www.CountyAssessor.info

PvPlus

Your Complete Database Resource

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Using PvPlus on your Computer

In this document you will find everything needed to install our service onto your computer and information on using the program. We request that you read over the documents thoroughly and carefully, they are all step by step instructions.

INTRODUCTION:

1. Installing the new PvPlus Remote Desktop Application onto your Windows Computer.

2. Installing the new UniPrint 5.0 onto your Windows Computer.
   - Installing UniPrint 5.0 on a XP operating system
   - Installing UniPrint 5.0 on a Vista or Windows 7 operating system
   - If you wish not to install UniPrint onto your computer, you may print .pdf files using the new Email Files feature. This is explained in detail in the first step of this document, Installation for New Remote App instructions. By choosing not to install UniPrint, you may skip this step.

3. Installing the new PvPlus Remote Desktop onto an Apple Mac Computer.

4. Installing the new UniPrint 5.0 on an Apple Mac Computer.
   - If you wish not to install UniPrint onto your Mac, you may print .pdf files using the new Email Files feature. This is explained in detail in the first step of this document, Installation for New Remote App instructions.

5. PvPlus Help Document.
   - This is a document designed to help you with using the program; it gives you details on all the different features of the service and how to use each feature.

6. PvPlus Mapping Help Document:
   - This is a document designed to show you how to use the mapping and map it feature once in the program.

7. User License Agreement for PvPlus Software

Installing the new PvPlus Remote Desktop Application

***If you are an existing customer, your first step will be to uninstall your previous version of UniPrint. You may do this by going to Add or Remove Programs in your control panel and removing UniPrint. After removing, you must shut down your computer and then restart the operating system.**

***If you are a new subscriber, please continue on and disregard the above.**

Installing the remote desktop application:
You will receive a link to click on that will direct you to the PvPlus remote app download. It will then ask you if you want to open or save, click save; Save the file to your desktop. Once the file is saved, go to your desktop and open the pvplus zip folder. In the folder you will see the pvplus_installer. Double click on this, it will then start running. It is going to install a PVPlus icon on your desktop; this is your new remote desktop application. It will look like this:

Logging into the new remote desktop application:
To login to the desktop application, all you need to do is double click on the icon. The first time you are logging in it may give you a box asking “Do you trust the publisher of this remote connection?” You can check “Don’t ask me again for remote connections from this publisher” and then hit connect. You will then get the screen asking for your login credentials. Here you will put in your username and password. **Make sure that you put PVPLUS\ before your username, EX: PVPLUS\johndoe.** If after this first login you get a second one, a little gray box in the center of your screen, you do not have to put the PVPLUS\ in front of your username here. Once you have logged into the service, the program is going to function the same as before. There are a couple features that have been added to the program, they are detailed below.

If you have entered your credentials incorrectly and saved them
Right click on the PvPlus icon, select edit, and in the “PvPlus RemoteApp logon settings” box you will see where you can edit or delete your credentials so that you can start over with the correct credentials.

New features on PvPlus:

1. Emailing saved records to yourself:

When using the service, any files that used to be saved to your PvPlus Download folder such as photos, sketches etc. will now be saved to your Email Files, you will now email the files to an email address using our new email feature; If you wish to do the same with property cards and reports created you may also do this. The first step is to select to print to pdf; you will do this by going up to file, selecting print, output and clicking on “to pdf”. Or you can just hit CTRL + F9 and it will automatically select this option for you. It will ask you if you want to save this as your default, by selecting yes, this option will always stay selected for you. If you select no, it will stay selected during this login session but you will have to reselect it each time you login thereafter. You will then go up to the printer icon, hit the arrow next to it and select card. A box will pop up asking if you want to print or cancel, click print. It will then tell you that your print job has been saved. Now go up to the top and click Email, then files. This will pop a box up to the left that says “Manage Saved Files”, this is where you will see the files that you saved. The first time you use this feature it will prompt you to save an active email address, you want to put an email address in that you are going to want your files sent to.

It will save this email address for each time you use the feature, but if you want to change it just click Edit, enter a new email address and hit update. To email yourself a file, you will click on the file(s) to select them and hit the send icon. A box will pop up letting you know that your files were successfully sent and ask you if you want to delete the sent files; it is best to say yes to keep it cleaned out.

You may save as many files as you would like, but may only email up to 10 at one time. If you keep the Manage Saved Files box up while you continue working and keep saving files, you will just need to go up to file on this box and select Refresh, or hit the F5 key.

2. Searching by Grantor\Grantee:

Another new feature added to the program is being able to search by grantor or grantee. Once logged in you will click on the arrow next to the queries icon, and select Grantor\Grantee Search; this will pop a search box up over to the left. You will see where you put the last name and first name in to search by. Once you have put a name in here, you may hit enter on your keyboard, select the icon that says Find or hit your F8 key. It will then tell you how many records were found. The information it will show you will be the Account number, Grantor, Grantee, Sale date and Sale price. You may use the Back or Next arrows to scroll through the found records or hit F5 for next and F6 for Back. If you would like to see the full property records on any of the found records, click the Show icon while on that selected record.

Installing the new UniPrint 5.0 on a XP computer

Before preparing to install UniPrint, make sure that you are logged in as the administrator. Once you have installed the program, you can log back in as yourself.

You will receive a link that will direct you straight to the UniPrint download. When you click on the link it's going to ask you if you want to open or save, save the file to your desktop. Once finished, locate the file on your desktop, click to open. Once opened, click on the UniPrintClient50 file, it will pop up a box that says Welcome to UniPrint Client 5.0 Installation Wizard. This screen may sit there for several moments appearing to not do anything, but it is preparing to run. You will then click next and see a license agreement, select I Accept the License Agreement and keep clicking next until the following option comes up. It is going to ask you if you want to install this application for anyone who uses this computer or only for me; you want to select anyone who uses this computer, then continue clicking next and will start installing. You will know it is complete when it says UniPrint Client 5.0 has been successfully installed, hit finish to exit.

After you login to the service, you will see the UniPrint icon in your running programs on your toolbar. You can double click on the icon to change your user settings, same as before. If you do not see the UniPrint icon in your running programs, it will be in the program tree of your start menu, you may click on it to launch. The new UniPrint icon will look like this:

Installing the new UniPrint 5.0 on a Vista or Windows 7 Computer

Before preparing to install you need to make sure that you have administrative rights on the computer you are working on, administrative rights are needed to install UniPrint.

You will receive a link that will direct you straight to the UniPrint download. When you click on the link it's going to ask you if you want to open or save, save the file to your desktop. Once finished, locate the file on your desktop, click to open. Once open click on the UniPrintClient50 file, it will pop up a box that says Welcome to UniPrint Client 5.0 Installation Wizard. This screen may sit there for several moments appearing to not do anything, but it is preparing to run. You will then click next and see a license agreement, select I Accept the License Agreement and keep clicking next until the following option comes up. It is going to ask you if you want to install this application for anyone who uses this computer or only for me; you want to select anyone who uses this computer, then continue clicking next and will start installing. You will know it is complete when it says UniPrint Client 5.0 has been successfully installed, hit finish to exit.

