



PINPOINT - OVERVIEW

(VERSION 1)



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PINPOINT - OVERVIEW

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QUICKPOINT - OVERVIEW

TERMS

- Printer Ready** Tempo access is through the Internet. Tempo's web pages contain information you most likely do not wish to print, especially when providing the information to your clients. Tempo creates a "printer ready" version of the report or map that they format to fit a printed page and that contains report or map information only.
- QuickPoint** A mapping tool that will allow you to view property tax information and location from the results of a quick or custom search.
- Realtor.com** Realtor.com is a product within the Tempo MLS system that allows you to access a tax database. QuickPoint uses Tax Realtor information in your mapping results

ACCESSING QUICKPOINT

You must have a current Sandicor member log on account to access **QuickPoint** mapping. The **QuickPoint** mapping tool can be accessed through several areas.

- From a **Search Result List** (Quick Search or Custom Search) a "Q" will be displayed. Click on the "Q" to access QuickPoint

SF Detached														
RES	MLS No.	Pic	Media	Q	Status	Address	Zip	MAPCD	BR	Baths	LTP	ESF	Price	Date
1	061032857	6		Q	Active	452 Fourth Street	92024	1147B7	2	1	EA		\$ 999,000 - \$ 1,300,000	4/20/2006
2	061044917	5		Q	Active	416/418 Neptune Ave.	92024	1147B6	5	4	ER	3362	\$ 3,950,000	5/26/2006

Figure 1: Search Results List with "Q"

- From a **Property Report** click on the **Aerial Mapping** tool represented by the .

[Media: !\[\]\(51514032c8ca341817228f39f1307b05_img.jpg\) 6 !\[\]\(aba7c07a80262aa874bfebb3cd21d047_img.jpg\)](#)

Figure 2: Aerial Mapping Icon from Property Report


- From the **Mapping** tools the  can also be accessed through mapping results.



Figure 3: Aerial Mapping Icon from Tempo Mapping

NAVIGATING FEATURES

The PinPoint mapping contains several areas of navigation. The numbers correspond to the chart on the following page.







Figure 4: Quick Point Main Map Area

Areas	Description
1. Direct Links	Each hyperlink will take you to its designated location or help feature. Realist: <i>Realist.com</i> Pinpoint: <i>Sandicor's Pinpoint homepage</i> (described in detail later) Contact Us: <i>Email Sandicor's Help Desk at helpdesk@sandicor.com</i> Help: <i>Quick Point user guide</i>
2. Main Toolbar	The toolbar provides different options to customize mapping results. See QuickPoint Toolbar section for complete details on features.
3. Main Map	The map will show the subject property location results and surrounding area. The subject property is represented by the house icon on the main map.
4. Main Map Options	Each main map option can be activated by a single mouse click. Main map options include the following: Aerial: <i>Displays aerial photo view (no parcel lines)</i> Parcels: <i>Displays parcel lines (no aerial view)</i> Hybrid: <i>Displays aerial photo and parcel lines on the same map</i> Big Map: <i>Displays larger map</i>
5. Nudge Bars	The nudge bars will allow the main map to be moved North, South, East, West, Northwest, Northeast, Southwest, and Southeast.
6. Subject Property	Subject Property information is available at the bottom of the QuickPoint map. Clicking the Tax ID Number (APN) will display basic tax information on the subject property. There is also a link at the bottom of this page to open up a full tax report in Realist.com (see details later in manual).




MAIN TOOLBAR



Figure 5: Quick Point Main Toolbar Options

Tool Icon	Description
	Initial Main Map Area: Displays main map overview. All active searches and markups will remain on the map until deleted.
	Zoom In: To activate click icon once and place mouse in main map area. Hold the left mouse button down to zoom in. Release to stop.
	Zoom Out: To activate click icon once and place mouse in main map area. Hold the left mouse button down to zoom out. Release to stop.
	Zoom to Rectangle: To activate click icon once and place mouse anywhere in the main map area. Hold the left mouse button down and drag across designated area of zoom. Let go of the left mouse button to stop rectangle and allow to zoom in.



