Metro Archives and Special Collections

Tips on How to Use WebDrawer

Searching in TRIM WebDrawer

WebDrawer's primary function is to provide the public with access to Metro's records that have been deemed appropriate for unfiltered public access, such as legislation and certain meeting records. Only about 10% of Metro's records can be accessed through WebDrawer.

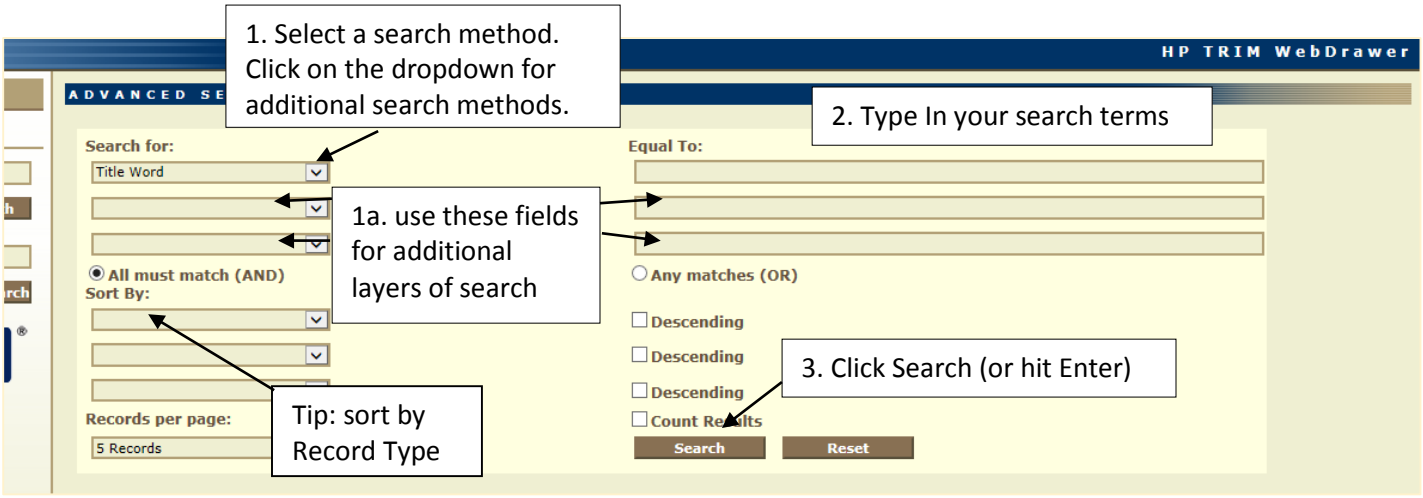
a. Quick Search

This search appears at the side of the TRIM WebDrawer search screen. It provides a fast and convenient way to perform simple searches that require only a single search method. Quick Search searches the titles of the records in the database.

1. Type in your search words or phrase
2. Click Search (or hit enter)

b. Search (aka "Complex Search")

This search technique allows you to perform complex searches. Utilize Boolean techniques to search on several search criteria at the same time; filter the results; and limit the Record Types to be searched.



Search Results

From the search results screen you can click on the magnifying glass to open the attached electronic record or on the record title for the record's metadata information.

Search Techniques

Records in WebDrawer can be found by searching on dozens of different bits of metadata (alone or in combination). If you are unable to find what you are looking for trying other search methods, see Page 3 for more information. You can also visit the WebDrawer Help file for additional assistance.

Here are some useful search techniques to aid in your research:

Wild card searches

Use an asterisk (*****) to stand for one or more characters. Works for both alpha and numeric characters. Useful when:

- a word has more than one variation (Administrat* = Administration, Administrator, Administrative, Administration's, etc.)
- you are uncertain of the spelling (putre* waste = putrescible waste
- you don't know the complete number (9011* = 901100, 901101, 901102…901199)

Document Content search

Searches the text of electronic documents.
(Note: this only works on documents that are text readable (e.g., PDFs that have been OCR'ed). Not all electronic records in WebDrawer are text readable.)

Title Word search

Searches any word or words that appear in the record's title.

Date created

Date of the document.

Limit searches by record type or sort by record type:

Under the Sort By section of the search screen, choose record type from the drop down box. This will group the record types together.

Navigate to related records

After clicking on the record scroll down on the page to the Related Records section. From there you can navigate to related records by clicking on them.
(*Note: some records, but not all, are "related" to associated records)*

Records per page

WebDrawer defaults to show only 5 records per page. Click on the drop down box to change the number of results shown per page.

Below are some of the records commonly searched for in WebDrawer, with suggestions on how to search for them.

Record	Search Suggestions	
	Search method	**Possible Search Terms**
Ordinance or Resolution (for related records see Search Techniques section above)	Title Word	Key words, such as "resolution* Blue Lake"
	Record Number	Resolution or Ordinance number *(always include a wildcard when searching on resolution or ordinance number , e.g., "07-1144*")*
Executive Order (EO)	Title Word	Executive Order number
	Title Word	Executive Order name
	Title Word	Key words, such as "executive order travel"
	Record Number	"EO/*" (if you know the actual EO number use it, not *)
	Document Content	Keywords, such as "procedures travel reimbursement"
Meeting Records (packets, minutes, recordings…)	Title Word	Meeting/Committee Name
	Date Created	Meeting Date
	Document Content	Key words, such as "Blue Lake"
Boxes (depending on the security requirements for the contents of the box, not all boxes will show in the search results)	Title Word	Box title
	Date Created	Date of the contents of the box (To: date)
	Date Closed	Date of the contents of the box (From: date)
	Document Content	Key words about the items in the box, such as "Blue Lake Master Plan"

Record Title Examples

These examples of titles of actual records in WebDrawer will provide useful clues about how to search for similar records.

Ordinance:

- 07-1144B Adopting the Annual Budget for Fiscal Year 2007-08, Making Appropriations, Levying Ad Valorem Taxes, and Declaring an Emergency.

Resolution:

- 09-4057: Resolution of Metro Council, Acting as the Metro Contract Review Board, For the Purpose of Approving Contract Amendments For the Predators of the Serengeti and Red Ape Reserve Exhibits at the Oregon Zoo.

Executive Order:

- Executive Order No. 91 – Records and Information Management (RIM) Policy
- Executive Order No. 63 – Travel Expenditures

Meeting Records:

- Meeting Packets – Council Work Session
- Minutes – Council Work Session
- Recordings – Council Work Sessions
- Agendas – Council Work Session

Boxes:

- Boundary Change Proposals Section No. 1 to 40