After you login to the service, you will see the UniPrint icon in your running programs on your toolbar. You can double click on the icon to change your user settings, same as before. If you do not see the UniPrint icon in your running programs, it will be in the program tree of your start menu, you may click on it to launch. The new UniPrint icon will look like this:

<u>Installing the new PvPlus Remote Desktop Connection on a Mac Computer</u>

Before logging into the Remote Desktop Connection please install and have the UniPrint Client 4.0 running.

Installing the Remote Desktop Connection:
You will receive a link to click on that will directly download the Mac Setup file to your computer.

Open the downloaded file (if it does not automatically open); you will see the Remote Desktop Connection file. Open the file to begin the installation; it will look like a cardboard box. A new box will appear; agree to the licensing, and go through the installation steps. Once the installation is complete, a box labeled Remote Desktop Connection for Mac will appear. If the Remote Desktop Connection box does not appear after installation or you close out of it, you can locate the Remote Desktop Connection by going to your Applications folder.

You will need to change your preferences by going to the top left hand corner of your computer where the apple icon is and it reads RDC. Click on RDC, then on preferences. Once you're in preferences, you will need to change your credentials. **Make sure that you put PVPLUS\ before your username, EX: PVPLUS\johndoe or you will not be able to login.** Your domain will be: **caifarm.pvplus.com:1494** Click on Add user information to your keychain and click OK at the bottom.

Now you can click on the connect button on the Remote Desktop Connection for Mac box. (If you were unable to save your preferences and it did not put caifarm.pvplus.com:1494 in the space after Computer on the RDC for Mac box, you will need to type it in and then click Connect. You could then be prompted to enter your username and password; example shown above.) Please wait a few seconds for PvPlus to load. A larger box will appear and will pop up the black PvPlus program screen.

Logging into the Remote Desktop Connection:
To login after the initial installation, please go to your applications folder and open the Remote Desktop Connection application. You can choose to place the application on your dock for easy access in the future. Your login credentials should be saved so you should just be able to click on connect and the program will appear.

Installing UniPrint 5.0 on a Mac Computer

The UniPrint Client will need to be running before logging into the Remote Desktop Connection.

You will receive a link to click on that will directly download the UniPrint Mac file to your computer.

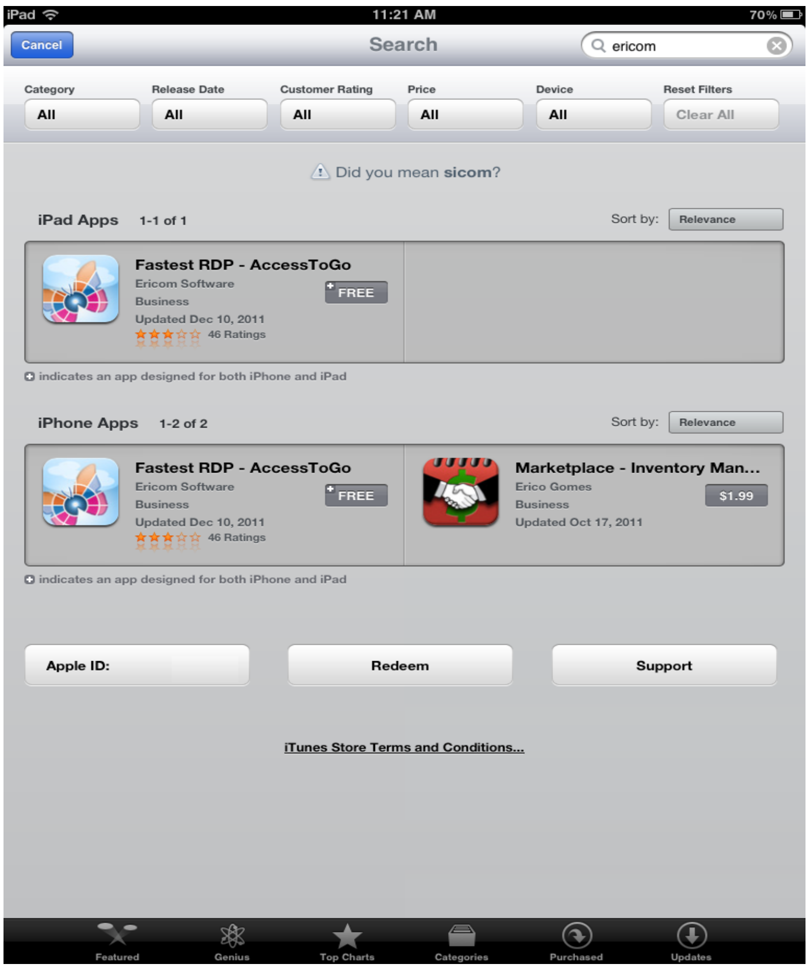
Open the downloaded attachment; you will see five files including the UniPrint Client for Mac 5.0.dmg file. Open the dmg file to begin the installation. You will need to agree to the licensing; after agreeing, another box will appear telling you that if you want to install the UniPrint Client simply drag the UniPrint Client 5.0 Folder onto the Applications Folder. You can then open the Applications Folder to click on the UniPrint Client 5.0 Folder. Once you click on the UniPrint Client 5.0 Folder, click on the UniPrint Client Icon. It will start running the client on your computer and should put the icon on your dock. You will see a Desktop Icon labeled UniPrintDrive once UniPrint is successfully installed and running; it is important not to eject the drive because UniPrint will not work without it. Once you log out of PvPlus the drive should disappear from your desktop; if not, right click on the UniPrint Icon on your dock, click options and then quit.

Installing PvPlus on an IPAD

PvPlus is now accessible on IPAD using an RDP App.

To set up PvPlus, seach "Ericom" on the app store.

Locate the Faster RDP- AccessToGo free app and install.



After it has installed, click on the app and accept the license agreement.

You will choose New Connection.

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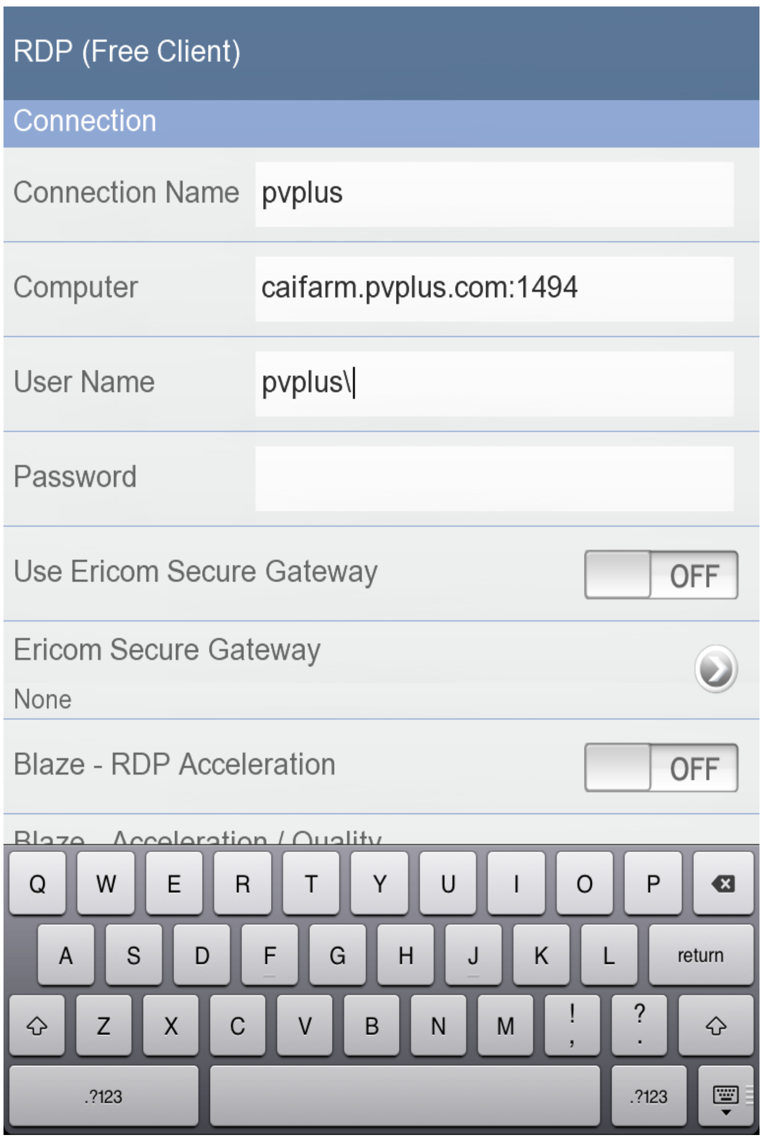
Under the RDP (Free Client) you will type in the Connection Name: PvPlus

