



**Public Land Survey Office**

# WebXtender Users Guide

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## Introduction

Welcome to the Washington State Department of Natural Resources Public Land Survey Office (PLSO) **WebXtender** database.

Whether you are an experienced computer user or new to on line search engines, you will find the PLSO WebXtender program easy to use and a very reliable research tool. The PLSO WebXtender provides:

- High Quality Scanned Images
- Easy Search Queries
- Simple Results Window
- Download and Save Capabilities
- Printing Options

The Public Land Survey Office (PLSO) is a service of state government that identifies, preserves and maintains a statewide repository of land boundary information. Established in 1951, the office collects land boundary data — currently more than 1,000,000 documents — many of which were privately held by corporations and individuals and are not available to the public. Keep in mind that not all of the documents are in WebXtender.

Through the Survey Recording Act of 1973, the State Legislature authorized the PLSO to collect all surveys. The office also continues to collect pre-1973 property records which are considered "historical" but valuable in establishing new surveys.

This Desk Reference is written for you, regardless of your level of expertise. It has been written to assist you in every aspect of the WebXtender program. WebXtender is a very simple database with unique entry fields. It's as simple as entering a Township, Range and Section to get a results set, as well as doing an advanced search for a specific results set.

Before using WebXtender, please understand this is a basic manual that has been created by the PLSO and has been written to make navigating through the program as simple as possible using the PLSO conventions. Each section has been written as a step-by-step process to help you with ease and accuracy.

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### Cover Page Photo

Young Virginia Surveyor  
George Washington

## TERMS AND CONDITIONS

### TERMS

The Department of Natural Resources Public Land Survey Office, (PLSO) research website will be termed “the site” for discussion purposes below. Images and data will be termed “data” and subscriber will be termed “user”.

### FEE-BASED ACCESS

The data offered on this site is conditioned upon the user’s purchase of a yearly or quarterly subscription. A subscription shall mean the purchase of the ability to research, view and print images from the site for the user’s personal or corporate use. A corporate subscription shall be limited to a single office with one or more employees, henceforth called Agents. **Companies with multiple office locations need to purchase additional subscriptions for each office.** A user ID and password will be assigned upon payment. The user agrees to take reasonable steps to protect the user name/password from unauthorized use.

### USE OF THE MATERIAL

The data obtained from this site is for the sole use of the subscriber and his/her agents, and is not to be duplicated, copied, or in any way distributed to other companies, entities, or agencies. Account use will be monitored and violations will result in immediate termination of access to the site. The subscription fee is non-refundable.

### LIABILITY

The user shall determine applicability of the data to their purpose. The PLSO makes no guarantees of accuracy or completeness of data obtained at this site.

### MODIFICATIONS

The PLSO reserves the right, in its sole discretion and without notice, to correct any errors or omissions in any portion of the site, or to deny access to the site to anyone at any time. The PLSO has the right to modify, suspend, or discontinue the site or any portion thereof at any time, including the availability of any area of the site, including without limitation, the subscriber fee and pricing structure.

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## PLSO WebXtender setup

### **Prior to using WebXtender, please do the following:**

1. Open Internet Explorer. (**Can't view images with other browsers.**)
2. Click TOOLS on the menu bar.
  - 2a. Check the status of your pop-up blocker on the drop down menu. If enabled, click to disable.
  - 2b. If you have multiple toolbars installed such as Google or Yahoo, be sure their respective pop-up blockers are also disabled.
3. Click INTERNET OPTIONS on the drop down menu.
  - 3a. Click on the SECURITY tab of the internet Options Screen.
4. Click on Trusted Sites. Click on Sites button. Add “\*wa.gov”. Close.
  - 4a. Click on the CUSTOM LEVEL button on the security tab.
5. Scroll down the settings screen until DOWNLOAD UNSIGNED ACTIVEX CONTROLS section shows up and select PROMPT (radio button).
6. Just below that is the section with INITIALIZE AND SCRIPT ACTIVEX CONTROLS NOT MARKED AS SAFE. Select PROMPT (radio button).
7. Click on the OK button to close the CUSTOM SETTINGS window.
8. Click on the OK button to close the Internet Options window.

**Once the ActiveX control is installed on the computer, these settings are no longer necessary and can be changed back.**

Now login to WebXtender.

Once WebXtender is open, and a query has been submitted and a results list has been generated, please do the following:

Click on a results item to start the image generation process. You will get a message and a security block. Click OK to the message and right mouse click the blocker bar. If you see INSTALL ACTIVEX as an option, click to allow installation.

A message will appear. You will be asked to download an applet. This applet is needed to view images. Choose accept (*click Yes*) to allow the applet to download. This will be the only time you need to download this applet. Note: Please be patient after clicking YES. There may be a slight delay before the following message displays.

*The publisher could not be verified. Are you sure you want to run this program?"*

Click YES.

.

The image should now display.

# SECTION ONE - PLSO WebXtender Login and Logout

## 1.1 WebXtender Login Page

From the Desktop: double click on the Internet Explorer (version 9, 10, or 11) icon shown below:



From Internet Explorer window: enter the URL address shown below:

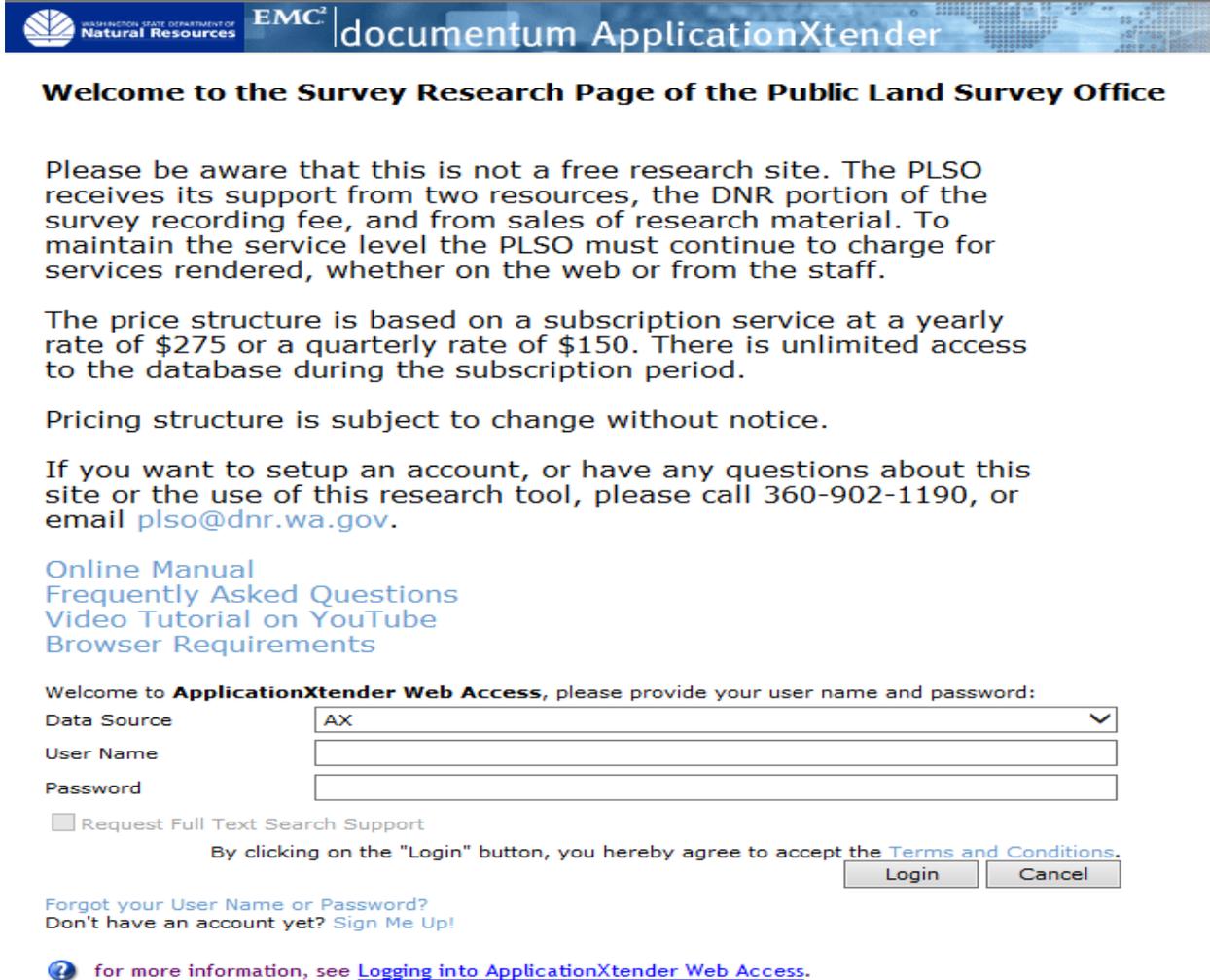
<https://fortress.wa.gov/dnr/plso/appxtender/login.aspx>

NOTE: For ease of access, add this page to your favorites.