Tool Icon	Description
	<p>Move Map: To activate click icon once and place in the main map area. Hold down the left mouse button and move main map area to desired location for view. Release mouse button to stop map movement.</p>
	<p>Identify Tool (Id): Activate the ID Tool by clicking on the icon. Pick a property of interest on the map (works with only visible parcels). The property of interest does not have to be the subject property on map. Clicking the parcel will display <i>Tax</i> information on the left side in a ledger. Click the link that says <i>“Realist Full Property Detail”</i> and a full tax report from Realist will appear.</p>
	<p>Print: Clicking this icon will provide the option to print the map.</p>

USING QUICKPOINT

This section will cover how to maximize the use of the Subject Property, Surrounding Property Parcels, and accessing the tax information from Realist.com directly from the QuickPoint map.

SUBJECT PROPERTY

To access the **Subject Property** and its basic tax information the following options are available:


1. Click on the  then click on the **Subject Property** indicated by a red house on the main map. This will display basic tax information on the property.



Figure 6: Subject Property Icon from a Quick Point Search

2. Click on the **Subject Property** APN at the bottom of the map area to link to the basic tax records.

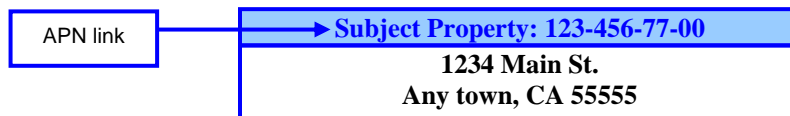
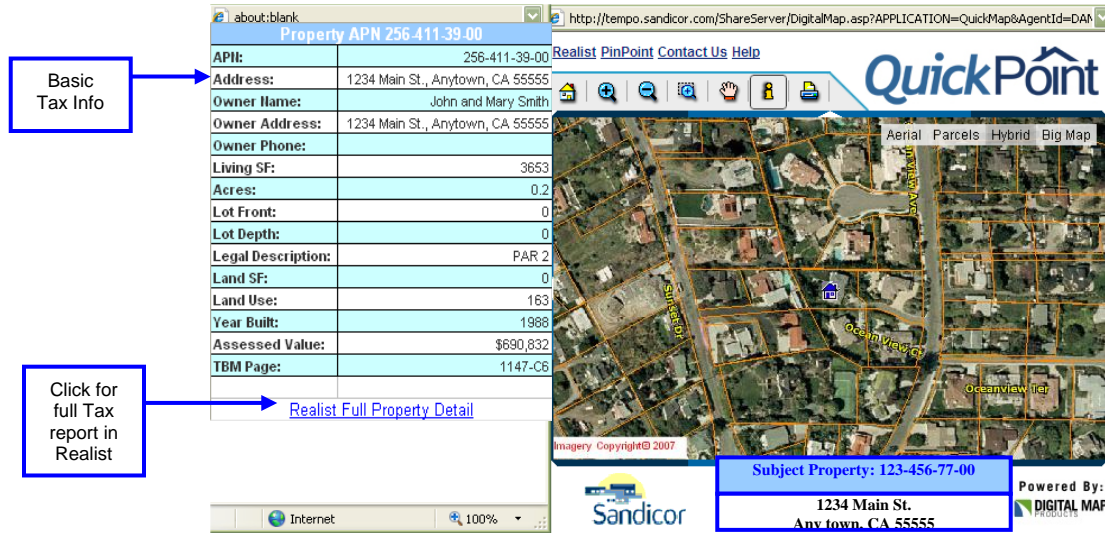


Figure 7: Subject Property Address Information and Realist Link

The basic tax information will pop up on the left side next to the map:



Property APN 256-411-39-00	
API:	256-411-39-00
Address:	1234 Main St., Anytown, CA 55555
Owner Name:	John and Mary Smith
Owner Address:	1234 Main St., Anytown, CA 55555
Owner Phone:	
Living SF:	3653
Acres:	0.2
Lot Front:	0
Lot Depth:	0
Legal Description:	PAR 2
Land SF:	0
Land Use:	163
Year Built:	1988
Assessed Value:	\$690,832
TBM Page:	1147-C6


[Realist Full Property Detail](#)

Subject Property: 123-456-77-00
1234 Main St.
Anytown, CA 55555

Figure 8: Basic Tax Report and Map Location of Subject Property

SURROUNDING PROPERTY PARCELS

To access any of the **Surrounding Property Parcels** and its basic tax information complete one the following:

1. Click on the  then click on a **Surrounding Property Parcel** on the main map. This will display basic tax information on the property. The new subject property will now be highlight with a blue house and the basic tax information will appear to the left of the map.
2. The full tax report from Realist.com can be accessed by clicking on the link that says "Realist Full Property Detail".

