How to Find and Print Drawings from WebLink

Open WebLink

Select **Search**

Browse · Search
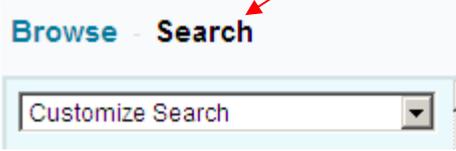
Customize Search ▼

Select the **Customize Search dropdown arrow** and select **Field**

Customize Search ▼
Customize Search
Text
Document/Folder Name
Field
Within Folder
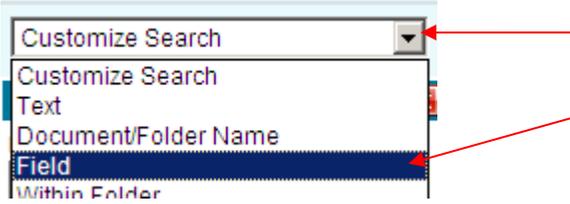
This will set up your searches so that you may use the "Auburn Public Works" template. If Auburn Public Works is not already displayed select the dropdown menu for Template and select **Auburn Public Works**.

Field ⃠ ❓ ❌
Template
No template assigned ▼
No template assigned
Auburn Public Works
City of Auburn
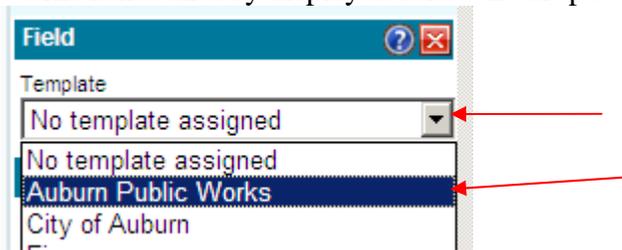
This will bring up the Auburn Public Works template so that you may search drawings.

Template
Auburn Public Works

Document Type (Auburn Public Works)

Plan Set
Reports
Specifications

MICROFILM NUMBER

PROJECT NAME

PROJECT NUMBER

QUARTER SECTION(S)

LOCATION

PARCEL

WATER

SEWER

STORM

STREET

SIDEWALK

PLAT

YEAR PLATTED

NOTES

Document Type has three options to choose from. Plan Set, Reports or Specifications.
MICROFILM NUMBER is the number assigned to a drawing set.
PROJECT NAME is the name assigned to a project in the title of the drawing.
PROJECT NUMBER is the number assigned to the project such as a FAC number or a City project number.
QUARTER SECTION(S) is the Quarter section number of where the project is located. There could be multiple.
LOCATION is the physical location of the project, address and/or street name.
PARCEL is the parcel number(s).
WATER, SEWER, STORM, STREET, SIDEWALK,PLAT – Select Y for yes if it is included in the drawing.
YEAR PLATTED is the year plat was platted.
NOTES list miscellaneous additional information.

As an example, to find all of the sewer projects in quarter section 709, type in 709 in the QUARTER SECTION(S) box and then under SEWER select the drop down box and select Y. Then select the **Search** button.

QUARTER SECTION(S)
```
709
```
LOCATION
```
```
PARCEL
```
```
WATER
```
▼
```
SEWER
```
Y ▼
```
```
Y
```
STREET
```
▼
```

| Search | Reset |

This will bring up a list of all the drawing files that are in Quarter section 709 and contain sewer information.

Sort results by: Name | Date Modified | Date Created

Results **1 - 20 of 35**   Next >

📄 **C123**
Auburn Public Works - 66 page(s)
Page Count: 66 - **Template Name:** Auburn Public Works - **Volume Name:** ENGINEERING12
⊕ Show more information...

📄 **C100**
Auburn Public Works - 28 page(s)
Page Count: 28 - **Template Name:** Auburn Public Works - **Volume Name:** ENGINEERING6
⊕ Show more information...

📄 **C041**
Auburn Public Works - 28 page(s)
Page Count: 28 - **Template Name:** Auburn Public Works - **Volume Name:** ENGINEERING1
⊕ Show more information...

Once you choose and select the drawing name that is highlighted in blue, the drawing will be displayed. The drawing will come out quite large, so to better display, select the **PDF** icon. Choose the pages you would like to download then select **Download & Print**.

⬆ ⬇ | 1 | / 28 | Go | 🖨 PDF | ✋ 🔍 | ⊕ ⊖ | ⊹ ⊹

Print (as PDF)

Print

Pages to Print: 1 - 28
Enter page numbers and/or page ranges separated by commas.
For example, 1,3,5-12.

After downloading, print the document using a PDF reader (e.g.,
Adobe Acrobat).

| Download & Print | Cancel |

This will convert the drawing into a PDF format which is easier to see. **To print a drawing set it MUST first be converted to the PDF format.** From the PDF converted file you may click print.