

# 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 header with navigation links: Home, DocPaks, Documents, Options, Help, and Login. Below the header, the page says "Welcome Guest". There are three paragraphs of text describing DigitalPaper XE. To the right, there are two search boxes: "Document Search" and "DocPak Search". Both boxes have a dropdown menu (set to "All" and "My DocPaks" respectively), a "GO!" button, and a link to "Advanced Search".

- 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 set to "All". Below this, there 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: "Document Number" and "Document Revision". Below these are search options: "Type of search" with radio buttons for "Match Any Field" and "Match All Fields" (selected); "Display results as" with radio buttons for "Condensed", "Thumbnail" (selected), and "Sorted"; "Number of results per page" with a text box containing "10"; and two checkboxes: "Include archived documents" and "Automatically view if only one result is found". At the bottom center is a "Search" button.

- 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: 123<sup>+</sup> finds all documents starting with 123**

Book

Page

Township/Municipality ▼

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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:

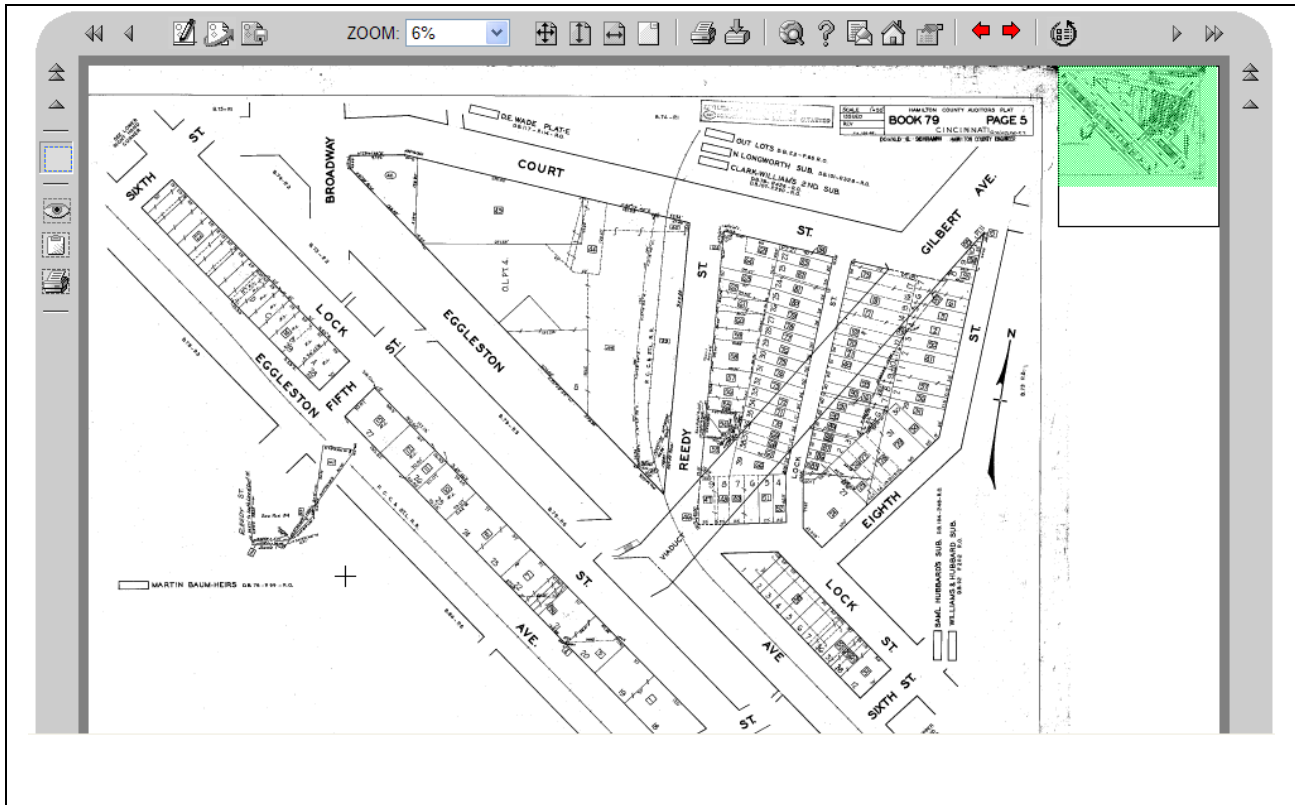
### Document Search Results [ 4 found ]

🔍 [New Search](#)

☐ Select All
🖨️ Print
📄 Download
🛒 Add to Cart
🗑️ Delete

☐	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <span style="font-size: 1.2em;">📄</span> <a href="#">View</a>  <span style="font-size: 1.2em;">📄</span> <a href="#">Properties</a>  <span style="font-size: 1.2em;">🖨️</span> <a href="#">Print</a>  <span style="font-size: 1.2em;">📄</span> <a href="#">Download</a> </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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Each map found will be displayed as a thumbnail with information about it to the right. A partial search, such as leaving the auditor's page number blank, may yield more than one page of hits. There will be next and previous page controls at the bottom of the screen. When you find the item(s) you wish to view, click on 'View' or the thumbnail image to view the full image, as below:



Controls around the outside of the map image allow you to zoom in or out, select an area to view and send the image to your printer. Holding the cursor over a control will display the function of that control. If multiple maps have been selected the red arrows will display the next and previous pages. For a complete tutorial on using these controls click on the question mark icon in the top gray border.

## **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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