NOTE: Your AX login information is the user name and password provided to you by the PLSO. Check with the PLSO if you are unable to login.

Enter your user name and password (not case sensitive) and click the “Login” button as shown on the screen below:

**Figure 1a**



The screenshot shows the top of the ApplicationXtender web interface. It features a header with the Washington State Department of Natural Resources logo, the EMC<sup>2</sup> logo, and the text 'documentum ApplicationXtender'. Below the header is a welcome message: 'Welcome to the Survey Research Page of the Public Land Survey Office'. The main content area contains a disclaimer about the site's cost, pricing information, and contact details. There are links for 'Online Manual', 'Frequently Asked Questions', 'Video Tutorial on YouTube', and 'Browser Requirements'. A login form is present with fields for 'Data Source' (set to 'AX'), 'User Name', and 'Password'. A checkbox for 'Request Full Text Search Support' is also visible. At the bottom of the form, there is a statement: 'By clicking on the "Login" button, you hereby agree to accept the Terms and Conditions.' with 'Login' and 'Cancel' buttons. Below the form are links for 'Forgot your User Name or Password?' and 'Don't have an account yet? Sign Me Up!'. At the very bottom, there is a help icon and a link: '? for more information, see Logging into ApplicationXtender Web Access.'

## 1.2

### Login Errors

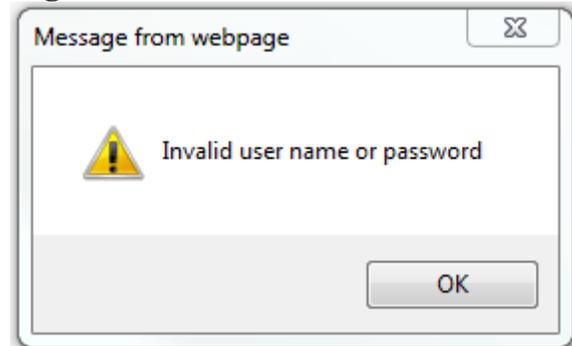
If you see the following error message, it means you have entered your user name incorrectly.

**Figure 1b**



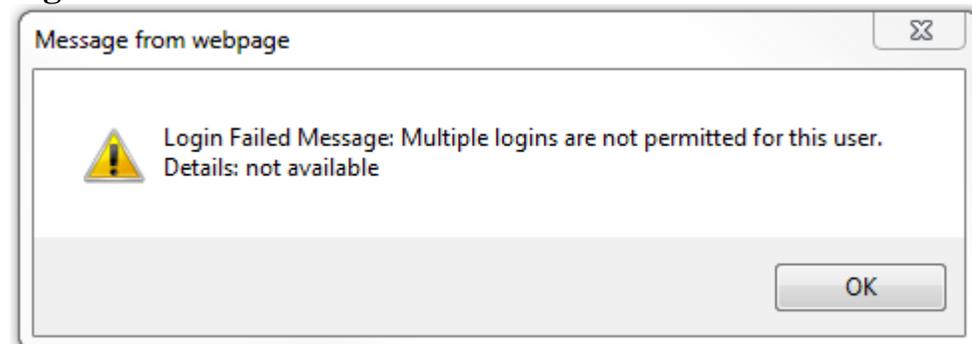
If you see the following error message, it means you have entered your password incorrectly.

**Figure 1c**



If you see the following error message, it means you have another person already logged on to WebXtender using the same User ID or you didn't log out correctly (see section 1.5). (See Terms & Conditions for clarification on multiple users.)

**Figure 1d**

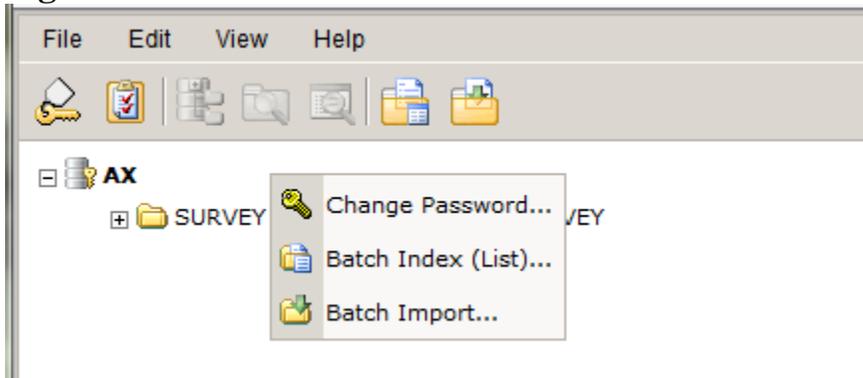


Continue to Login by entering your User Name and Password that was given to you by the PLSO staff as shown in Figure 1a, then click Login.

### 1.3 Change your Password

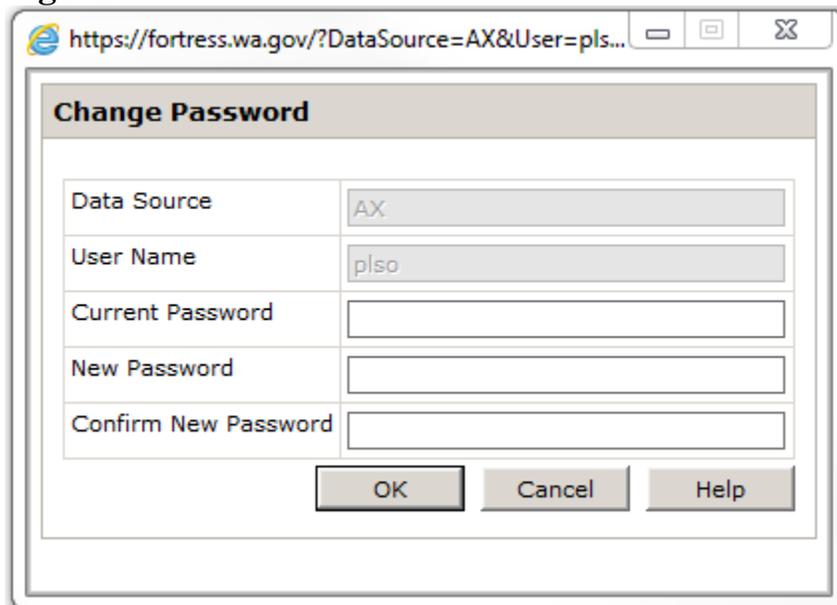
WebXtender is password protected and you can change your password at any time to ensure system security. This is highly recommended. To change your password, Login to WebXtender with the User ID and Password provided by the PLSO staff. Before you continue with a New Query, you will need to right mouse click on the word “AX”. A drop box will appear that reads “Change Password”. Click on “Change Password” as shown in Figure 1e.

Figure 1e



The Next step is to simply complete the information in the Change Password dialogue box shown in Figure 1f, then click OK.

