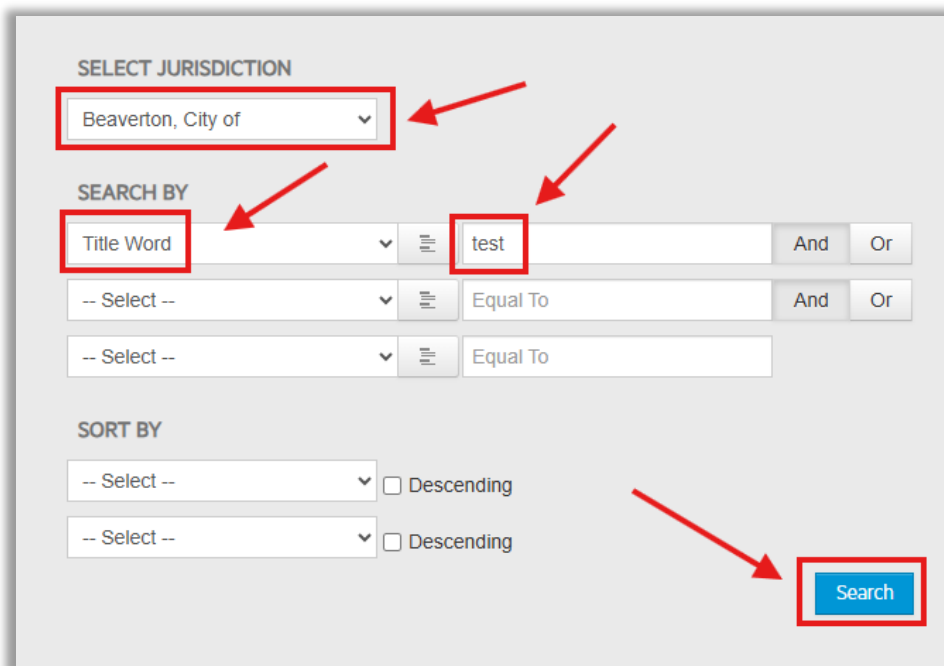
-- Select -- ☐ Descending

Search

Verifying That a Record Has Been Added to WebDrawer

Once you've brought up your WebDrawer page, you can then run a **search** to bring up the documents you've published.

In our example, each of the published records has the word "Test" in the title, so we can run a **Title Word search** for "test" (this search is not case sensitive):



The screenshot shows the WebDrawer search interface. Red boxes and arrows highlight the following elements:

- SELECT JURISDICTION:** A dropdown menu with "Beaverton, City of" selected.
- SEARCH BY:** A dropdown menu with "Title Word" selected.
- Search Term:** A text input field containing "test".
- Search Button:** A blue button labeled "Search".

As you can see from our search results, we have now verified that the documents have been successfully published to WebDrawer:

RECORDS - WEBDRAWERCODE:*005* AND TITLE:TEST - 1 RECORD		
	Title	Record Number
 DOCX	Webdrawer Test	D-14-18303