PINPOINT - OVERVIEW

TERMS

- Printer Ready** Tempo access is through the Internet. Tempo's web pages contain information you most likely do not wish to print, especially when providing the information to your clients. Tempo creates a "printer ready" version of the report or map that they format to fit a printed page and that contains report or map information only.
- PinPoint** A mapping tool that will allow you to search or draw specific areas for report or farming purposes.
- Realist.com** Realist.com is a product within the Tempo MLS system that allows you to access a tax database. PinPoint uses Tax Realist information in your mapping results.

ACCESSING PINPOINT

You must have a current Sandicor member log on account to access PinPoint mapping. You access the PinPoint from the **Tempo MLS Home Page**.

From the Tempo Navigation bar hover over **Search** > click **SmartMaps**. The PinPoint mapping system appear in a separate window or tab. The PinPoint home page will appear.

NAVIGATING FEATURES

The PinPoint mapping contains several areas of navigation. Each section will be clearly defined later on in the manual.

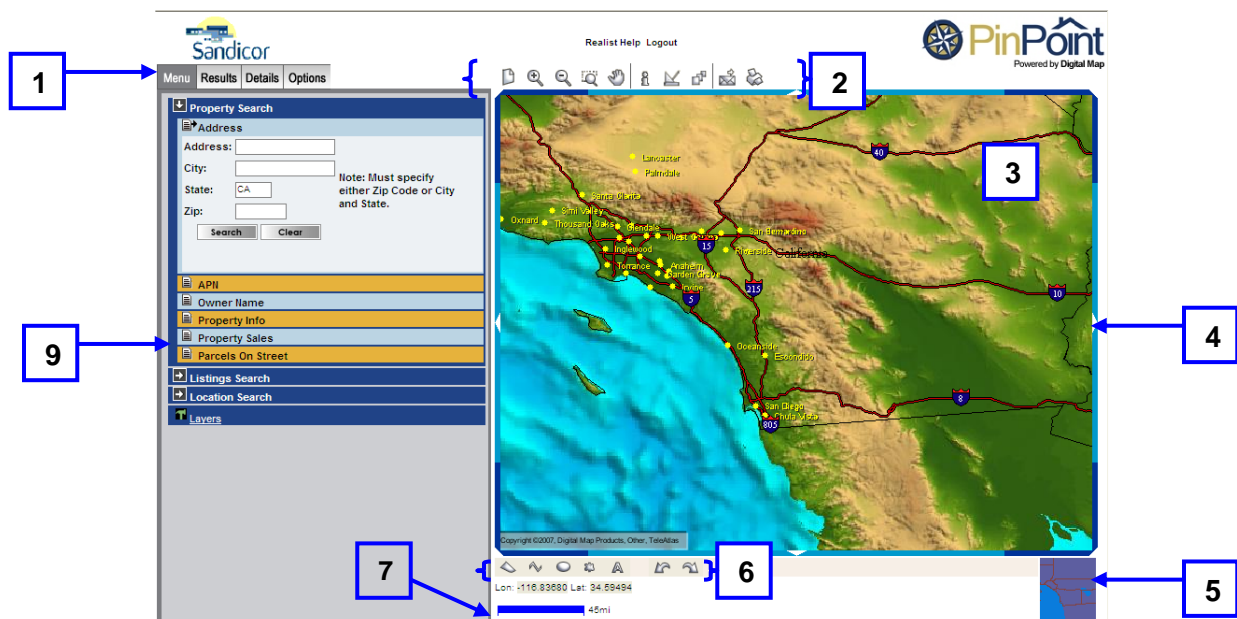









Figure 9: Main Map Area in PinPoint




Areas	Description
1. Ledger Tabs	The tabs help enhance your search and report options for viewing and printing. The tabs include Menu, Results, Details, and Options for map searching results.
2. Main Toolbar	The toolbar provides options to customize mapping results.
3. Main Map	The map will show the search and customized results. The map will also be visible when the PinPoint mapping program is launched.
4. Nudge Bars	The nudge bars will allow the main map to be moved North, South, East, West, Northwest, Northeast, Southwest, and Southeast.
5. Overview Map	The overview square will show the mapping area viewed.
6. Draw Toolbar	The toolbar will allow the customization of draw tools, place symbols, place labels, or undo/redo mapping options.
7. Scale Readout	The scale will allow you to adjust the measurement readout on the main map. It can be adjusted for U.S. Units, Metric Units, or No Units
8. Context Menu	By "right clicking" in the main map area the context menu will appear. The features available are: Identify, Clear Search Results, Clear All Markups, Show Layers, and About Your Data. (not in image above)
9. Ledger	Includes information from each of the Ledger Tabs.