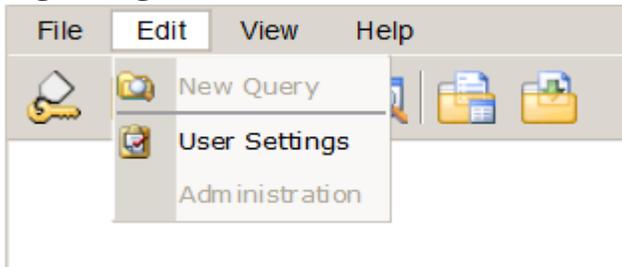
Figure 1f



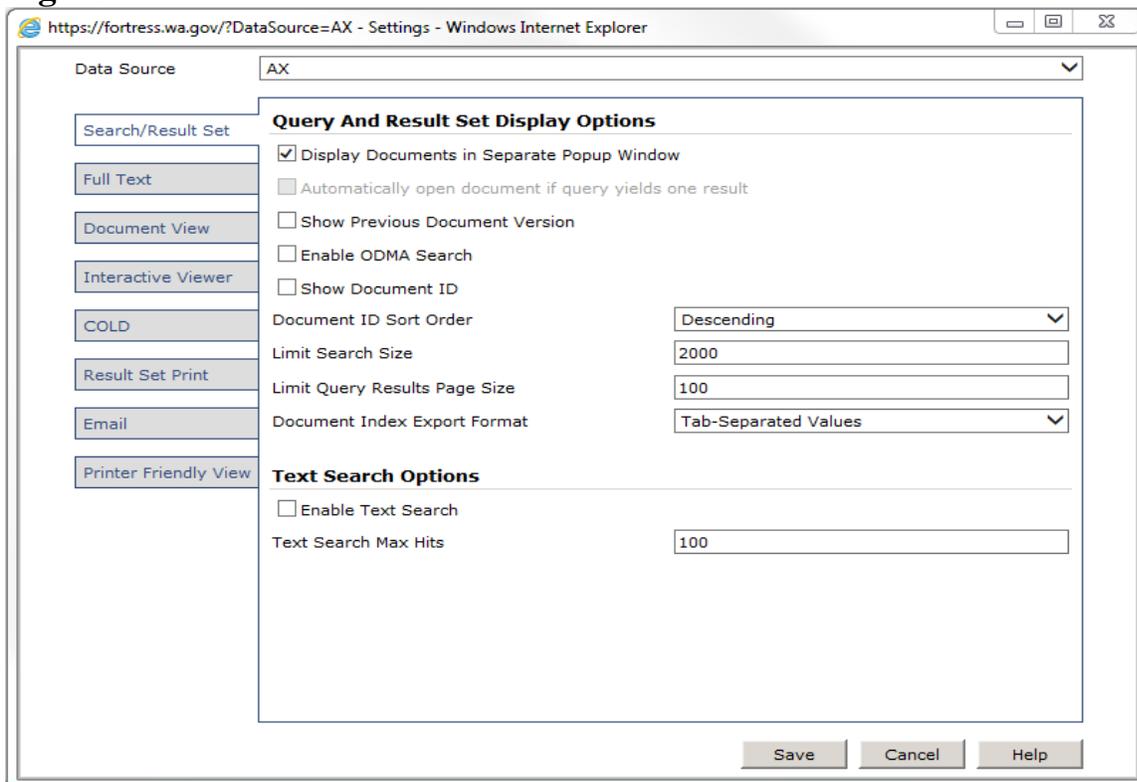
### 1.4 Modify Your User Settings

To modify your personal settings, click on the menu button at the top of the task bar shown in Figure 1g. You have several options to choose from to make WebXtender personalized for your specific needs as shown in Figure 1h.

**Figure 1g**



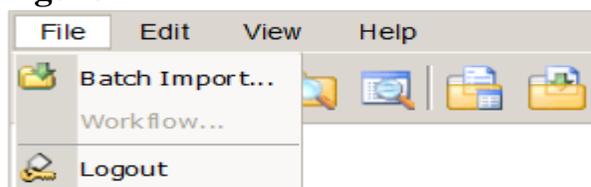
**Figure 1h**



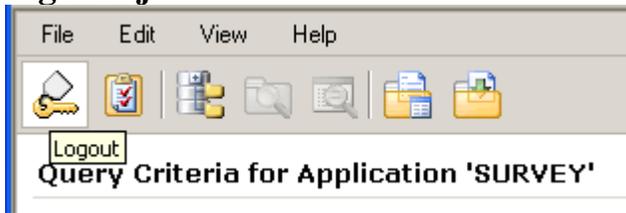
## 1.5 Logging Out

To Logout, click on the menu button at the top of the task bar shown in Figure 1i or 1j.

**Figure 1i**



**Figure 1j**



Do not Logout using the Microsoft exit button shown in Figure 1k.

**Figure 1k**

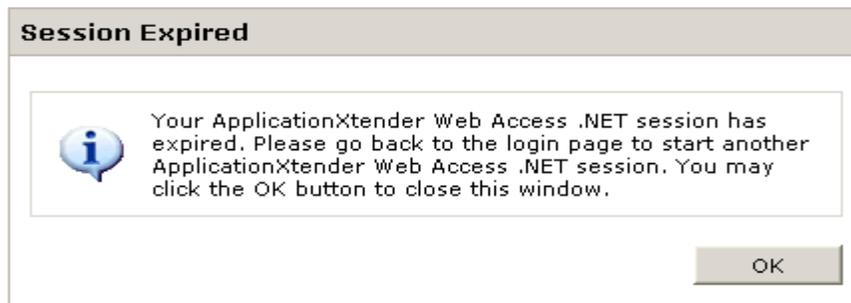


## 1.6 Session Expired

WebXtender will time out after 15 minutes of non-use or if you didn't log out properly. If you see the message shown in Figure 1m, simply click OK and log back in as shown in Figure 1a.

Note: If you timeout your session and need to access WebXtender, you can call the PLSO and request your session be unlocked.

**Figure 1m**



## **SECTION TWO – Instructions for Researching in WebXtender**

### 2.1 Important Notes:

- In building this database, we have used indexing conventions that are unique, compared to other survey research sites. This is a function of the need to capture, and display, indexing information from a wide variety of documents, recorded and unrecorded, that come to us in all formats, from a wide variety of sources, from all over the state, and ranging from pre-statehood to current times. We recommend that you print these research instructions and keep them close to your computer, so they can be easily referenced when doing research.
- You must enter your search values using the same conventions that are used for indexing, or your results will be inaccurate.

- Each field has a recommended search mode(s) which is based on the experience of PLSO staff. Deviations from the recommendation may result in inaccurate search results.
- Leading zeroes are ONLY used in the Section and Corner fields for the numbers 1 thru 9. They are NOT used in the TR, Volume, Page, Remarks, Date, Permit #, Comp Date or Create Date fields.
- Searches that occur along township lines, range lines or in township corners must be conducted on both sides of the line using appropriate search parameters for each township involved.
- Be aware that surveys indexed as type "X" do not have information entered in the fields Corner, Quarter, Surveyor and Company. These fields will be completed as time permits.

## 2.2

### Extent of the online PLSO Repository in *WebXtender* As of 2/28/15

The PLSO has all the recorded maps, in the following counties, indexed in WebXtender:

Adams	****Grays Harbor	San Juan
Asotin	Island	Skagit
Chelan	Jefferson	Skamania
Clallam	Kittitas	Spokane
Columbia	Klickitat	Stevens
Cowlitz	Lewis	Thurston
Douglas	*Lincoln	Wahkiakum
Ferry	***Mason	Whatcom
Franklin	**Okanogan	Yakima
Garfield	Pacific	
Grant	Pend Oreille	

\* There are a few Lincoln Co. plats we are missing

\*\* Some Okanogan Co. plat map pages may be separated from their title sheets. We also have a directory of un-indexed images of BLA & LLS documents from 1973 to present.

\*\*\* For Mason Co. we have directories of un-indexed images of BLA & LLS documents from Nov 1991 thru 2002 and of SP documents No. 1 thru 2592.

\*\*\*\*For Grays Harbor co. we have directories of un-indexed images from Jan 2003 thru 2006.

For the following counties the PLSO had only scanned & indexed ROS's since 1994 till the dates noted below.

The PLSO has directories of un-indexed images for all recorded maps, which are retrievable by PLSO personnel:

Benton - ROS & SP from 1994 to present. Starting August 2006 to present - plats, also.

Clark-All Plats (except Vol E), SP's thru early 1993, ROS's from 1994 to present.

Starting March 1998 to present-all recorded maps.

Kitsap - ROS from 1994 to present. Starting June 2001 to present – all recorded maps.

Pierce - ROS from 1994 to present. Starting January 2001 to present – all recorded maps.

The following counties have unique situations:

King – ROS’s scanned & indexed from 1994 to present (Note: SP’s & BLA’s which were done in a map format, as opposed to a document format, are included in Book of “Surveys”).

Starting February 2005 to present – all recorded maps. We do have, on microfilm or images, most of their unrecorded Plats.

We have directories of un-indexed images of BLA & SP documents from July 1991 thru Jan 2005.

Snohomish - ROS’s & SP’s scanned & indexed from 1994 to June 1998. Then ROS’s only from June 1998 till November 2001. Starting November 2001 to present – all recorded maps. We have also scanned & indexed all their unrecorded Plats.

Walla Walla - ROS’s scanned & indexed from 1994 to present. Then all recorded maps from February 2005 till September 2006. Since then, it’s back to ROS’s only.

NOTE: In the counties for which the PLSO has directories of un-indexed images, there may be some random older maps that have been put into the database for a variety of reasons, the most common of which are that an older map is being revised by a current map or that we found a copy of an old map in a private collection and we went to the un-indexed directory to retrieve the official image. These random maps are the exceptions to the date ranges as previously stated.

## 2.3

### **Wildcard symbol definition:**

The wildcard character is the ASTERISK (\*) symbol. WebXtender supports the use of the asterisk symbol \* as a wildcard in queries. When text strings are bounded by an asterisk on either side, it becomes a “includes statement” i.e. look for this text string anywhere in this field, in any record in the database.