Then the Computer: caifarm.pvplus.com:1494

In the User Name field be sure to type PVPLUS\ before your username.
.
Then enter your password, it will be case sensitive.

Leave the rest of the settings as is and hit OK to connect



PvPlus Help Document

OVERVIEW:

We have compiled the Assessor's records, of all **77** counties in the State of Oklahoma, in an effort to provide real estate professionals with a solution to finding and acquiring information. PvPlus was first released in 1998 on CDs with only a handful of counties available. Since then we have underwent several changes both in the way the program works and the way in which you access the service. As the service grew we went from CDs to a direct dial-in service to the full featured internet accessed product that is now available. The program has also continued to evolve to keep pace with the needs of our users. In 2004 PvPlus underwent a complete rewrite, this allowed us to incorporate many of the features that you the users had requested and also made it possible for us to expand into other states. We currently have records for close to 40 counties in Arkansas and are in the process of acquiring Assessor's records for the remaining counties. We also have four counties in Nebraska.

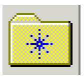
While each county has differences within their systems, we have standardized the records so that you the user will have seamless access to all counties. It should however be noted that different counties will input data differently from each other and sometimes differently within the county itself. An example would be owner names: while all counties put the name in alpha order (last name first) some counties will put a comma between the last and first names, some counties will put only a space, while others will put a colon between the last and first names. Another example would be addresses. Some street names are spelled out (Twelfth) while others may be numeric (12^{th}). If your search doesn't reveal results one way, try another.

You can access online help, which covers all areas of the program in detail, by clicking 'Help' at the top of the toolbar and then clicking 'PvPlus' to access the main help menu. If you are having trouble starting to use CountyAssessor.Info click 'Help', and then click 'Getting Started'. The various sections of the program have their own Help links to jump directly to the corresponding help page. Within the assessment data clicking on the ?'s will take you to their corresponding help page.

You can print subdivision lists off of our website at http://www.countyassessor.info. Click on the counties tab and click the county on the map and it will bring up their subdivision list (pdf). We update the subdivision lists at the beginning of each year. It is helpful to print off the subdivision list(s) in the county(s) that you work in frequently. The list will give you all of the subdivisions in the county along with the numbers associated with that subdivision.

Getting Started:

After logging into the program you will, depending on your subscription, have the option to choose Arkansas, Oklahoma or Nebraska after clicking on the word ‘State’ located on the toolbar. After a State is chosen, available counties will appear depending on your subscription package.



Click on the county you wish to access then click on “select county” which is the middle folder with the ‘*’ asterisk on it.

Once you have selected a county the first record in account number order will be displayed. From here, you will be able to view assessment data, select queries, owner lists, and mapping (depending on your subscription package).

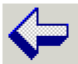
The main user interface contains the most commonly viewed information, including owner name, mailing address, situs (property address), assessed and taxable values, homestead amounts, school district, levy and estimated taxes, legal description, basic land information and some commonly requested building elements.

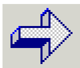
Important labels:

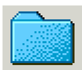
There are several important labels to be aware of.

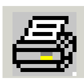
- In the upper left corner of the interface there are three labels. These tell you how many photos (if any), sales and number of building are associated with the current record.
- If another user has uploaded a photo for the current record, a red label will be displayed next to “Owner Information” stating “User Photo Available”.
- The date label, located on the upper right underneath the time clock, displays the date of the last update from the county that you are currently in.
- Often over looked is the hotkey help on the bottom of the interface. This details some of the more commonly used hotkeys.

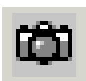
Button Bar:


Clicking this button moves you back one record at a time. Pressing “F6” provides the same utility.


Clicking this button moves you forward one record at a time. Pressing “F5” provides the same utility.

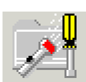

Clicking this button Exits PvPlus. From the main interface you may also press the “ESC” key to exit PvPlus. If any other PvPlus windows are open pressing “ESC” will close the active window.


Clicking the dropdown arrow on the side of the printer button allows you to print a property record card. Pressing “F9” provides the same utility.


Clicking the dropdown arrow on the side of the camera allows you to view any photos, sketches, upload one of your photos to share with other users or view a previously uploaded user photo.


Clicking the dropdown arrow here provides the following options:

- Building: Complete list of building elements
- Legal: Printable legal description
- Land: Printable land detail
- Miscellaneous: Printable miscellaneous detail
- Mobile: mobile information (when available)
- Sales: Sales history, many counties have sales histories dating back to the late ‘80s.


Clicking the dropdown arrow here provides the following options:

- Colors: Allows you to customize the colors on the PvPlus interface.
- 2nd Parcel Num: This displays an alternate parcel number or map number.


Clicking the dropdown arrow here provides the following options:

- Account: search by the assessor’s account number
- Owner: search by owner name
- Mailing Address: search by mailing address, also used as additional owner name.
- Situs: search by property address, this has not always been entered by the counties.
- Subdivision Name:
- Subdivision Number:
- Legal: Search the legal description field.
- Geo Code: search alternate parcel number or map number.


Clicking the dropdown arrow here provides the following options:

- Quick Comps: The quickest and easiest way to find comparable sales. Allows you to print reports with or without photos. You also have the option of printing just the property record card on a selected property.
- Database Query: Complex queries based on multi criteria. Allows you to save queries you have created. Reports range from basic to very detailed.
- Owner List: Allows you to create and save an owner list to your computer.