MAIN TOOLBAR



Figure 10: Quick Point Main Toolbar Options

Tool Icon	Description
	Go to Initial Main Map Area: Will take you to main map. All active searches and markups will remain on the map until deleted.
	Dynamic Zoom In: To activate click icon once and place mouse in main map area. Hold the left mouse button down to zoom in. Release to stop.
	Dynamic Zoom Out: To activate click icon once and place mouse in main map area. Hold the left mouse button down to zoom out. Release to stop.
	Zoom to Rectangle: To activate click icon once and place mouse anywhere in the main map area. Hold the left mouse button down and drag across designated area of zoom. Release left mouse button to stop rectangle and allow to zoom in.
	Move Map: To activate click icon once and place in the main map area. Hold down the left mouse button and move main map area to desired location for view. Let go of left mouse to stop map movement.
	Identify Tool (Id): Activate the id tool by clicking on the icon. Pick and click a property of interest on the map (works with only visible parcels). Tax information will display on the left side in the ledger.
	Distance & Area Measure Tool: Click icon once and place mouse cursor in main map area on starting point of measurement. Hold left mouse button down and drag in desired direction to be measured. When the draw is complete release the left mouse button.

Tool Icon	Description
	Resize Map: This will change the size of the main map view. There are three different sizes available for view.
	Email: This will allow you to email the map created.
	Print: Will allow you to print map.

LINKS AT TOP OF PINPOINT PAGE

Option	Description
Realist	Direct link to Realist.com.
Help	Help user guide created by Digital Map Products.
Logout	Logs user out of the PinPoint System.

CONTEXT MENU

The **Context Menu** is activated within the Main Map area. **Right click** the mouse inside the **Main Map** area to activate the Context Menu options. See image below.

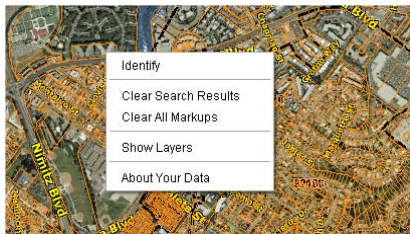


Figure 11: Context Menu in Main Map Area

Option	Description
Identify	Will id a parcel where the mouse is pointed. Residential or Commercial.
Clear Search Results	Will clear the search results from the ledger and main map area.
Clear All Markups	Will clear all marks made on main area map (draw tools, symbols, notes, etc).
Show Layers	Will bring up the Layers Option (Explained later in manual).
About Your Data	Will show data information like source accuracy, date loaded, creator, and update cycle.

PERFORMING SEARCHES

This section explains how to perform map searches using PinPoint. There are three different search options: Property Search, Listing Search, and the Location Search. Each search provides a list of subcategories. We will cover each search category and its subcategories in detail within this section.

TERMS

Parcels Also referred to as APN (Assessors Parcel Number), represents the boundary lines that surround the property. It includes the assessors lot number to allow identification on the map

Tax Data Base The database containing property records which include owner, tax, mortgage, and other information.

SEARCH OPTIONS



The search options can be found under the **Menu Tab**. Each search option is activated by clicking the search name. However, Single Parcel Identification is activated by clicking the  icon.



Figure 12: Search Options from Main Map


	Search Option	Description
1	Single Parcel Identification	Activated by the  icon you will be able to display a single parcel displayed on the map. Tax information is also viewable on the left side of the window.
2	Property Search	The property search forms will allow you to specify your map search based upon six (6) options. These will be covered in more detail further down. <i>Address</i> <i>APN</i> <i>Owner Name</i> <i>Property Info</i> <i>Property Sales</i> <i>Parcels on Street</i>
3	Listing Search	Searching maps with the listing search will allow your search to be narrowed down by property type whether it be Residential or Commercial.
4	Location Search	Using the location search will allow you to search by: <i>Street Intersection</i> <i>Latitude-Longitude</i> <i>City Search</i> <i>Zip Code Search</i> <i>County Search</i>


SELECT A SEARCH TYPE


Each of the search options provides a variety of ways that you can further narrow the search results, when viewing the map. For example click on the search option tab **Property Search** > Click on **Address** to search a specific address on the map.