## 2.4

### **Mandatory use of the wildcard symbol:**

You can use the wildcard in any field and it is highly recommended. To do an accurate search in the fields you must use the wildcard symbol, \*.\* (enter an asterisk before and after the search string). This is useful if you know only part of the information you want to search for. For example: if you are searching in the Surveyor Field and you don’t know how to spell the entire name, like Sprouffske, you can enter \*sprouf\* and you will get a hit list with the entire name, (first initial and last name). The Section, Corner, Quarter and Remarks fields have strings of information in them. If doing a List of Values search, you must **also** use the wildcard in the list. The fields that have a default asterisk in them will not accept the wildcard symbol.

## 2.5

### **Customized search features:**

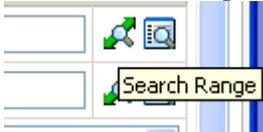
The Expanded Search Features are available by clicking on the green arrows or the magnifying glass on the right side of the search field.

The **Search List** (the magnifying glass) allows you to string together several search items, in one field, at one time.



For example: if you want to search on several Sections at one time, enter the Section, using the (\*) wildcard feature, then click the Add button. i.e.: \*12\*. Repeat this step until you have entered all the Sections necessary for your search then click the OK button.

The **Search Range** (the green arrows) gives you six choices for searching the database.



They are: Between [ ], Greater than >, Greater than or equal >=, Less than<, Less than or equal <=, and Not equal to <>. When you have entered the Value\* necessary for your search, click the OK button. Note: Expanded Search Features are not available for those fields marked by a default asterisk (Type, County, Coords and Report).

## 2.6

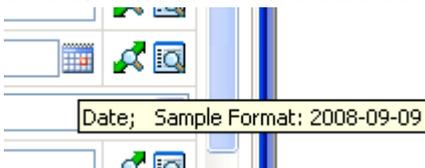
### **Text Formatted Numbers:**

Text formatted numbers do not behave the same as real numbers where 2 is smaller than 10. In systems using text formatted numbers, as in the case with WebXtender, 2 is larger than 10 since all numbers starting with 1 will display before the number 2, and so forth. You will note this during sorts of fields employing text formatted numbers. In these cases, you probably want to sort your data using the DATE field. This will result in numeric order, more or less, a result of the chronology of recording events.

## 2.7

### **Date fields:**

Entries must be in a standard date format with the year first, then the month, then day.



## 2.8

### **Annotations:**

PLSO staff has added annotations in the margins of some maps. These are usually related to errors in indexing or recording information found on the map. The format of the note is "PLSO NOTE:" followed by the corrective information. When errors are discovered, staff will index the document to the correct information location.

## **SECTION THREE - Researching Fields and Their Search Conventions:**

### **3.1**

**TR (Township/Range):** Recommended search mode: Type in the specific value desired; do not use leading zeroes. Do not search multiple townships at one time; it produces inaccurate results. Specific details for this field are:

- • For Township, enter only the number; do not use T or N. Leave a space between the township and range. For range, enter the number and E or W; do not use R. Half townships or ranges are designated by .5. Examples: **18 3W** or **6 2E** or **3 7.5E**.
- • Sections adjacent to a township or range line are indexed only in the township in which the survey is located, not across the line. Research must be done on both sides of the line.

### **3.2**

**SECTION:** Recommended search mode: This field has a string of values in it. Type in the specific value desired, including leading zeroes for the numbers 1 thru 9; you **must** add the wildcard to the entry; e.g., \*03\*. If you want to search on more than one section at a time you **must** do a **List of Values** search; anything else is inaccurate, including Relational Expressions. Use the wildcard symbol for each entry in the list. Specific details for this field are:

- • All of the sections impacted by a document are identified in a string of entries. They are listed in ascending order; beginning with leading zeroes. They are grouped by whether they are primary (those sections in which the survey is located) or secondary, (those sections which are adjoining to the primaries). A “P” precedes the primary sections and an “S” precedes the secondary sections followed by a space. Do not use the "P" or "S" when searching, they are simply a visual aid when reviewing the results list.

### **3.3**

**TYPE:** *This is a very useful field.* Recommended search mode: Select the specific value desired from the drop down list. List of Values and Relational Expressions are not available. Leave the field blank if you want all of the types at one time. Specific details for this field are:

- • **S** Surveys of all types, unrecorded and recorded (ROS's, plats, short plats, etc.)
- • **R** Recoveries (includes unrecorded and recorded recovery notes, permits, LCRs etc.).
- • **I** Index Sheets (Most are section sheets from the microfilming done before the imaging system. For most recorded maps, these overlap the imaging system. There are some indexes from private companies, no longer in business.)
- • **M** Master index sheets (cover index sheet from the microfilm indexing).
- • **H** Historical material (not necessarily survey related).
- • **O** Onionskins (Indexes from the 1970's and before; most not scanned as of 6/03.)
- • **X** Pre 6/94, recorded surveys that were temporarily and partially indexed

(indexing only in fields TR, Section, Type, Date, Volume, Page, Remarks and Coords.). The indexing will be completed as time permits.

- • **F** Field book notes or pages.

### 3.4

**CORNER:** Recommended search mode: This field has a string of values in it. Type in the specific value desired, including leading zeroes for the numbers 1 thru 9; you **must** add the wildcard to the entry; e.g, \*A03\*. If you want to search for more than one corner at a time you must do a Search List; anything else is inaccurate, including Relational Expressions. Use the wildcard symbol for each entry in the list. Specific details for this field are:

- • Corners shown on the document are identified by the alpha-numeric code. Entries are restricted to GLO corners that fall on the section lines and sixteenths corners. It makes no difference whether the corner position is shown as part of the survey or in a separate section breakdown, or whether it is calculated and not monumented; all corners shown are identified.
- • Single digit numbers must have leading zeroes; there is no space between the alpha and numeric; the corners are listed in ascending alpha-numeric order. If there are more entries than the field can hold, additional indexing lines were created to capture it all.
- • Some GLO corners (such as DLC, HES, Mining Surveys, etc.) fall in the middle of a 1/4-1/4, and are difficult to code using alpha-numeric, so they were described with text; such as DLC 38 COR 2; or, BAXTER DLC.
- • Some permits or lot surveys show only street monuments or plat monuments, and are difficult to code using alpha-numeric, so these are described with text.

### 3.5

**QUARTER:** Recommended search mode: *None, do not search on this field, the results will be incomplete.* Review this field after the response list is produced to determine a document's general impact before retrieving images. *Use this field with caution!* Specific details for this field are:

- • Only the specific quarter(s) in which the survey is located is entered here. The entries are not to the quarter-quarter. If there are multiple sections, they are shown by: SW05 SE06 NE07 NW08, etc.

### 3.6

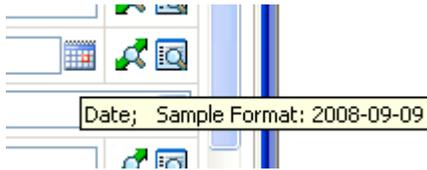
**SURVEYOR:** Recommended search mode: Type in the specific value desired; use the Search List or use the wildcard \*.\*. Relational Expressions does not work well with this field. The surveyor's first initial and last names were entered, in that order. When duplications of the last name from two different surveyors were found, the complete first name was entered for the second duplication. If you are uncertain of the spelling, or uncertain of the first name, a wildcard search using a partial spelling of the name is usually successful as shown in Section 2.4.

### 3.7

**COMPANY:** Recommended search mode: Type in the specific value desired; use the Search List ; or use the wildcard \*.\*. Relational Expressions does not work well with this field. In the original indexing, the company names were entered without such additional words as "& Assoc.", "Inc", "Engineering", "Surveying" etc. If you are uncertain of the spelling, a wildcard search using a partial spelling of the name is usually successful as shown in Section 2.4.

### 3.8

**DATE (recording date or date of the document):** Type in the specific value desired. The Date field is entered by Year-Month-Day as shown below.



You can also use the calendar box, by clicking on the small calendar icon  on the right side of the field, to select a date as shown below.

A screenshot of a calendar for September 2008. The calendar is displayed in a grid format with days of the week as columns and dates as rows. The date 9 is highlighted in yellow. The calendar includes navigation arrows and the month/year header "September 2008".

September 2008						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

A date of January 1, is used by indexing staff when the date is uncertain, but the year is known.

### 3.9

**COUNTY:** Recommended search mode: Select the county desired from the drop down list. List of Values and Search Expressions are not available. Type in the first letter of the county name and the list will adjust to that place in the alphabet. Continue tapping that key until the desired county name appears in the field, then press Enter.

### 3.10

**VOLUME (or Book):** Recommended search mode: Type in the specific value desired; use List of Values; or use the wildcard \*.\*. Relational Expressions do not work well with this field. Do not use leading zeroes. For ROS's, the volume number is

entered by itself. For all other documents, an abbreviation is added after the volume number (no space between); e.g., **SP** - Short Plat; **BLA** - Boundary Line Adjustment; **C** - Condominium; **P** - Plat; **BSP** - Binding Site Plan; **LL** - Large Lots, etc. e.g., **1SP** is volume one of short plats. This field is also used to identify field book numbers, or project numbers.