Clicking the dropdown arrow here provides the following options:

- Mapping: Detailed searchable mapping. There are multiple layers grouped in 7 categories. Typical layers include:

    Cities- city name
    Transportation- highways, county roads, streets, railroad, census tract
    Basemap– township lines and numbers, section lines and numbers
    Plats- subdivision lines and names, blocks, lots
    Parcel- owner detail, building detail
    Sales- color coded sales 0-12 months, 12-24 months, 24-36 months
    Water– lakes, water (rivers)
    Aerials– most current aerial photography, topography, land and soil use

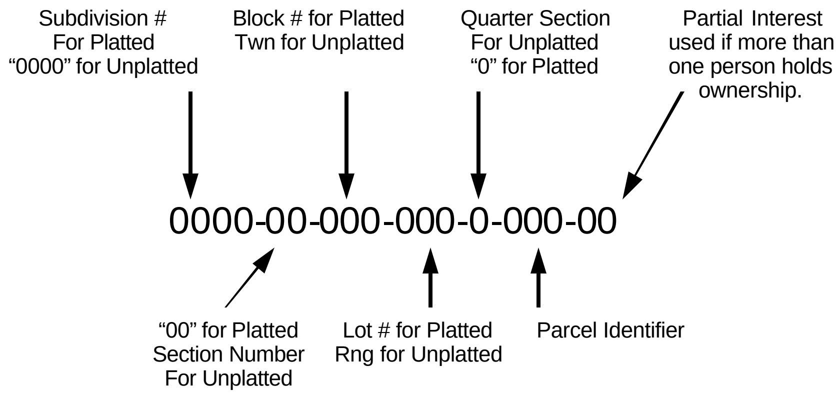
- Map-it: When available clicking on “Map-it” will zoom you to a plat of the current record.

Note: many of the options within PvPlus are based on your current level of subscription and may not be available to all users.

Searches:

Account (Ctrl & A): Search parcels using the assessor's account number. Click the down arrow on the right side of the search icon then click 'Account Number'. (Hot key: Ctrl-A) The account number format is unique to each county system.

In the counties where the parcel number format is "0000-00-000-000-0-000-00" you may use the account number search to locate property by legal description.



Owner Name (Ctrl & O): Search parcels using the owner's name. Click the down arrow on the right side of the search icon then click 'Owner'. (Hot key: Ctrl-O) Enter the search name by following the example below using the '*' (asterisk) as a wildcard. *When you search by owner name the records are sorted alphabetically.*

Example: Smith*John

(If the first match that is displayed is not the one you are looking for press the right arrow until the correct John Smith is displayed.)

Mailing Address (Ctrl & D): Search parcels using the mailing address. Click the down arrow on the right side of the search icon then click 'Mailing Address'. (Hot key: Ctrl-D) Enter the search mailing address by following the example below using the '*' (asterisk) as a wildcard.

Example: 2115*Woodward (to search 2115 SW Woodward Blvd)

(Avoid using prefixes or suffixes, ie SW, Blvd's, Street and Ave.)

The first line of the Mailing Address is also used for additional owner information. So, if you don't find the owner you are looking for searching the Owner Field try searching the Mailing Address.

Situs: (Property Address - Ctrl & P) Search parcels using the property address. Click the down arrow on the right side of the search icon then click 'Situs'. (Hot key: Ctrl-P) Enter the search property address by following the example below using the

'*' (asterisk) as a wildcard.

Example: 2115*Woodward (to search 2115 SW Woodward Blvd)

(Avoid using prefixes or suffixes, ie SW, Blvd's, Street and Ave.)

Subdivision Name: Search parcels using the subdivision name. Click the down arrow on the right side of the search icon then click 'Subdivision Name'. Enter the search subdivision name using the '*' asterisk as a wildcard if necessary.

Subdivision Number: Search parcels using the subdivision number. Click the down arrow on the right side of the search icon then click 'Subdivision Number'. Enter the search subdivision name using the '*' asterisk as a wildcard if necessary.

Legal Description (Ctrl & G): Search parcels using the legal description. Click the down arrow on the right side of the search icon then click 'Legal'. (Hot key: Ctrl-G) When searching by Legal description reference other Legal descriptions within your current county to determine how their legal description information is being entered. Then perform a search based on a key part of the legal description of your subject property.

Example: Classen*Miller*Lot*8*Blk*16

(Would retrieve the property with the legal description for Lot 8 Block 16 in the Classen Miller Subdivision)

Geo Code (Map Number): Search parcels using the geo code. Click the down arrow on the right side of the search icon then click 'Geo Code'. This is the alternate account number that is displayed when you select "2nd Parcel Number" from the "Settings" option.

HELPFUL HINTS: When doing a name search, don't type in the full name. Type only as much as is necessary. Example – when finding Jimmy and Vickie Hamm, type the following: Hamm*J and hit enter. His name might be listed as James or Jimmie or something else. There is no need to enter an asterisk after the J because the search will "wildcard" off of both ends. If you only know the last name and one of the owners, you can type the following: Hamm***vic** and it will find anything with that combination of letters. If you have an unusual name and are unsure as to how to spell it, you can type in as much as you are sure of and insert an asterisk in the parts that you don't know. You can also search by mailing address for a name. There are 4 lines used for owner and address information and sometimes if there are multiple owners, contract for deed information or trust information it may be typed on the mailing address line.

When conducting an address search, don't use street suffixes such st or pl or ave. Use the asterisk freely when putting in an address. Examples for finding 311 S. 6^{th} Street might be: 311*S*6. Some counties might spell the 6 out as Sixth. If your search doesn't yield any results one way then try another.

Settings:

To change the system colors click the down arrow on the right side of the Settings icon. Then click colors. Click the (radio button) next to each group and then click the color you want to change to. After changing the colors click settings then apply. To change the colors back to the original settings simply click on Settings and Default. Click file and close. (*Please note: when changing system colors do not make the background color or scroll box color the same as the other colors, this will result in data becoming non-visible*)

2nd Parcel ID Number:

The 2nd parcel number is an alternate parcel number, geo code, map number, etc. To display the 2nd parcel number, click the down arrow on the right side of the 'Settings' icon then click '2nd parcel num'.

Note: The alternate parcel number (map number) is used when searching Oklahoma County's Mapping.

Printing:

Property Record Card: **(F9)** To print the property record card either press [F9] (print hot key) or click the drop down arrow on the printer button then click on [Card]. With the print box displayed you are able to select which photo and sketch you want to attach to the property record card. If there are multiple photos for the same building you can pick the best one. On records with multiple buildings you can select which photo and sketch goes with each building. *On records with multiple buildings you must display the building elements then scroll to the building you wish to print before clicking the print button on the building element screen.*

Reports:

Improved Detail: This allows you to print a report with building elements, sales, land and owner information along with area name, lot, block, subdivision, section, township and range when available. Also included in the report are the property address (situs) and legal description. The report prints 4 records per sheet and is limited to 50 records. The Report Summary has average, minimum and maximum for Square Footage, Year Built, Sale Price and Dollars per Square Foot.

Improved List: The Improved List Report includes Account Number, Building Type, Style, Design, Bedrooms, Bathrooms, Year Built, Square Footage, Sale Date, Sale Price and Dollars per Square Foot. While the Improved List Report doesn't offer as much information as the Improved Detail Report it does print approximately 30 records per page. You are limited to a 200 record maximum. The Report Summary has average, minimum and maximum for Square Footage, Year Built, Sale Price and Dollars per Square Foot.

Land List: The Land List Report includes Account Number, Building Type, Year Built, Square Footage, Sale Date, Sale Price and Dollars per Square Foot, Land Use, Length x Width, Acres, Dollar per Acres, Land Square Footage, Dollar per Land Square Foot. The Land List Report prints approximately 30 records per page. You are limited to a 200 record maximum. The Report Summary has average, minimum and maximum for Square Footage, Year Built, Sale Price, Dollars per Square Foot, Acres and Dollars per Acre.

Detail Views: You may print all the following Detail Views separately from the property record card.