With any search, entering search criteria limits the number of records presented in the search results. The search criteria available is based upon the search type selected. The following are search types and their subcategories.

SINGLE PARCEL IDENTIFICATION

Activated by the  icon you will be able to display a single property parcel on the map. The key in using this search feature is the map must be zoomed in close enough to display the parcel lines on the map.

For example click on the  icon and zoom into a specific area on the map until the parcel lines appear.

Click the  icon. Click inside the map. **(Twice)** Parcel's tax information in the **Ledger** (left side) will display. Tax information is also viewable as a full page report when you click on *Full Property Detail*.

PROPERTY SEARCH OPTIONS

ADDRESS SEARCH

This search form allows you to locate records by address (residential or commercial).

Field	Description
Address	Type a full house number and full street name of the property. Unit numbers can also be displayed by inserting a comma after the street name (e.g.: 1234 Main Street, Unit A).
City	Type in a full city name. This field can be optional if you supply a zip code.
State	Type in a states initials.
Zip	Type in a full zip code. This field can be optional if you supply a city name.

Once the search results appear, basic property tax records will be in the Ledger (left side) and the aerial map appears to the right.

- A document can be attached to the report by clicking the *Add Document* link
- A full tax report is available by clicking the *Full Property Detail* link



APN SEARCH

This search form allows you to locate records directly by their Assessors Parcel Number (APN). Also known as the tax id number or tax parcel number. The results show detailed tax information and an aerial map. Full or partial APN's can be used. Partial APN's can be searched to bring back large groups in a neighborhood or subdivision.

Field	Description
APN	Type a full or partial APN number from the tax records. For example: 456-77-00 or 123-456
City	Type in a full city name. This field can be optional if you supply a zip code.
State	Type in a states initials.
Zip	Type in a full zip code. This field can be optional if you supply a city name.
To Map Extent	Will limit the search to view shown on main map area.
To Selected Graphics	Will limit your search when you draw an area by polygon, line, or circle (draw tools will be discussed later in the manual).
Refine search results	Will be activated once you have completed an initial search and you will be able to redefine search results with different criteria.

OWNER NAME SEARCH

This search form allows you to locate records by owner name (residential or commercial). There are several ways an owners name can be entered into the owner name field.

Field	Description
Owner Name	Enter the full or partial last name or full last name with full or partial first name. Some examples are: Smith, Smith J, or Smith John. Trust can be searched with the wildcard "%". For example %Trust with the polygon draw tool will help you find the Smith Family Trust.
City	Type in a full city name. This field can be optional if you supply a zip code
State	Type in a states initials.
Zip	Type in a full zip code. This field can be optional if you supply a city name.
To Map Extent	Will limit the search to view shown on main map area.
To Selected Graphics	Will limit your search when you draw an area by polygon, line, or circle (draw tools will be discussed later in the manual).
Refine search results	Will be activated once you have completed an initial search and you will be able to redefine search results with different criteria.



PROPERTY INFO

This search form allows you to locate records by specific parameters.

Field	Description
Year Built Between	Will limit the years that properties were built in the search results.
Assessed Values Between	Will limit the price values of homes for more defined search results.
Living Area (sf) Between	Will limit the square feet results in the search.
City	Type in a full city name. This field can be optional if you supply a zip code.
State	Type in a states initials.
Zip	Type in a full zip code. This field can be optional if you supply a city name.
To Map Extent	Will limit the search to view shown on main map area.
To Selected Graphics	Will limit your search when you draw an area by polygon, line, or circle (draw tools will be discussed later in the manual).
Refine search results	Will be activated once you have completed an initial search and you will be able to redefine search results with different criteria.

PROPERTY SALES

This search form allows you to locate records by property sales within the area.

Field	Description
Date	Will limit the time frame of sales results (3 months, 6 months, 12 months, or a specified number of months back).
Price Range	Will limit the price values of sold homes. A minimum amount can be placed in the first box without a max sales value and still gain results.
City	Type in a full city name. This field can be optional if you supply a zip code.
State	Type in a states initials
Zip	Type in a full zip code. This field can be optional if you supply a city name
To Map Extent	Will limit the search to view shown on main map area
To Selected Graphics	Will limit your search when you draw an area by polygon, line, or circle (draw tools will be discussed later in the manual)
Refine search results	Will be activated once you have done an initial search and you will be able to redefine search results with different criteria



PARCELS ON STREET

This search form allows you to locate records by street name and show APN's in the results.