### 3.11

**PAGE:** Recommended search modes: Type in the specific value desired or use List of Values. Relational Expressions does not work well with this field. Do not use leading zeroes. Specific details for this field are:

- • For a multiple page document, *only the first* page number is entered.
- • For those counties not using volume and page on their maps, and for all LCR's that have AF#'s, this field contains the AF#. For those counties using both AF#'s and volume and page, the AF# is in the Remarks field, in most cases.
- • This field is also used to identify field book page numbers, or large project sheet numbers.

### 3.12

**REMARKS:** Recommended search mode: This field has a string of values in it. You **must** use the wildcard \*.\*. If you are doing a List of Values search, you must use the wildcard on each entry in the list. Relational Expressions do not work with this field. This field contains a variety of identifiers; specific details are:

- • Plat names: Only the proper name is entered, such words as "Addition" and "Subdivision" are left off. A numbered addition is identified with a space after the name, then the number.
- • Revisions are identified by "REV TO V-P"; e.g., "REV TO V25 P103". The original is edited with "REV BY...". Affidavits of correction are appended to the original with the AF# entered here.
- • For those counties using volume and page, the AF# is entered here. e.g., AF 9602040128
- • If a survey is in a plat or short plat, the plat identifier is entered here.
- • This field may also contain government lotting (GLO), DLC information, DNR application numbers and various other indexing notes.

### 3.13

**COORDS: (are there coordinates?)** Recommended search mode: Type in Y or N. Y means there are State Plane Coordinates or Local Coordinates as shown on the map; N means there are not.

### 3.14

**PERMIT # (monument removal permit):** Recommended search mode: Type in the specific value desired or use List of Values or Relational Expressions. Leading zeroes are not necessary.

### 3.15

**COMP DATE (completion date for a permit):** Recommended search mode: Type in the specific value desired or use List of Values or Relational Expressions.

### 3.16

**REPORT (is a completion report on file?):** Recommended search mode: Type in Y or N. Y means a report is on file; N, means it is not. Some old permits, for which reports were never received, were grandfathered in. In these cases, a Y is entered here, but the lack of a report is noted in the Remarks field.

### 3.17

**CREATE DATE (date indexed by PLSO staff):** Recommended search mode: Type in the specific value desired or use List of Values or Relational Expressions. This date is automatically entered by the system when the document is saved by the indexer.

## Section Four – New Query and Search Results

### 4.1

#### Open New Query

Once you are logged in, you will need to get to the New Query screen. Select the AX application you want to work with by double-clicking your mouse on the “SURVEY – DNR PUBLIC LAND SURVEY” or right mouse click and select New Query.

Figure 4a



### 4.2

#### New Query Screen

Once you open the “new query screen” as shown in Figure 4a, the following screen will appear Figure 4b. Sections Two and Three will explain how to enter research data into the fields. Take a moment to review these Sections for Important Notes and Instructions for Researching.

**Figure 4b**

File Edit View Help

Query Criteria for Application 'SURVEY' Current Query: New Query

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	TR	
<input checked="" type="checkbox"/>	SECTION	
<input checked="" type="checkbox"/>	TYPE	*
<input checked="" type="checkbox"/>	CORNER	
<input checked="" type="checkbox"/>	QUARTER	
<input checked="" type="checkbox"/>	SURVEYOR	
<input checked="" type="checkbox"/>	COMPANY	
<input checked="" type="checkbox"/>	DATE	
<input checked="" type="checkbox"/>	COUNTY	*
<input checked="" type="checkbox"/>	VOLUME	
<input checked="" type="checkbox"/>	PAGE	
<input checked="" type="checkbox"/>	REMARKS	
<input checked="" type="checkbox"/>	COORDS	*
<input checked="" type="checkbox"/>	PERMIT#	
<input checked="" type="checkbox"/>	COMP DATE	
<input checked="" type="checkbox"/>	REPORT	*
<input checked="" type="checkbox"/>	CREATE DATE	
<input checked="" type="checkbox"/>	TRANS ID	

**Query Options**

Show all documents

Include previous document revisions

**Save Options**

Query Name

Available To All Users

Submit Save Reset

### 4.3

#### Submit a New Query

To enter a simple search for Section 12, Township 18 North, Range 2 West:

In the “TR” field: Enter **18(space)2W** Note: Do not use leading zeros in this field.

In the “SECTION” field: Using the asterisk wildcard, enter **\*12\*** as shown in Figure 4c.

Note: Leading zeros ARE necessary for this field for single digit numbers (1-9).

Example: the number 2 will be entered as \*02\*.

**Figure 4c**

**Query Criteria for Application 'SURVEY'**

Show	Index Name	Search Value
<input checked="" type="checkbox"/>	TR	18 2W
<input checked="" type="checkbox"/>	SECTION	*12*
<input checked="" type="checkbox"/>	TYPE	*
<input checked="" type="checkbox"/>	CORNER	
<input checked="" type="checkbox"/>	QUARTER	
<input checked="" type="checkbox"/>	SURVEYOR	

Before you click on Submit, you have the option to check or uncheck the boxes to the left of each field to display only the fields you want to view on the Query Results screen as shown in Figure 4d.

**Figure 4d**

<input checked="" type="checkbox"/>	COUNTY
<input checked="" type="checkbox"/>	VOLUME
<input checked="" type="checkbox"/>	PAGE
<input checked="" type="checkbox"/>	REMARKS
<input checked="" type="checkbox"/>	COORDS
<input type="checkbox"/>	PERMIT#
<input type="checkbox"/>	COMP DATE
<input type="checkbox"/>	REPORT
<input type="checkbox"/>	CREATE DATE
<input type="checkbox"/>	TRANS ID

**Final Step:** Simply hit Enter or click on the **Submit** button at the bottom of the web page as shown in Figure 4b. You will have to maximize your screen to be able to see the Submit button or use the scroll bar to go to the lower right hand corner.

## 4.4

### New Query Results

If there are images for your search, you will get a full data display of query results. A partial screen shot is shown in Figure 4e.

**Figure 4e**

**Query Results for Application 'SURVEY'**

**Document 201 - 210 of 210**

<input type="checkbox"/>		TR	SECTION	TYPE	CORNER
<input type="checkbox"/>		18 2W	P 12 S 01 02 13	S	H OBRYANT DLC 40, C HALE DLC 42, G WHITWORTH DLC
<input type="checkbox"/>		18 2W	P 12 S 01 13	S	E23 J23 J25 GALLIHER DLC S LINE, HALE DLC 42 SE COR
<input type="checkbox"/>		18 2W	P 12 S 13	S	G25 J25
<input type="checkbox"/>		18 2W	P 12 S 13	S	J25 OBRYANT DLC 40
<input type="checkbox"/>		18 2W	P 12 S 13	S	G25 J25
<input type="checkbox"/>		18 2W	P 13 S 12	S	J25 K25 L25 HALE DLC 42
<input type="checkbox"/>		18 2W	P 13 S 12	S	J25 K25 C HALE DLC 42 E LINE
<input type="checkbox"/>		18 2W	P 13 S 12	S	J25 K25 L25 HALE DLC 42, HEAD DLC 52
<input type="checkbox"/>		18 2W	P 13 S 12	S	N25
<input type="checkbox"/>		18 2W	P 14 S 11 12 13	S	J18 J19 J21 K21 DOFFLEMEYER DLC 39 NE SE CORS

**4.5**

**Sorting Query Results**

WebXtender, by default, will sort the SECTION field numerically and ascending as shown in Figure 4f. You can sort any field by clicking on the field name at the top of the query screen.

**A couple key notes:** for Ascending, click the field name once. For Descending, click the field name twice and to see how the data was originally indexed in to WebXtender, click the field name three times. Also note, the same field will be sorted on a new query results list, even if you log out and back in again.

**Figure 4f**

<input type="checkbox"/>		TR	SECTION
<input type="checkbox"/>		18 2W	12
<input type="checkbox"/>		18 2W	P 01 02 03 04 05 06 07
<input type="checkbox"/>		18 2W	P 01 S 12
<input type="checkbox"/>		18 2W	P 01 S 12
<input type="checkbox"/>		18 2W	P 11 12
<input type="checkbox"/>		18 2W	P 11 12 13 14
<input type="checkbox"/>		18 2W	P 12
<input type="checkbox"/>		18 2W	P 12
<input type="checkbox"/>		18 2W	P 12
<input type="checkbox"/>		18 2W	P 12

## 4.6

### Modify Query & Scroll Between Pages (on the screen)

To change your last query search, simply use the scroll bar to slide to the right and click on [Modify Query](#) as shown in Figure 4g. This will take you back to the New Query Screen without losing your initial data entries.

