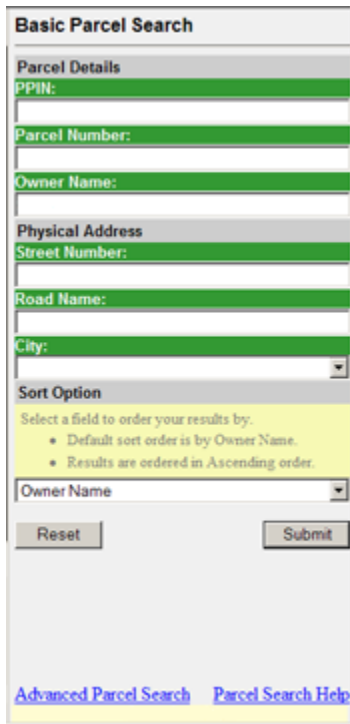


Help File: Querying the Database

Basic Parcel Search



The screenshot shows a web form titled "Basic Parcel Search". It is organized into several sections:

- Parcel Details:** Contains three input fields for "PPIN:", "Parcel Number:", and "Owner Name:".
- Physical Address:** Contains three input fields for "Street Number:", "Road Name:", and "City:" (with a dropdown arrow).
- Sort Option:** A yellow-highlighted section with the text "Select a field to order your results by." and two bullet points: "• Default sort order is by Owner Name." and "• Results are ordered in Ascending order." Below this is a dropdown menu currently set to "Owner Name".

At the bottom of the form are two buttons: "Reset" and "Submit". Below the form, there are two blue links: "Advanced Parcel Search" and "Parcel Search Help".

The **Basic Parcel Search** page allows you to query the parcel database on a limited number of fields and returns all available records. The fields are broken down into categories. The most common categories and fields are:

Parcel Details – PPIN, Parcel Number, Owner Name
Physical Address – Street Number, Road Name, City

You can also select one field to sort the query results by. The default is Owner Name.

Some fields, like Parcel Number and Owner Name accept partial values and will retrieve any records that have similar values. Other fields, like PPIN will expect a full value.

Once you have entered your search values, press **Submit** to send your query to retrieve records from the database for display in the **Parcel Summary** panel. Clicking **Reset** will clear the **Basic Parcel Search** form.

The **Advanced Parcel Search** link will take you to the **Advanced Parcel Search** page, which will be covered in the next section. The **Parcel Search Help** link will display this help document.

Help File: Querying the Database

Advanced Parcel Search

The screenshot shows the 'Advanced Parcel Search' web interface. It features a 'Query Filter' section with a 'Filter' list. Below this is the 'Criteria' section, which includes radio buttons for 'AND', 'OR', and 'NOT'. A 'Field' dropdown menu is set to 'PPIN', and an 'Operator' dropdown is set to '='. A 'Value' input field is empty. There are 'Add', 'Edit', and 'Remove' buttons. The 'Sort Order' section is empty. The 'Sort Field' dropdown is set to 'PPIN', with 'Add' and 'Remove' buttons. The 'Sort Direction' section has radio buttons for 'ASC' (selected) and 'DESC', with 'Reset' and 'Submit' buttons. At the bottom, there are links for 'Basic Parcel Search' and 'Parcel Search Help'.

The **Advanced Parcel Search** page allows you to build more complex data queries for more refined results. You are able to specify which fields to filter by, and what values those fields should contain. There are two sections on this page, **Query Filter** and **Sort Order**.

Query Filter

Filter – This list contains all of the criteria you have specified for the query. All of the conditions must be met for a record to be located. You may select an item and either edit or remove it.

Criteria – The controls in this section are used to build a portion of your query's filter.

AND / OR – If you are using multiple filtering criteria, you must specify if both, or just one filter criteria must be true.

Example:

PPIN = 12345

OR OWNER NAME LIKE 'SMITH%'

PARCEL NUMBER LIKE '123-45%'

AND OWNER NAME LIKE 'JONES%'

Help File: Querying the Database

NOT – Specifies that returned records should not contain the value specified for the field.

Field – This dropdown list displays all of the available query fields. Select one of these values to specify which field to query on.

Operator – This dropdown specifies how the field relates to the value. The available choices are:

=	Equal To
>	Greater Than
>=	Greater Than or Equal To
<	Less Than
<=	Less Than or Equal To
<>	Does Not Equal
LIKE	Is Like

All operators will require a full, specific value except for LIKE. LIKE uses wildcard characters to help search based on a partial value.

%	Matches any number of characters, even none.
_	Matches exactly one character.

Example:

Select all records with an Owner Name value that starts with SMITH:

```
OWNER NAME LIKE 'SMITH%'
```

```
SMITH HOWARD  
SMITH LENNY  
SMITH DAVID  
ETC
```

Select all records with a parcel number with 123 as part of the first section, 25 for the second section, and anything else for the remaining sections:

```
PARCEL NUMBER LIKE '123_-25%'
```

```
123 -25-1234  
123A-25-2345  
123Z-25-0456  
ETC
```

Value – The value that the field must contain (or not contain) for a record to be returned.

Help File: Querying the Database

Add – Add the filter to the Filter list.

Edit – Edit the selected item from the Filter list.

Remove – Remove the selected item from the Filter list.

Sort Order

Sort By – Lists the fields to sort the data by.

Sort Field – A dropdown list of fields you can sort by.

Add – Adds the field to the Sort By list.

Remove – Removes the selected item from the Sort By list.

Sort Direction – Specifies if the data should be sorted in Ascending (A – Z) or Descending (Z – A) order.

Reset – Clears the **Advanced Parcel Search** form.

Submit – Submits the query to the database to retrieve any available records that match the specified criteria.

The **Basic Parcel Search** link will take you to the **Basic Parcel Search** page, which will be covered in the next section. The **Parcel Search Help** link will display this help document.