- Legal
- Land
- Miscellaneous
- Mobile
- Sales

Photos & Sketches:
To print just the photo or sketch, display the photo then click the print button.

Quick Comps:

Quick Comps is exactly that…a quick way to find comparables. Once you have searched for your subject property click the down arrow on the right side of the Queries icon. Then click Quick Comps. If you wish to use the default settings click the Run  button. The number of matches found will appear in the Sales Selected box. If you want to modify the setting for the Quick Comparison just change the values in the Search Options section and if you want to specifically pull comparisons outside of the immediate area click your selection in the Search Area section.
Subdivision: The subdivision that the subject is located in. Most effective for platted property.
Sec-Twn-Rng: The Section, Township and Range of the subject property. Will not always work for platted property since section/township/range is not always available. When you select this option the S/T/R button will be activated allowing you to change the Section, Township and Range to search.
Twn-Rng: Township-Range of subject. Works best for unplatted property.
Area: Area within the county that the subject is associated with. Could be a Town, Platted, Unplatted, Assessing District, etc.
School District: School district subject is located in. This is a good option for sparsely populated areas.
County Wide: Searches County Wide.
Quick Comps assumes certain basic criteria such as, land use and building type. When your subject has a land use of Rural Residential and a building type of Single Family Quick Comps only returns records that are Rural Residential, Single Family.

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Year Built: You can select a year built range within 5 to 25 years (+ or -). Or Select All.
Main Area: Square foot range of 100 to1000 sf. (+ or -). Or Select All.
Sale Price: There are several sale price breakouts from $1,000-$50,000 to $500,000 and over. Or Select All.
Sale Date: Select a sale date from the last 6 months to the last 3 years.
Override: Or you can double click on the Search Options Label to override the information (or got to "File" & "Over ride"). Override allows you to enter your own search criteria, if you feel the county has miss measured, missed the year, etc. you can then adjust the search criteria to match what you have verified through inspection.

The minimum amount of sales you would like to find can be set from 1 to 5.

Running the quick comps with the default 'subdivision' setting will look in the same subdivision, you can change the area to search by clicking Sec-Twn-Rng, Twn-Rng, Area, School District or County Wide. To select a specific Sec/Twn/Rng select Sec-Twn-Rng in the Search Area then click the S/T/R button (shown upper right). Enter the section, township and range in the appropriate boxes click Accept, Close and Run. Reset will begin your search again.

View Selected Sales:

To view the comparables click the Viewer button, the selected comparable sales can be viewed one at a time. From Quick Comps viewer you may also view any photos and sketches associated with the comparable.

Printing Sales:

Print Property Record Card (Viewer Only): To print a property record card for a comparable click the down arrow to the right of the printer icon and then click card or (F9).
Reports: You can print a report of the comparables by clicking on Report and selecting 1). Improved Detail, 2). Improved Detail w/photos, or 3). Improved List.

Example: Tulsa County – Arrow Springs Subdivision – Acct# 78170-84-26-38830
Search 78170*38830

- Click the down arrow on the right side of the Queries icon. Then click Quick Comps.
- Using default settings Click Run – The number of sales selected will be displayed.
- Change criteria to sale date 18 months – The number of sales selected will be displayed.
- Click Viewer and you will see the 1st of the sales selected.
- Click next to view each sale.
- Using the down arrow on the right side of the Print icon and then clicking card or

(F9) you can print the property record card.

- From Save icon you can save the Photo and Sketch to your PvPlus Download Folder located on your “C” drive.

Database Query:

Five tabs breakout all options for constrained searches. Searches will include all items checked on all tabs.

Tab 1 – Building elements 1- These choices include Land Use, Construction Quality, Occupancy, Roof Type, Stories/Style, Roof Cover, and Design.

Tab 2 – Building elements 2– These choices include Exterior Wall #1 & #2, Foundation, Interior Finish, Heating, Air Conditioning, Fireplace(s), number of Bedrooms, number of Bathrooms and Total Rooms.

Tab 3 – Area (SF) – These choices include Garage (Primary), Porch Primary, Garage (Area), Porch (Area), Basement, Year Built, Effective Year Built, Year Remodeled, Basement (Area), Land Units (Acres), Land Units (Lots), Main Building Area and Land Units (Square feet).

Tab 4 – Sale Data – These choices include Area List, School Districts, Sub Numbers, Sale date range (YYYYMMDD), sale price range (no commas), Sale Status (improved or vacant – depending on county), Deed: Book\Page. The area list button will give a list of the county area. Select the area and the subdivisions will load in the box below and become your beginning and ending search range. You have the option to select your own beginning and ending search range by clicking on one. The School Districts button will list the school districts for the county. Clicking on a school district will select it for searching. The Sub Numbers button will open a Sub Numbers range box, enter the beginning and ending Sub Numbers accordingly.

Tab 5 – Misc – These choices include Other Improvements, Year Built and Units. The miscellaneous tab is used for finding properties with unusual features. Examples of this would be swimming pools, chicken houses, etc.

Mayes County Example:

The lending company provided you with 1604 Hawthorne Court, Pryor, as the address for the subject property.

Select Mayes County – Search by Property Address (Ctrl P)

1604*Hawthorne

Print Property Record Card

You now have the information you need to find sales in the database query:

subject property – 1884 sq.ft. built in 1985

You may want to keep your first search very broad and then narrow it down depending on how many sales you find.

First Search:

Open the Database Query Window (Click the down arrow on the right side of the Queries button and click Database Query)

On the 'Sale Data' Tab click the 'School District' button. Then scroll down and click 'Pryor City'.

Click the 'Sale Date Range' check box (Ctrl & D) and enter "20050901" (YYYYMMDD) in the beginning date box.

Click the 'Sale Price Range' check box (Ctrl & P) and enter "1000" (to eliminate sales with no value) (no commas used)

Run Query (F8)

The results will be selected in the Assessment Data window.

Refine the Search:

On the Area (SF) Tab, click the Year Built check box (Ctrl & Y). Enter 1975 in the first box and 1990 in second box.

Run Query (F8)

The results will be selected in the Assessment Data window..

Refine the Search further:

On the 'Sale Data' tab change the 'maximum price' to $125000 (to eliminate large sale) and on the BE1 tab select Single Family under Occupancy (to eliminate commercial property)

Change 'Main Area' (Ctrl & S) to '1400' to '2200'

Run Report (F8)

Print Reports

Click Report. You have 3 report options to choose. By clicking the Help option and report you can see the detailed information that each report will give you.

Okmulgee County Example:

You have received a request for an appraisal on an 80 acre tract with the following legal description: W1/2 NE in Section 14, Township 15N, Range 11E in Okmulgee County.

Select Okmulgee County – Search by Account (Ctrl-A)

14*15N*11E*A (NE quarter)

This will begin your search with the first account number in the Northeast quarter of 14-15N-11E, continue clicking arrow to right until you find the account with a legal description that matches your subject property. Print property record card by clicking the down arrow on the right side of the Print icon or by pressing F9 on the keyboard.