To go to the next Query Results Screen, click on the arrows (right or left) as shown in Figure 4g.

**Figure 4g**



## SECTION FIVE – Viewing Maps

### 5.1

#### How to View Maps

To view a map from the Search Results screen, double click anywhere on the line of information you want to view as shown in Figure 5a, or you can click on the green tab next to the document folder as shown in Figure 5b and click **Open Document**.

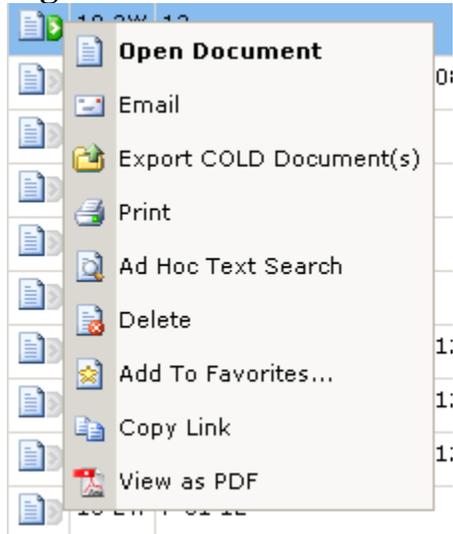
**Figure 5a**

#### Query Results for Application 'SURVEY'

Document 201 - 210 of 210

<input type="checkbox"/>		TR	SECTION	TYPE	CORNER
<input type="checkbox"/>		18 2W	P 12 S 01 02 13	S	H OBRYANT DLC 40, C HALE
<input type="checkbox"/>		18 2W	P 12 S 01 13	S	E23 J23 J25 GALLIHER DLC S
<input type="checkbox"/>		18 2W	P 12 S 13	S	G25 J25
<input type="checkbox"/>		18 2W	P 12 S 13	S	J25 OBRYANT DLC 40
<input type="checkbox"/>		18 2W	P 12 S 13	S	G25 J25
<input type="checkbox"/>		18 2W	P 13 S 12	S	J25 K25 L25 HALE DLC 42
<input type="checkbox"/>		18 2W	P 13 S 12	S	J25 K25 C HALE DLC 42 E LIP
<input type="checkbox"/>		18 2W	P 13 S 12	S	J25 K25 L25 HALE DLC 42, HE
<input type="checkbox"/>		18 2W	P 13 S 12	S	N25
<input type="checkbox"/>		18 2W	P 14 S 11 12 13	S	J18 J19 J21 K21 DOFFLEMEYE

**Figure 5b**



## 5.2

### Previous Document/Next Document

You can page between documents from the query list, without going back to the original query, by clicking on either one of the Previous or Next Document tabs as shown in Figure 5c.

**Figure 5c**



## 5.3

### Document Index

To display the Document Index, click on the tab as shown in Figure 5d. The index will show all the fields selected but will only show partial data in each field. To view the complete information, you need to go back to the Query Results screen. To remove the Document Index from the screen, click on the tab again as shown in Figure 5d.

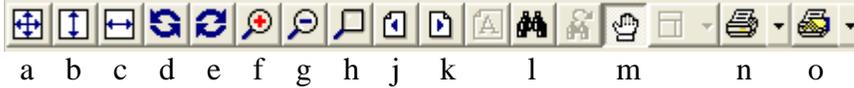
**Figure 5d**



## 5.4 Image Button Bar

There are several features to viewing your document as shown in Figure 5e.

**Figure 5e**



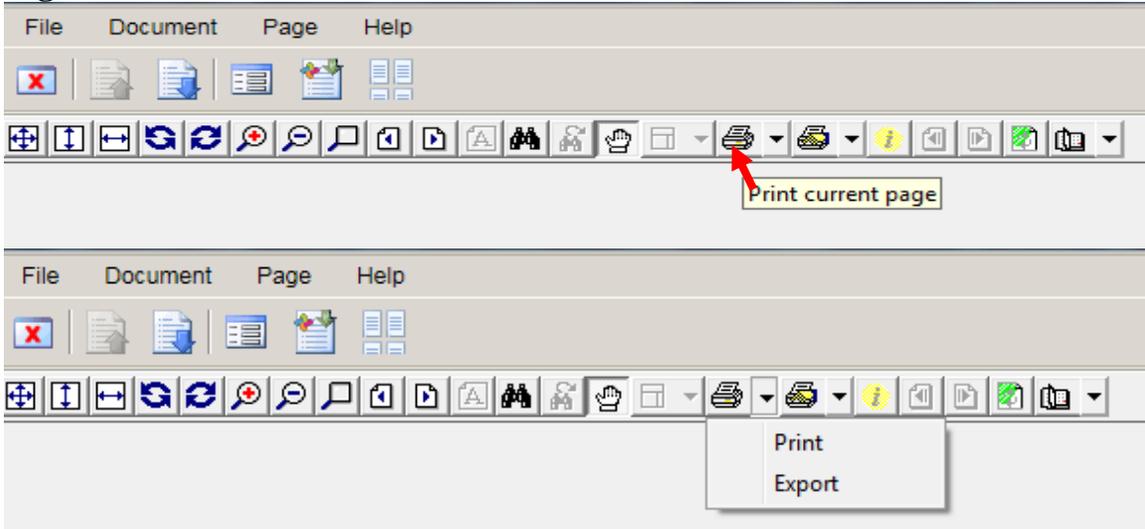
a) Fit to Page	h) Magnify
b) Fit to Height	j) Previous Page
c) Fit to Width	k) Next Page
d) Rotate Left	l) Text Search (Not a supported function)
e) Rotate Right	m) Pan Mode
f) Zoom In	n) Print Current Page
g) Zoom Out	o) Print document

## SECTION SIX – Exporting Images

### 6.1 Exporting a Page or Multi-Page Document

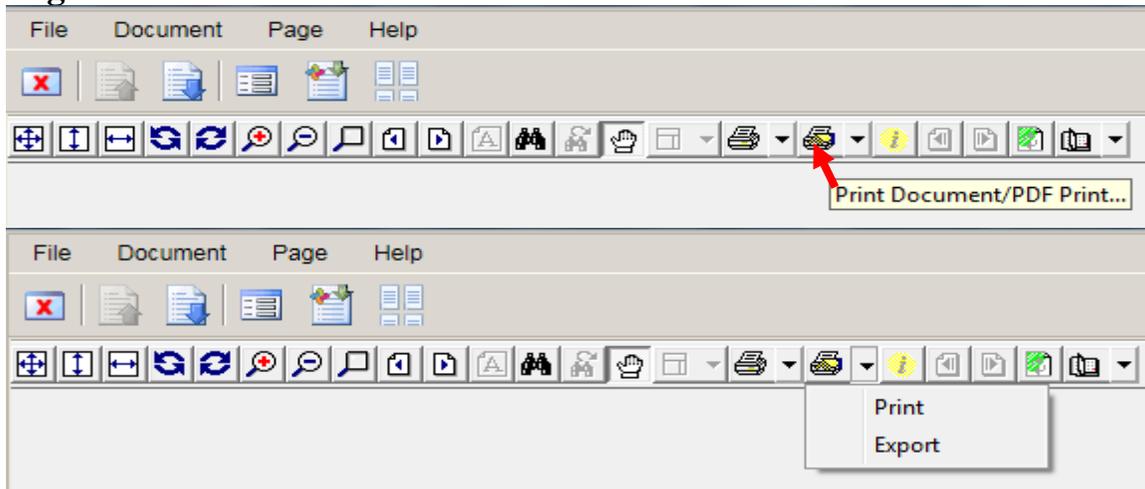
Once you have a document opened, you are able to export it to a file or folder of your choosing. Using the print icon, use the dropdown tab and select the export option as shown in Figure 6a.