Field	Description
House Number	House number is optional. If you are looking for homes on a specific street leave house number out of the search.
Street Name	Type in the full street name of the parcels you are looking to search.
City	Type in a full city name. This field can be optional if you supply a zip code
State	Type in a states initials
Zip	Type in a full zip code. This field can be optional if you supply a city name
To Map Extent	Will limit the search to view shown on main map area
To Selected Graphics	Will limit your search when you draw an area by polygon, line, or circle (draw tools will be discussed later in the manual)
Refine search results	Will be activated once you have done an initial search and you will be able to redefine search results with different criteria

LISTING SEARCH OPTIONS

Search options can be narrowed down by the property type. Each property type has a list of different parameters that can be set to further develop search results. The PinPoint mapping system will allow you to search by any of the following property types:

- Residential
- Residential Income
- Residential Lease
- Business
- Commercial
- Commercial Lease
- Land
- Mobile/Manufactured

LOCATION SEARCH OPTIONS

Search options can be defined by specific locations like **intersection, latitude and longitude, city, zip code, or county**. *Location Searches* are a good way to begin a search for a farming area. You may expand your results by incorporating other search tools once the initial *Location Search* is completed.

For example by first performing a *City Search* the search could be narrowed with the *Property Search > Property Sales*. This will identify specific properties within a specific sales range within the city. Ultimately farming labels could be generated from these results.

STREET INTERSECTION

This search form allows you to locate properties by a street intersection. This search tool is excellent for farming labels. By locating a specific *Cross Street/Intersection* you can proceed to a *Property Search > Property Info Search* and locate homes of specific assessed values in the area. Print labels.

Field	Description
Name of Street	Type in the main street of interest to begin your search.
Cross Street	Type in the full street name of the parcels you are looking to search.
City	Type in a full city name. This field can be optional if you supply a zip code.
State	Type in a states initials.
Zip	Type in a full zip code. This field can be optional if you supply a city name.

LATITUDE AND LONGITUDE

This search form allows you to locate properties by *Latitude and Longitude* options. This search option will also allow you to place symbols at the coordinates. The Latitude and longitude coordinates can be found in your Thomas Brothers Guide.

CITY

This search form allows you to locate properties by *City*. Type in a city name with state and the search results will show the entire city area. The search could be further defined by using the Property Sales Search.

ZIP CODE

This search form allows you to locate property area by *Zip Code*. Type in a zip code with state and the search results will show a zip code. The search then could be further defined by using any of the Property Search Options.

COUNTY

This search form allows you to locate properties by county. Type in a county with state and the search results will show the zip code. The search could be further defined by using the Property Search Options.

PERFORM THE SEARCH

Once you have entered the search criteria, you can perform any of the searches by clicking on Search. The *Search* button along with the *Clear* button will be at the bottom the search form.



Buttons	Description
Search	Click this button to retrieve the property details matching the search criteria.
Clear	Click this button to clear the fields and any other selections you made to the search criteria. This gives you a fresh start.



Listed are steps to complete when searching:

- Single Parcel Identification
- Listing Search

SEARCH USING SINGLE PARCEL IDENTIFICATION

1. Begin by clicking on the  icon and zoom into an area on the map until you see parcel lines appear around the properties.
2. Click the  icon and then inside the map to activate the function.
3. Click one single property on the map. This will display the parcel's tax information on the left side of the window.
 - Tax information is also viewable as a full page report when you click on *Full Property Detail*.

SEARCH USING LISTING SEARCH

1. Begin by clicking the **Location Search Option**
2. Choose **Zip Code Search** and *type in 92009* (this will zoom into Carlsbad)
3. Click on *Listing Search > Residential*
4. Enter in desired criteria to search
5. Click on Search
6. View Results

LEDGER TABS

MENU TAB

Menu tab is where the search begins (Property, Listing, or Location Search). After the search is completed clicking on the Menu Tab will allow the search to be reviewed and revised.

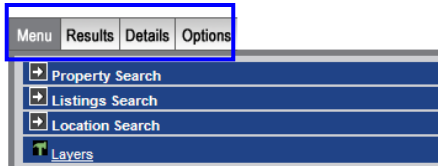


Figure 13: Menu Tabs

RESULTS TAB

Search results will display in the **Ledger** and the **Main Map** area. The map will show highlighted parcels as well as the corresponding highlighted property information in the left Ledger. As the mouse is placed over each parcel on the main map, the information regarding each property will change. Each property can be unchecked if it is not part of the desired results.