Search for Comparison Sales

Vacant/Improved: Vacant (not all counties use a V/I indicator)

(On the 'Sale Data' tab under 'Sale Status')

Acres: 40-120

(On the ‘Area [SF]’ tab under ‘Land Units (Acres)’
Sale Date Range: 200509 (YYYYMM)
(On the ‘Sale Data’ tab under ‘Sale Date Range’ enter 200509 in the beginning date box and leave ending date with 9’s)
No Area Selected (Run for entire county)
Sale Price: $1000 (to eliminate sales with no amount) (no commas used)
(On the ‘Sale Data’ tab under ‘Sale Price Range’ enter 1000 in the ‘minimum price’ box and leave the maximum price with 9’s)
Run Query (F8)

<u>Refine the Search:</u>
Sale Price: $75000
(On the ‘Sale Data’ tab under ‘Sale Price Range’ enter 75000 in the ‘minimum price’ box and leave the maximum price with 9’s)
Run Query (F8)

The results of the Query will be displayed in the Assessment Data window. Click the main Assessment Data window (F5 scrolls forward F6 scrolls back or use the right and left arrows). While viewing the Assessment Data you can click the down arrow to the right of the ‘Print’ icon or press the F9 key on the keyboard to print a property record sheet.

Print Report – To print a report, click the word ‘Report’ (on the database query window) and then click the report that you wish to view/print, which are: Improved Detail, Improved List and Land List.

Remember, you can always broaden or tighten your criteria to eliminate or expand your sales.

Don’t forget to refer to the online help if you have any difficulty using CountyAssessor.Info.

Comanche County Example:

You have received a request for an appraisal on Blk 1, Lot 6 in Country Club Estates in Comanche County.

Click State, click Oklahoma and select Comanche County –
Search by Subdivision Name (Click the down arrow on the right of the ‘Search’ icon, then click ‘Subdivision Name’)

Country*Club*Est

This will begin your search with the first account in the Subdivision matching your search criteria, continuing clicking find until you find the account with the legal description that matches your subject property.
Print property record card (F9)

Search Database Query

Area List: Lawton
Beginning Search Range: Country Club Estates
Ending Search Range: Country Club West
Sale Date: 200509 (YYYYMM)
Sale Price: $1000 (to eliminate sales with no value)(no commas used)
Square Footage: 1450 – 1700 (Area (SF) tab)
Year Built: 1960 – 1970
Run Query (F8)

Refine the Search

Sale Price: $50000 (no commas used)
Run Query (F8)
View Sales in the Assessment Data window
Print Report – To print a report, click the word 'Report' (located at the top of database query window) and then click the report that you wish to view/print, which are: Improved Detail, Improved List and Land List.

Tulsa County Commercial Example:

Subject Property: Account# 12055-94-18-34200 Tulsa County (the account # is the only information you received)

Select: Tulsa County – Search by Account #

12055*34200

(When searching by account in Tulsa County, enter the first and last numbers of the account number)
Print Property Record Card (F9)

Select Database Query

Land Use: Fast Food (chain)
Sale Price Range: enter '250000' (no commas used) in the minimum price box
Sale Date Range: enter '200409' (YYYYMM) in the beginning date box
Run Query (F8)
View results in the Assessment Data window.
Print Report(s) from the Database Query window from the Report menu.

Export Sales:

If your query results in 50 or less records you can save the details of the query to a pipe "|" delimited text file which can be opened in a spreadsheet program. (ie. MS Excel) This query, like all saving options throughout the program, is saved to your PvPlus Download folder that is created directly on your C: Drive. The fields that are included are as follows: account, situs, style, design, quality, exterior_wall, foundation, bedrooms, bathrooms, total_rooms, heat, air, condition, garage, garage_units, basement,

basement_sf, porch, porch_sf, year_built, eff_yr_blt, SF, roof_type, roof_cover, land_use, acres, landsf, area_type, date1, date2, date3, date4, price1, price2, price3, price4, subname, area.

The File can be opened in any spreadsheet.

Query Manager:

At any time while using the Database Query, you can save, load or update an existing query. If you receive a two minute end of session warning use the save feature to continue where you left off the next time you return to the program. The saved queries are county specific.

Save a Query – Once all selections and values have been made to a query it can then be saved for future use. To do so: On the Database Query window click File then click Query Manager or (F3 on keyboard). On the Query Manager window click 'Create New' in the 'Query Options' section and type a name for your query in the 'Enter Query Name' box. Then click the 'Save' button.

Load a Query – To load a query, on the Database Query window click File then click Query Manager or (F3 on keyboard). On the Query Manager window click on the name of the query in the 'Available Queries' box. Then click the 'Load'. *Remember you must be in the same county that you saved your query in*

Update a Query – To update a query, first load the query to be updated. Make your changes to query in the Database Query window. On the Database Query window click File then click Query Manager or (F3 on keyboard). On the Query Manager window click on the name of the query to be updated then click 'Update Existing' in the 'Query Options' section. Then click the 'Save' button.

Owner List:

CountyAssessor.Info's Owner Wizard can generate an owner list perfect for mail merging into labels, envelopes, or form letters. This search is limited to 500 records. Your search options include: Owner Name, Property Address (situs), Legal Description, Subdivision Name, Subdivision Number or Township/Range.

Sort Records:
Highlight the column you wish to sort the records by then press either the Ascending or Descending buttons on the tool bar.

Delete Records:
Select the records you wish to delete from the spread sheet by clicking the check box under "delete" then Click the "Delete Button on the button bar. This will remove the selected records.

Printing:
Spreadsheet- To print the entire the spreadsheet click the "Print" Button on the toolbar.
Property Record Card- To print a property record card for a specific record click the check box under "print", this will display the print dialog box.

Save to Spreadsheet:
You have 2 format options in which to save the spreadsheet.
Excel– Click the "Save" Button on the toolbar with the Excel icon. Enter the name for your file then click "Finish".
Delimited Text– Click the "Save" Button on the toolbar with the icon. Enter the name for your file then click "Finish".

The files will be saved to your PvPlus Download folder.

Parameter Search: Allows you to enter up to 20 account numbers and load them into your spreadsheet. You can print out a help sheet with questions/answers concerning the owner list.

- Select "File" and "Parameter Search"
- Enter the account number in the text box then press "Add". Repeat this for each account number.
- Press "Find" to load the records into your spreadsheet.
- To remove a account number from the Parameter Search box highlight the account and click "Delete".

Downloading Files:

CountyAssessor.Info allows a user to download certain items from our system to yours. Examples are photographs & sketches (if available), subdivisions lists and reports. Most items are automatically saved to your C: drive to a folder name "PvPlus Download". The exception to this is the subdivision list, which you may save any where you like. The first time you save something from PvPlus to your computer you will be prompted to create the "PvPlus Download" folder, click "Yes". The folder will be created and the item will be saved to it.

Photos & Sketches:
When viewing a photo or sketch click on the Save Button to open the save to file window. The default file name is the account number, you can change it to anything you would like. After you have named the file click the Save to file Button, to save the current image to your PvPlus Download folder.

Land Screen Detail:
With the land detail displayed select "File", "Save" then either Text or Excel to save the current land information to your PvPlus Download folder.

Mailing List:
See Owner List

Sales Records:
Available for the Database Query- If your query results in 50 or less records you can save the details of the query to a pipe "|" delimited text file which can be opened in a spreadsheet program. (ie. MS Excel) This query, like all saving options throughout the program, is saved to your PvPlus Download folder that is created directly on your C: Drive. The fields that are included are as follows: account, situs, style, design, quality, exterior_wall, foundation, bedrooms, bathrooms, total_rooms, heat, air, condition, garage, garage_units, basement, basement_sf, porch, porch_sf, year_built, eff_yr_blt, SF, roof_type, roof_cover, land_use, acres, landsf, area_type, date1, date2, date3, date4, price1, price2, price3, price4, subname, area.