**Figure 6a**



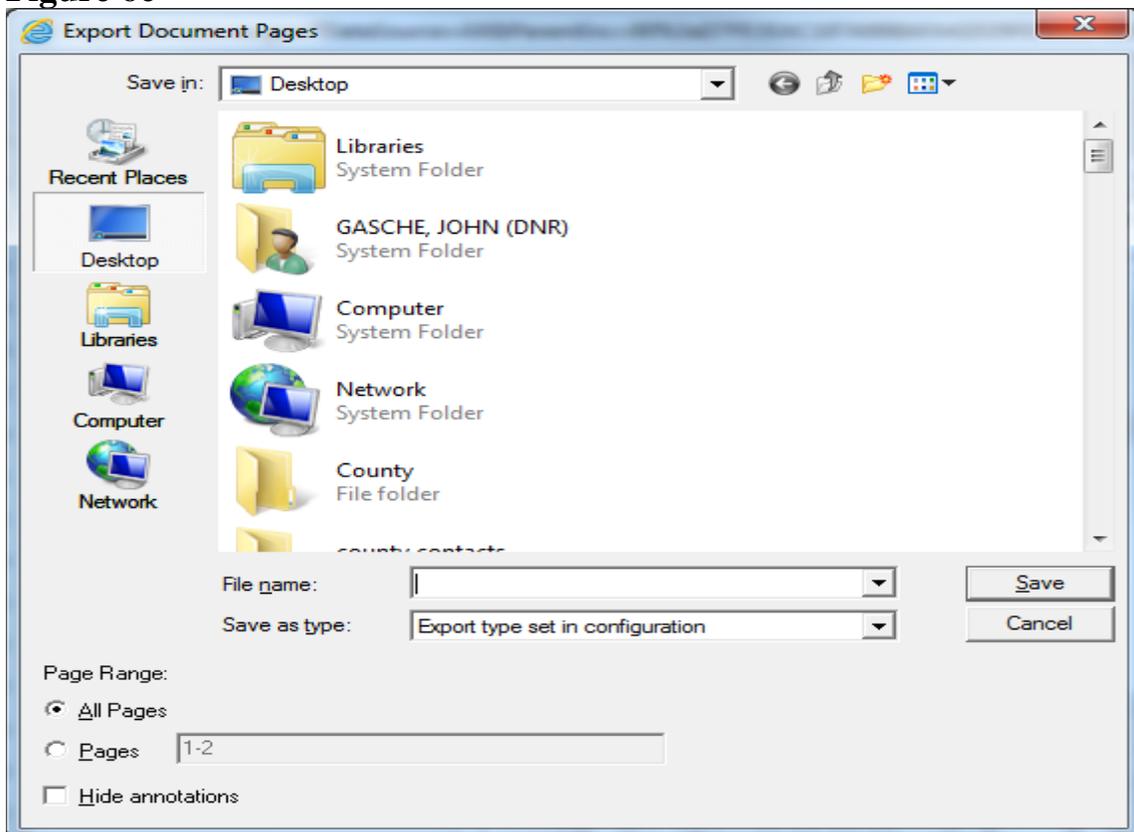
If you want to export a multi-page document use the print document icon as shown in Figure 6b. Select export from the dropdown menu.

**Figure 6b**



Selecting export opens the Save in: box as shown in Figure 6c. This is where you choose to store the exported document. Once you have navigated to the storage area, give the document a name and click save. The document will be saved as a tif, by default.

**Figure 6c**



Note: Unless you change user settings as shown in Figure 6d to use Multi-Page Files, each page of the document will be saved as a separate file. If you would prefer to have your document saved as a pdf, you will need to change user settings to Use PDF format if possible as shown in Figure 6e.

Figure 6d

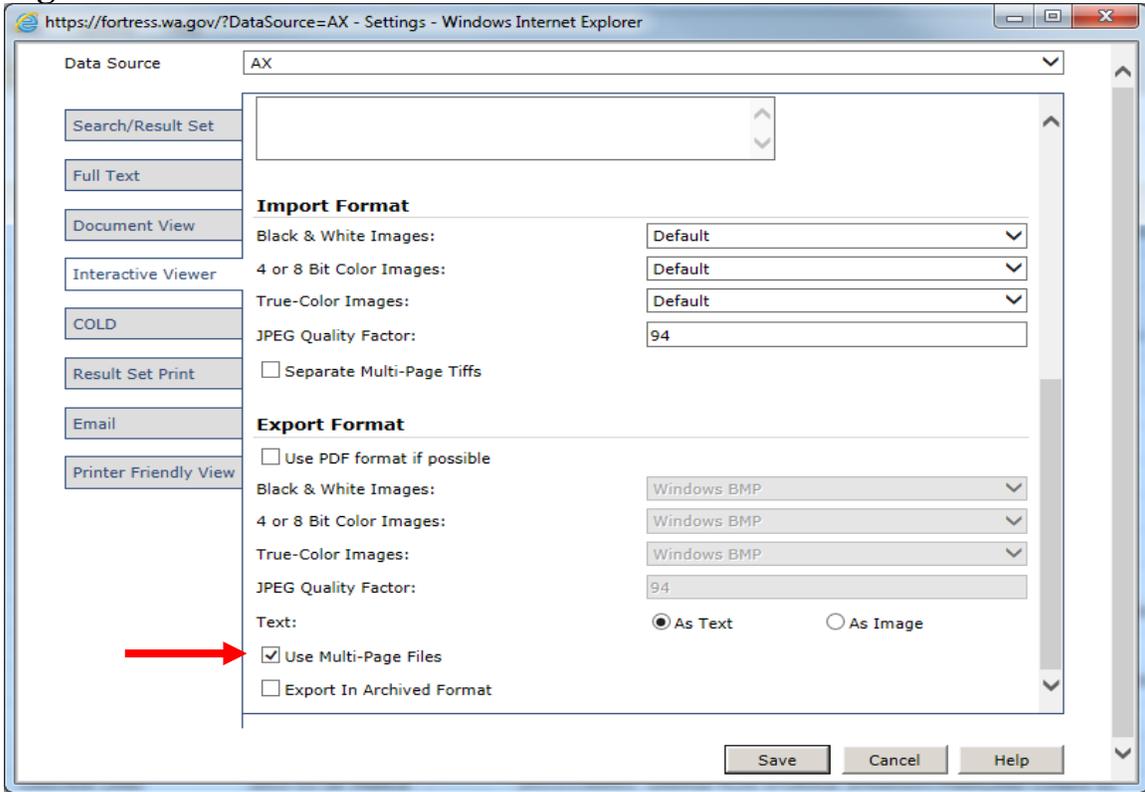
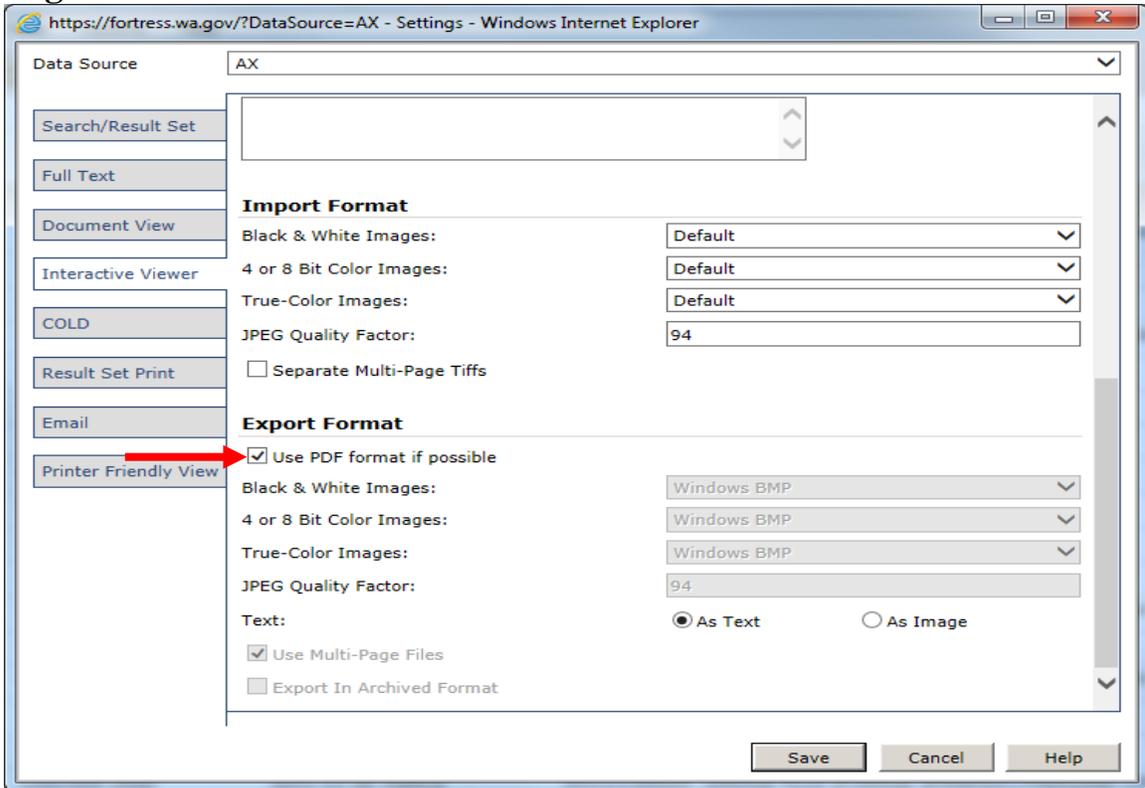


Figure 6e



## **SECTION SEVEN – Saving an Image**

Note: Exporting images as explained in Section Six is the preferred method of saving images.

