

Document Search Instructions

(While we will be using the tax map cabinet as an example of how to search for documents, the same steps apply to all cabinets. Each cabinet will have its own set of criteria to enter. After choosing a different cabinet, wait for the new search screen to display)

- Know the township or municipality in which the property is located, or have the book and page numbers for the property (Tell me how).
- Click on the 'Access Your Scanned Image' link.

The screenshot shows the Hamilton County Ohio website navigation bar with links for Home, DocPaks, Documents, Options, Help, and Login. Below the navigation bar is a 'Welcome Guest' message. To the left of the search boxes are three paragraphs of text describing DigitalPaper XE. To the right are two search boxes: 'Document Search' and 'DocPak Search'. Both boxes have a dropdown menu, a search input field, a 'GO!' button, and an 'Advanced Search' link.

- Click on either 'Documents' at the top or 'Advanced Search' in the 'Document Search' box to display the following screen:

The screenshot shows the 'Search For Documents' screen. At the top right, there is a 'Select Cabinet:' dropdown menu with 'All' selected. Below this is a hint: 'Fill in one or more of the following fields. Hint: 123 finds all documents starting with 123'. There are two input fields for 'Document Number' and 'Document Revision'. Below these are radio buttons for 'Type of search' (Match Any Field, Match All Fields) and 'Display results as' (Condensed, Thumbnail, Sorted). There is a text input for 'Number of results per page' set to 10. At the bottom, there are two checkboxes: 'Include archived documents' and 'Automatically view if only one result is found'. A 'Search' button is located at the bottom center.

- Click the arrow next to 'Select Cabinet' to choose the type of document you are requesting. Depending on the cabinet chosen, you will see a screen something like that below. Fill in the required information. **You do not have to enter information into all fields.** The correct combination of book and page will return the most recent revision of that map. To see all earlier revisions, click in the 'Include archived documents' check box.

Search For Documents

Select Cabinet: TAX_MAPS

Fill in one or more of the following fields. Hint: 123⁴ finds all documents starting with 123

Book

Page

Township/Municipality ▼

Type of search Match Any Field Match All Fields

Display results as Condensed Thumbnail Sorted

Number of results per page

Include archived documents



Automatically view if only one result is found

Search

- Click on 'Search' to see the results screen:

Document Search Results [4 found]
New Search

Select All Print Download Add to Cart Delete

<input type="checkbox"/>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> View Properties </div> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Print Download </div> </div> 	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border-bottom: 1px solid #ccc;">Revision:</td><td style="border-bottom: 1px solid #ccc;">000822</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">^BOOK:</td><td style="border-bottom: 1px solid #ccc;">100</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">^PAGE:</td><td style="border-bottom: 1px solid #ccc;">1</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Page Ext:</td><td style="border-bottom: 1px solid #ccc;">-</td></tr> <tr><td style="border-bottom: 1px solid #ccc;">Township/Municipality:</td><td style="border-bottom: 1px solid #ccc;">Cincinnati</td></tr> </table>	Revision:	000822	^BOOK:	100	^PAGE:	1	Page Ext:	-	Township/Municipality:	Cincinnati
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Book, Page and Parcel

Hamilton County tax maps are sorted by Township Name/Municipality, Book Number and Page Number. Please have this information handy before advancing to the tax map search page.

Book and page number are part of the parcel ID for a property. Parcel ID may be found on your tax bill or on other legal documents pertaining to your property. It may also be found on the County Auditor's property search web page. An example, in the city of Cincinnati, is:

<u>079</u>	<u>0005</u>	<u>0043</u>	<u>00</u>
Book	Page	Parcel	Tax Information

The parcel ID may be displayed with or without dashes. For tax map searches we are only concerned with the book and page numbers. **Enter the information into the search screen without any leading zeros.** In the above example you would enter book 79, page 5.

Directions for viewing a specific area of the Tax Map

Click on the eye

Click and drag to cover the area to view

A yellow hi-light will appear covering the area

Click on the eye **OR** you can use your zoom by selecting a percentage.

FYI

Viewing

Clicking on the "Fit Height" or "Fit Width" icon will fit the entire map on the viewing screen

Printing

Clicking on the print icon on the screen will print the entire map

Clicking on "File" then "Print" or the printer icon in the controls area will print the area on the screen. The first time you use it you will be asked to download and install the dpprint driver. This will then allow you to either print the image on your local printer or download the image to your computer.

Use the "?" (help) on the screen to view complete directions in the table of contents under "Viewing Documents"

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