User Photos:

Uploading Photographs:
To upload a photo to share with other users on CountyAssessor.Info.

- First locate the record you wish to attach the photo to.
- Then click the dropdown arrow on the right side of the 'Photo' icon and click 'Upload'.
- Navigate to the folder (on your computer) containing the photo that you want to upload.
- Select the photo to attach and click the 'Upload' button. When prompted to upload the selected image click "Yes"
- You can now click the 'View' button to view the uploaded photo. If the photo is not the one you intended to upload you can click the 'Delete' button to remove it and then upload the correct photo.

Note You cannot delete an uploaded photo once you upload another photo or close the 'User Upload" window.*

Viewing User Photos:
Once a user photo has been added to a record a red label will be displayed next to the owner label stating "User Photo Available". To View the photo click the dropdown arrow on the right side of the 'Photo' icon and click 'Photo (User)'. You can then save or print the photo just like the rest of the images available in PvPlus.

Mapping: (currently available for 77 counties in Oklahoma)

Map Plus is available to Gold Level subscribers only. Map Plus is available at the county option window. From the toolbar select the dropdown arrow from the "Maps" button, then click "Mapping" you will see a progress bar and then the complete map will show on your screen. Layers can be activated or deactivated by checking the corresponding boxes next to each layer. Expand the tree to view all layers.

Search Fields Available:

Owner – From the mapping window click Search then Owner. Enter the owner name in the search string box. Click File and Find or F8. This search is used the same as the search boxes in the assessment data (example in Mayes Co.: long*gary). This search will list all of the matching records. Double click the record you would like to view and it will zoom to that parcel.

Parcel Number - Choose Search then Parcel Nbr. Enter account # in search string box. Click File and Find or F8. Results will be displayed. Double click the record you would like to view and it will zoom to that parcel. (example in Mayes Co.: 0000-09-21N-19E-2-002-00)
** When searching by account # in Oklahoma Co. use the 2nd parcel #, which is located on the Assessment screen under Settings, 2nd parcel number.

Situs - Choose Search then Situs. This search is used the same as the search boxes in the assessment data. Enter physical address in search string box. Click File and Find or F8. Results will be displayed. Double click the record you would like to view and it will zoom to that parcel.

City – Choose search then City. Note: this search is case sensitive so you must capitalize correctly. Enter city into search string box and click File and Find or F8. The map will zoom to that city.

Owner Detail:

To activate the Owner Detail layer, check the box next to Owner Detail, under the Parcel Layer. When you are zoomed in, this will display the Owner name on the parcels.

Sales Layers:

To activate the Sales layer, check the box next to Sales. Expand the Sales layer by clicking on the plus sign next to Sales. Sales are color coded for the last 3 years; 0-12 months, 12-24 months and 24-36. You can check the box next to one or all of the time periods to activate each layer.

Changing the view of the Map:

Return to the full county view by clicking on the full extent button. Go back to the previous view by clicking the back button and then return to the previous image by clicking the forward button.

Zooming:

Zooming in and out is done by clicking on the zoom out or zoom in buttons. Choose one of the buttons and then click inside the map on the area that you want to zoom in on or out from. Each time you click to zoom the map will redraw so please allow a few seconds. You may also left click and drag a box around the area you wish to zoom in on. Pan the map image by clicking on the pan button and dragging the map.

To get a quick view of an area, click on the magnifier button then click inside the map. A magnifier window will pop up with a zoomed in image of the area. Close the window by clicking the x in the top right corner when finished.

Right Click on the map or click the refresh button to refresh the screen.

Printing:

You can select the print button (or File and Print) to print the current view of the map image.

Identify:

To view a list of the attributes of a parcel or feature, click on the identify button. The identify window will pop up. Use the drop down list to choose which layer(s) will be identified (example - choosing the Owner Detail will display parcel number, owner name, mailing address, school district, acres/lots, land sf, situs, and legal) Then click or drag a box over a feature or place on the map that you want to identify. The attributes will be listed in the identify window. Press the SHIFT key to add features to the current list. The location field will give you coordinates of the location you click.

Measure:

To use the measurement tool choose the measure button and the measure window will pop up. Measuring a distance is the option that is available upon opening, to measure a distance, draw a line. To measure an area, click the 'Measure An Area' icon (hold your cursor over the icons to identify) then draw a polygon. To measure a feature, click the 'Measure A Feature' icon, then click a feature. Measurements will be displayed in the pop up window. To change the unit click on the 'Choose Units' icon and select from the list. You can also show totals and reset the results.

Saving a Copy of the Map:
At this time there is not a save feature with Map Plus. However, you can copy the current view of the map. Click on the copy to clipboard button to copy the map image. You can now paste the image as needed.

Map-it:

When the Map-it is available you can zoom straight to a plat of your subject just by clicking on Map-it. If the parcel is not mapped then Map-it will return the complete county map. Once the map is displayed you may then zoom in and out.

Brand New PvPlus Features:

Emailing saved records to yourself:
When using the service, any files that used to be saved to your PvPlus Download folder such as photos, sketches etc. will now be saved to your Email Files, you will now email the files to an email address using our new email feature; If you wish to do the same with property cards and reports created you may also do this. The first step is to select to print to pdf; you will do this by going up to file, selecting print, output and clicking on “to pdf”. Or you can just hit CTRL + F9 and it will automatically select this option for you. It will ask you if you want to save this as your default, by selecting yes, this option will always stay selected for you. If you select no, it will stay selected during this login session but you will have to reselect it each time you login thereafter. You will then go up to the printer icon, hit the arrow next to it and select card. A box will pop up asking if you want to print or cancel, click print. It will then tell you that your print job has been saved. Now go up to the top and click Email, then files. This will pop a box up to the left that says “Manage Saved Files”, this is where you will see the files that you saved. The first time you use this feature it will prompt you to save an active email address, you want to put an email address in that you are going to want your files sent to. It will save this email address for each time you use the feature, but if you want to change it just click Edit, enter a new email address and hit update. To email yourself a file, you will click on the file(s) to select them and hit the send icon. A box will pop up letting you know that your files were successfully sent and ask you if you want to delete the sent files; it is best to say yes to keep it cleaned out.
You may save as many files as you would like, but may only email up to 10 at one time. If you keep the Manage Saved Files box up while you continue working and keep saving files, you will just need to go up to file on this box and select Refresh, or hit the F5 key.

2. Searching by Grantor\Grantee:
Another new feature added to the program is being able to search by grantor or grantee. Once logged in you will click on the arrow next to the queries icon, and select

Grantor\Grantee Search; this will pop a search box up over to the left. You will see where you put the last name and first name in to search by. Once you have put a name in here, you may hit enter on your keyboard, select the icon that says Find or hit your F8 key. It will then tell you how many records were found. The information it will show you will be the Account number, Grantor, Grantee, Sale date and Sale price. You may use the Back or Next arrows to scroll through the found records or hit F5 for next and F6 for Back. If you would like to see the full property records on any of the found records, click the Show icon while on that selected record.

