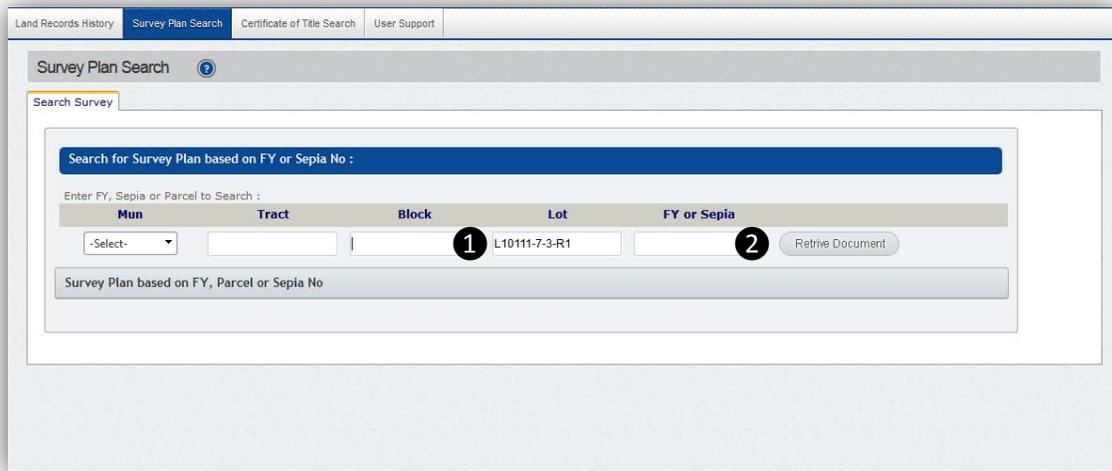


Survey Plan Search: User Guide

This screen is used to search for survey plans stored in the Department of Land Management database. In this example we will show how to search for data based upon a land parcel.

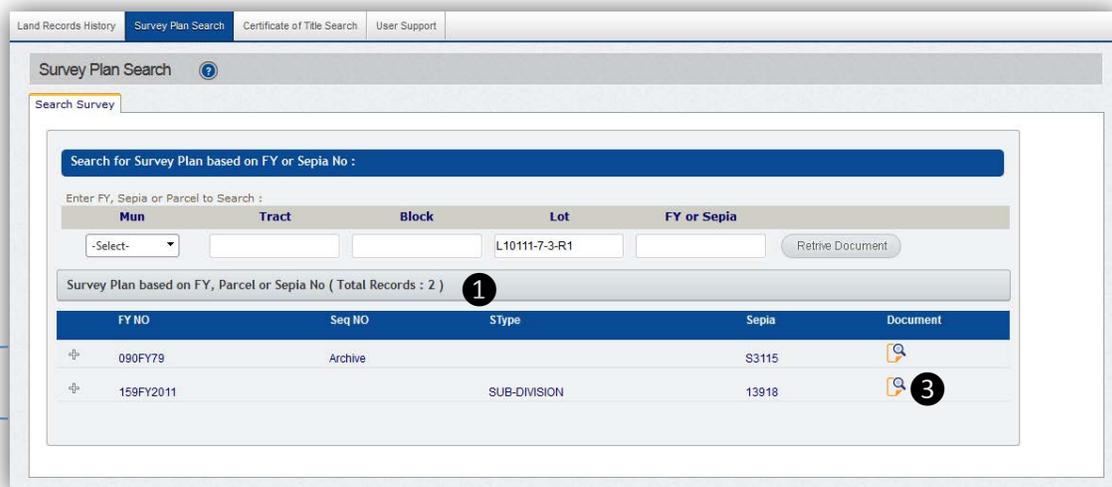
Step 1 In our example we will search a description of “L10111-7-3-R1” (you may utilize the % wildcard here if desired)

Step 2 will be to press the  button



The screenshot shows the 'Survey Plan Search' interface. At the top, there are navigation tabs: 'Land Records History', 'Survey Plan Search', 'Certificate of Title Search', and 'User Support'. Below the tabs is a header 'Survey Plan Search' with an information icon. A 'Search Survey' tab is active. The main form area contains a blue header 'Search for Survey Plan based on FY or Sepia No :'. Below this is a label 'Enter FY, Sepia or Parcel to Search :'. The form has five input fields: 'Mun' (a dropdown menu with '-Select-' selected), 'Tract', 'Block', 'Lot', and 'FY or Sepia'. The 'Lot' field contains the text 'L10111-7-3-R1'. To the right of the 'FY or Sepia' field is a 'Retrieve Document' button. Below the input fields is a grey bar with the text 'Survey Plan based on FY, Parcel or Sepia No'.

The system will search and display the results which are displayed below:



The screenshot shows the 'Survey Plan Search' interface displaying search results. The search criteria from the previous screenshot are still visible. Below the search criteria is a grey bar with the text 'Survey Plan based on FY, Parcel or Sepia No (Total Records : 2)'. Below this is a table with the following columns: 'FY NO', 'Seq NO', 'SType', 'Sepia', and 'Document'. The table contains two rows of data. The first row has 'FY NO' 090FY79, 'Seq NO' Archive, 'SType' (blank), 'Sepia' S3115, and 'Document' (a magnifying glass icon). The second row has 'FY NO' 159FY2011, 'Seq NO' (blank), 'SType' SUB-DIVISION, 'Sepia' 13918, and 'Document' (a magnifying glass icon). A blue bracket on the left side of the table is labeled with a circled '2'. A circled '1' is placed above the 'Total Records : 2' text. A circled '3' is placed above the magnifying glass icon in the second row of the table.

FY NO	Seq NO	SType	Sepia	Document
090FY79	Archive		S3115	
159FY2011		SUB-DIVISION	13918	

1 Number of records that match you search criteria

2 Displays the list of survey plans matching the search criteria, press the + to see additional details.

3 Allows you to view an un-official copy of the survey plan. The system will display a message if the survey plan image is not available, and notify you when we will try to make it available.