When the search results show two or more properties there are tools that can be used to further define the results. These options can be found in the **Ledger Tabs > Results** only after a search has been performed.

TOP OF SEARCH RESULTS LEDGER

In the top portion of the search results the **Ledger** tab has the following tools available. Each button and its action can be identified by hovering the mouse over the appropriate button.

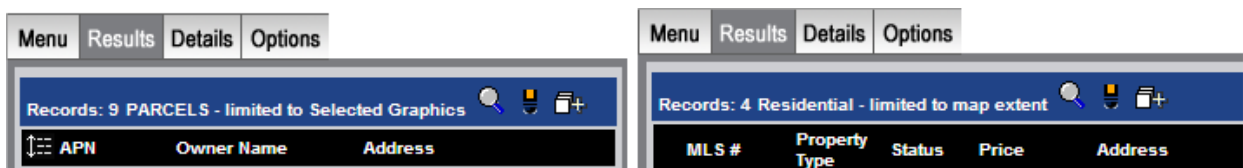






Figure 14: Results Tab with Property Search & Results Tab with Listing Search

Icon	Description
	Zoom to Show All: Will redraw the main map area to show all properties on the search results list.
	Erase Unchecked Elements: Will remove any unchecked properties from the ledger results list and from the main map area.
	Add to Results: Will allow two combined searches in one results list. It will allow another search to be performed.

Icon	Description
	Sort Results List: Ability to resort search results according to APN, Owner Name, or Address. Note the difference in a Property Search versus a Listing Search.

BOTTOM OF SEARCH RESULTS LEDGER

In the bottom portion of the property search results **Ledger** tab the following tools are available. Each option is identified below.

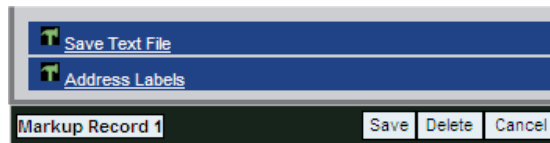


Figure 15: Options Only Available in Property Search Results

Results Option	Description
Save as Text File	Will allow search results to be saved in a <i>text</i> or <i>cvs</i> format. For example the <i>cvs</i> format can be used in Excel.
Address Labels	Will allow search results to be downloaded into farming labels for mailouts.
Markup Record 1	Will allow search results to be customized with different descriptions, notes, fonts, colors, styles, and website attachments.
Save, Delete, & Cancel	Will allow search results to be saved with detailed information. The search results can be deleted and changes can be canceled.

DETAIL TAB

The **Detail Tab** will show the detailed information from the tax records like APN, Owner, Assessed Value, etc. If the property was in the MLS there may also be a photo attached to the property information.

When the search results show two or more properties there are tools that can be used to further define the results. These options can be found in the **Ledger Tabs > Details** only after a search has been performed.

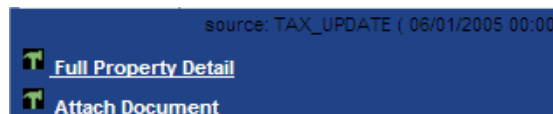


Figure 16: Search Detail Tab Options

Detail Option	Description
Full Property Detail	Will show a full and complete details report pulled up from Realist.com. The report is printable in the Full Detail report format.
Attach Document	Will allow other documents to be attached and included in the parcel information.
Source and Tax Update	Will show when the information being viewed was last updated from the tax records.

OPTION TAB

The **Option Tab** shows the **Layer** options or preferences that can be set per search. These options can be found in the **Ledger Tabs > Option** only after a search has been performed.






Figure 17: Option Tab





DRAW TOOLBAR

The **Draw Toolbar** is another way searches can be enhanced or redefined. There are many ways the draw tools can be completed. For example, draw searches can be applied to a Location Search like Zip Code. The draw tool (Polygon, Line, or Circle) will allow searching, a defined area of a zip code to include: specific subdivisions, streets, or other areas of interest.