### **7.1**

#### **Deselect the Pan Mode**

There are several steps to saving an image to your computer. The first step is to deselect (or turn off) the Pan Mode. When you are viewing maps, the Pan Mode is on by default. The Pan Mode allows you to move the image up and down, back and forth on your screen for a better look. To deselect, click once on the Pan Mode “hand” on the button bar as shown in Figure 7a.

**Figure 7a**



### **7.2**

#### **Highlight the Image**

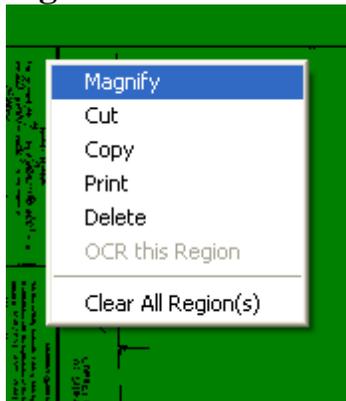
You will need to *Select* the image by using the *Selection Tool* method. To do this, set your cursor to the upper left hand corner of the image on the Display Screen. While holding down the left mouse button, drag or slide the cursor to the lower right corner of the image on the Display Screen. Now release the mouse button. The image should now be *Selected* and the entire image will be highlighted in green.

### **7.3**

#### **Magnify**

Once you have the image *Selected*, right mouse click anywhere on the green highlighted image and click on *Magnify* as shown in Figure 7b.

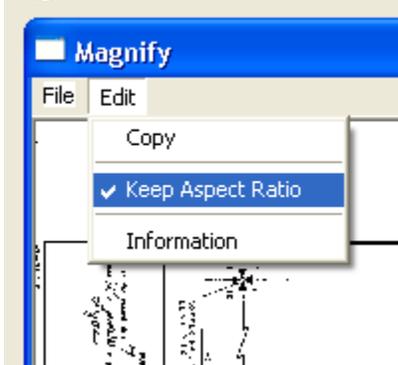
**Figure 7b**



## 7.4 Keep Aspect Ratio

On the Magnify screen, click *Edit*, then click *Keep Aspect Ratio* as shown in Figure 7c.

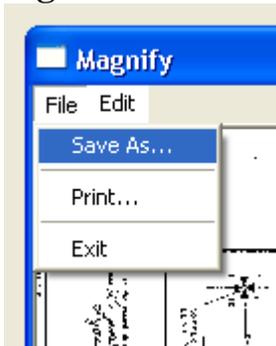
Figure 7c



## 7.5 Save As

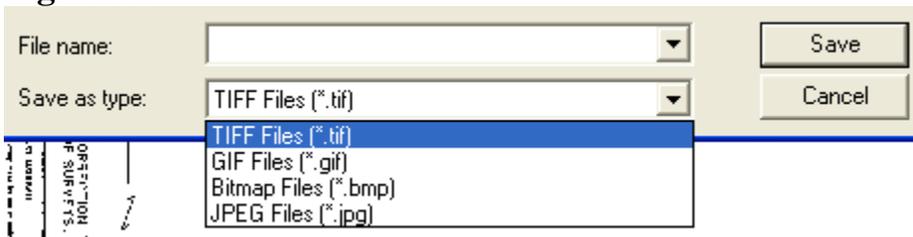
On the Magnify screen, click *File*, then click *Save As...* as shown in Figure 7d.

Figure 7d



You can now save the image to your computer. You have the option of saving the images as a Tiff file, GIF file, Bitmap file or JPEG file by clicking on the *Save as Type:* drop box on the *Save As* window, as shown in Figure 7e.

Figure 7e



## 7.6 Clear All Region(s)

Right mouse click anywhere on the green highlighted image and click on **Clear All Region(s)** as shown in Figure 7f.

**Figure 7f**



Note: You can use this same procedure to enlarge and save a portion of the image. For example, if you only need to view and save a specific area of the image, you can magnify that small area on the image and it will save full size to your computer. You can then print that particular area of the image. This feature is particularly helpful if the image is a less than perfect scan (due to the original map or image quality).

## **Section Eight – Printing**

### **8.1**

#### **Print Current Page**

On the Image Button Bar Features shown in Section 5.4, Figure 5e, there will be two printer icon buttons on the tool bar as shown in Figure 8a. To print the current page, click on the left printer icon button. You now have printing options to your printer.

**Figure 8a**



### **8.2**

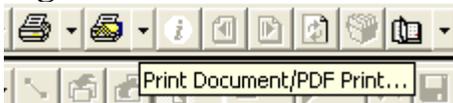
#### **Print Document/PDF Print...**

The Print Document/PDF Print button on the tool bar is on the right of the two printer icons as shown in Figure 8b. Using this button will print all pages of the document.

**Do not use this printer icon to print in PDF format.**

This feature does not work with this version of WebXtender.

**Figure 8b**



### 8.3

#### Batch Print

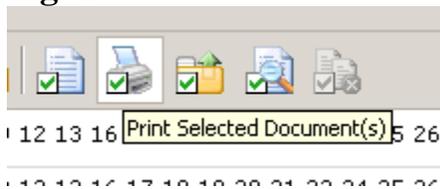
Select the images you want to print by checking the boxes to the left of the Query Results as shown in Figure 8c.

Figure 8c

<input type="checkbox"/>		TR	SECTION
<input type="checkbox"/>		18 2W	12
<input checked="" type="checkbox"/>		18 2W	P 01 02 03 04
<input checked="" type="checkbox"/>		18 2W	P 01 02 11 12
<input type="checkbox"/>		18 2W	P 01 02 11 12
<input checked="" type="checkbox"/>		18 2W	P 01 02 S 11
<input checked="" type="checkbox"/>		18 2W	P 01 02 S 11
<input type="checkbox"/>		18 2W	P 01 04 05 06
<input type="checkbox"/>		18 2W	P 01 04 05 06

Once you have selected the documents, click the Print Selected Document(s) tab on the button bar as shown in Figure 8d.

Figure 8d



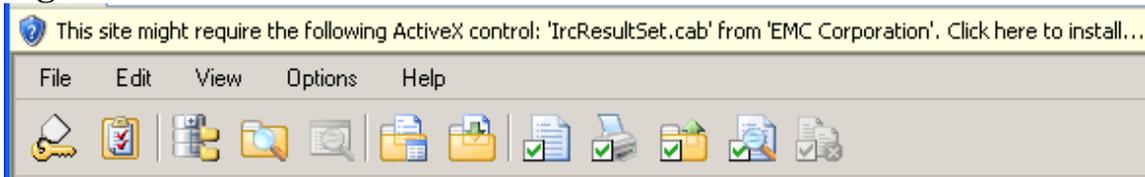
The first time you select **Print Selected Documents**, you may need to install the **IrcResultSet.cab** software as shown in figure 8e. Click Install.

Figure 8e

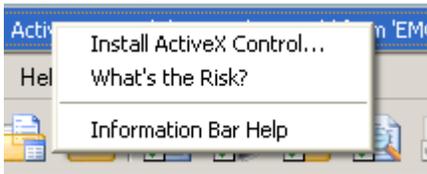


To install the **IrcResultSet.cab** software, click on the tab as shown in Figure 8f. Another pop up window will prompt you to click on **Install ActiveX Control...** as shown in Figure 8g.

**Figure 8f**



**Figure 8g**



## Section Nine – References

### General Tools and Functions

The following table lists the various buttons used in WebXtender.

<i>Button</i>	<i>Location</i>	<i>Function</i>
	All views	Log out of WebXtender
	Application View, Query Criteria View, Query Results View	Configure user settings
	All views	Return to Application List view
	Document display view	Display document index data in index view
	Application view, Index view	Use batch list functionality to index documents for a selected application
	Application view	Use batch import functionality to add documents for a selected application
	Batch Import view, Document Display view	Create a new document to store in WebXtender
	Query Results View	Display Application Query Criteria view to create a new query
	Query Results View	Open selected documents and display them in Document Display view
	Query Results View	Print the selected documents
	Query Results View	Export the selected documents
	Query Results View	Perform a text search on the selected documents
	Query Results View	Delete the selected documents
	Query Results View	E-mail the selected documents
	Document Display View	Display the result set for the most recent query in Query Result view
	Application View	Display the most current document in Document Display view

### Document Display Functions

The following table lists the various buttons used while viewing a document:

<i>Button</i>	<i>Function</i>
	Display document to fit the entire page
	Display document to fit top to bottom
	Display document to fit left to right
	Rotate the image 90 degrees to the left
	Rotate the image 90 degrees to the right
	Zoom in on the displayed document
	Zoom out from the displayed document
	Display the previous page of the document
	Display the next page of the document
	Switch between pan mode and selection mode
	Print or export current page
	Print or export the entire document
	Display properties for the displayed document
	Page menu which allows Insert, Delete, and Go to Page functions