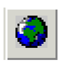
Notes:

Mapping Help Document

Mapping: (currently available for 77 counties in Oklahoma)

Mapping is available to Gold Level subscribers only. Mapping is available at the county option window. From the toolbar select the dropdown arrow from the "Maps" button, then click "Mapping" you will see a progress bar and then the complete map will show on your screen. Layers can be activated or deactivated by checking the corresponding boxes next to each layer. Expand the tree to view all layers.

Map-it: The Map-It feature opens the map interface and zooms to the property you are currently viewing. (See searches for locating properties)
To utilize Map-It, after locating your subject property, then click on the down arrow on the Maps button then click on "Map-It". It will open up our mapping interface and zoom to the property. If the property is not mapped then a popup will appear saying, "Could not locate the requested property". If that is the case simply click "OK" and it will take you to the countywide map. If the whole county does not display, click on the full extent button.



Mapping Interface:

Layers, labels and zoom settings: Cities: This layer is set to display at all times. The boundaries of the cities are in a dark red outline. If a city name does not appear zoom in closer for it to display. There are no other layers that you can expand to see in this group.

Transportation: By clicking on the plus sign next to "Transportation" it will expand all of the layers under this group. Included are: Highways, Roads, Railroads, and Census Tract. Highways and Railroads are set to display at all time, however their labels are not. You will need to zoom in at about the township level for those labels along with all of the Roads to display. For the Census Tract to display you will need to be zoomed into about a quarter section of a township. Once you zoom in close enough for the Roads and Census Tract layers to display you will notice that the gray check mark next to the layer turns to black. Highways: Red Line, Roads: Orange Line, Railroads: Black Rail Line, Census Tract: Purple Line.

Basemap: By clicking on the plus sign next to "Basemap" it will expand all of the layers under this group. Included are: Twn_Num, Sec_Num, Twn, Section. The Twn_Num, Twn, and Section layer is set to display at all times. If a Twn_Num does not appear zoom in closer for it to display. For the Sec_Num to display you will need to be zoomed in more than at county level but not as close to township level. Twn: Dark Gray Outline, Section: Light Gray Outline.

Plats (varies by county): The Plats layers are turned off by default. By clicking on the plus sign next to “Plats” it will expand all of the layers under this group. Included are: Subdiv_Name, Subdiv, Blocks, Lots. The Subdiv_Name will display once you are zoomed in at about the township level. For the Subdiv layer to display you will need to be zoomed in more than at county level but not as close to township level. The Blocks and Lots will display about a quarter section of a township, their labels will display zoomed in at about a section. Subdiv: Thick Teal Green Outline, Blocks: Purple Outline, Lots: Light Gray Outline.

Parcel Layer: By clicking on the plus sign next to “Parcel Layers” it will expand all of the layers under this group. Included are: Owner Detail, Building Detail. Owner Detail is unchecked to increase performance. You can turn the layer on by checking the box next to Owner Detail. Both Owner Detail and Building Detail will display their shapes when you are zoomed in to see a few townships at a time. The Owner Detail labels will not show until you are zoomed into a few sections at a time. The parcel number of the parcel will display by moving your cursor over a parcel while the Owner Detail is checked no matter how far you are zoomed in. Owner Detail and Building Detail: Light Green Outline.

Sales: The Sales layers are turned off by default. By clicking on the plus sign next to “Sales” it will expand all of the layers under this group. Included are: 0-12 Months, 12-24 Months, 24-36 Months. The Sales layer is unchecked due to the time that it takes to draw the layers. You can view the sales layers by checking the box next to each sales layer. 0-12 Months is checked by default. Each sub layer can be expanded to show the colored icon that associates with the layer. The sales layers will display about a quarter section of a township. Each sales layer has a different color. 0-12 Months: Yellow Lines, 12-24 Months: Orange Lines, 24-36: Purple Lines.

Water: By clicking on the plus sign next to “Water” it will expand all of the layers under this group. Included are: Lakes, Streams. Lakes and Streams are set to display at all time, however their labels are not. You will need to zoom in at about the township level for those labels to display. Lakes and Streams: Blue Lines and Polygons.

Aerials (varies by county): The Aerial layers are turned off by default. By clicking on the plus sign next to “Aerials” it will expand all of the layers under this group. Included are: 2008 (Aerial Photography), Topo, Landuse, Soils. All of the layers will display once you are zoomed into a township. The Landuse and Soil labels will display once you are zoomed into about 4 sections at a time. The Landuse labels are in brown and the Soil labels are in green. Landuse: Nature colored lines, Soils: Nature colored polygons.

Searching:

Owner: From the mapping window click Search then Owner. Enter the owner name in the search string box. Click File and Find or F8. This search is used the same as the search boxes in the assessment data (example in Mayes Co.: long*gary). This search will list all of the matching records. Double click the record you would like to view and it will zoom to that parcel.

Parcel Number: Choose Search then Parcel Nbr. Enter account # in search string box. Click File and Find or F8. Results will be displayed. Double click the record you would like to view and it will zoom to that parcel. (example in Mayes Co.: 0000-09-21N-19E-2-002-00)
** When searching by account # in Oklahoma Co. use the 2nd parcel #, which is located on the Assessment screen under Settings, 2nd parcel number.

Situs: Choose Search then Situs. This search is used the same as the search boxes in the assessment data. Enter physical address in search string box. Click File and Find or F8. Results will be displayed. Double click the record you would like to view and it will zoom to that parcel.

City: Choose search then City. Note: this search is case sensitive so you must capitalize correctly. Enter city into search string box and click File and Find or F8. The map will zoom to that city.

Changing the view of the Map:

Return to the full county view by clicking on the full extent button. Go back to the previous view by clicking the back button and then return to the previous image by clicking the forward button.

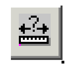
Zooming:
Zooming in and out is done by clicking on the zoom out or zoom in buttons. Choose one of the buttons and then click inside the map on the area that you want to zoom in on or out from. Each time you click to zoom the map will redraw so please allow a few seconds. You may also left click and drag a box around the area you wish to zoom in on. Pan the map image by clicking on the pan button and dragging the map.

To get a quick view of an area, click on the magnifier button then click inside the map. A magnifier window will pop up with a zoomed in image of the area. Close the window by clicking the x in the top right corner when finished.

Right Click on the map or click the refresh button to refresh the screen.

Printing:
You can select the print button (or File and Print) to print the current view of the map image.

Identify:
To view a list of the attributes of a parcel or feature, click on the identify button.  The identify window will pop up. Use the drop down list to choose which layer(s) will be identified (example - choosing the Owner Detail will display parcel number, owner name, mailing address, school district, acres/lots, land sf, situs, and legal) Then click or drag a box over a feature or place on the map that you want to identify. The attributes will be listed in the identify window. Press the SHIFT key to add features to the current list. The location field will give you coordinates of the location you click.

Measure:
To use the measurement tool choose the measure button  and the measure window will pop up. Measuring a distance is the option that is available upon opening, to measure a distance, draw a line. To measure an area, click the 'Measure An Area' icon (hold your cursor over the icons to identify) then draw a polygon. To measure a feature, click the 'Measure A Feature' icon, then click a feature. Measurements will be displayed in the pop up window. To change the unit click on the 'Choose Units' icon and select from the list. You can also show totals and reset the results.

Saving a copy of the Map:
At this time there is not a save feature for Mapping. However, you can copy the current view of the map. Click on the copy to clipboard button  to copy the map image. You can now paste the image as needed.

Notes:

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