Figure 18: PinPoint Draw Toolbar Options

Tool Icon	Description
	<p>Draw Polygon: Will draw an irregular customized shaped area to be searched. The polygon can be as many sides as desired. Any properties inside the polygon will be applied to the search results.</p> <ul style="list-style-type: none"> To activate click the icon and click inside the main map area. To begin the draw click the left mouse one time. At each corner point click the left mouse one time to complete a line. At the last vertex prior to closing the polygon double click the left mouse. This will automatically close the shape. Apply to search as necessary. <p>Right click on the map after completing the draw and a small menu will appear. Options like Delete, Delete Vertex, Square Polygon, Id, Clear Results, etc. will appear.</p>
	<p>Draw Line: Will draw a line search from point to point. The draw line can be as many lines as desired. Any properties touching the line will be applied to the search results.</p> <ul style="list-style-type: none"> To activate click the icon and click inside the main map area. To begin the draw click the left mouse one time Draw as many lines as needed. Apply to search.
	<p>Draw Circle: Will create a draw circle. Search with feet, meters, miles, or kilometers.</p> <ul style="list-style-type: none"> To activate click the icon and enter in the distance in the circle parameter box. Click next and the circle radius will appear on the main map area. To lock in place, center the circle on the center point and left mouse click. Apply to search. <p>Right click on the map after completing the draw and a small menu will appear. Options like Delete, Edit Circle, Properties, Id, Clear Search Results, Create Bookmark, etc will appear.</p>

Tool Icon	Description
	<p>Place Symbol: This will allow a symbol of identification to be placed on the map. It is usually used in conjunction with the label feature.</p> <ul style="list-style-type: none"> To use click the symbol icon and place it on the map. To lock the icon in place click the left mouse one time. To move the symbol once in place use the white square or green circle. To change the symbol right click with your mouse on the current icon and the Markup Record will appear to the left side in the ledger. Click on symbol and a list of other symbol icons will appear.
	<p>Place Label: This will place a label on the map. When the label icon is selected the Label Value Box will open. Type label description information and click next. Place the label on the desired location and left mouse click once.</p>
	<p>Undo: This will undo last action to the main map area.</p>
	<p>Redo: This will redo an undo action to the main map area.</p>

SEARCH USING THE DRAW CIRCLE TOOL

1. Begin with a **Location Search > Zip Code**
2. *Type* the desired zip code (ex:92009)
3. *Click* Search
4. If necessary, use the Zoom In/Zoom Out icons on the top toolbar to a desirable search area for the Circle Draw Tool.
5. *Click* on **Listing Search > Residential** and enter search values if desired.
6. *Click* on the **Circle Draw** icon. The circle parameter window will open
7. Indicate the radius size to search (ex: .5 miles).
8. *Click Next*. The circle will appear in the Main Map.
9. Place cursor with white dot on the center target point and *left mouse click* it to hold it in place. "Selected Graphics" will now become available in Ledger.
10. In the left ledger *check* "**Selected Graphics**".
11. *Click* on Search

The search will be further defined to all properties matching property information inside the radius circle draw. At this point you can print labels, download, view the tax information, and/or place labels or symbols on the map for print.

GEOGRAPHIC SEARCH

The property search forms (except the address search form) will allow search results to be specified to a desired area on the main map. The properties will be displayed in the search results list. Geographic search options can be applied to an existing search result list or to a new search.

Limit Search...	Description
“to Map Extent”	Results will show all properties in main map with/without criteria placed in the search fields. This will define subject area on map. Make sure the box labeled “To Map Extent” is checked. Click Search.
“to Selected Graphic”	Results will show all properties in main map drawn by using one of the Draw Tools. Search can be made with or without criteria. Make sure the box labeled “To Selected Graphic” is checked. Click Search.
“to Redefine Search Results”	Will allow results to build one upon another. Records can reach a total of 500 properties. This function is used after the initial search is completed. It allows the search to be extended with extended properties. Make sure the box labeled “To Redefine Search Results” is checked. Click Search.

LAYER OPTIONS

The Layers Options will allow map results to show various items. Types of displays that can be added/deleted from the results map are: editable, parcel, hazards, street maps, and aerial photos. The Layers are accessible through the Options Tab. To activate check the appropriate box to display results.

Layer Option	Description
Editable Data	Will display Project Data like Markup’s and Search Results.
Parcels	Will display Parcel Data like Parcel Outlines, APN, or House Address.
Hazards	Will provide the options to show a variety of Natural Hazard areas on the main map view.
Street Maps	Will provide the option to show Points of Interest, Transportation, Parks, Postal Codes, Census, Water, and/or Political (County Boundaries).
Aerial Photos	Will show Color Photos with Aerial Express or USDA NAIP views.