County of San Bernardino

Surveyor

Surveyor Integrated Document Management System
Public Map Search and Purchase Website

User Manual

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Overview

The Surveyor Department and ISD have created the Surveyor Integrated Document Management System Public Map Search and Purchase website. The purpose of this document is to provide user documentation.

Common Features

The features listed in this section are common to all web pages, unless exceptions are noted.

Input Fields

Web pages use different types of controls. The following instructions assume that the focus is on the particular control you’re working with.

1. combo Boxes – These controls contain a list of valid entries for a field. Click the arrow to view entries. To select an item from the list: (1) type the first letter of the item you want; (2) use Down arrow key to scroll down the list and Up arrow key to scroll back up; (3) click the arrow for a list of entries, then click the one you want to select.

2. checkboxes can be checked or unchecked. When checked, they indicate that something is true. To check or uncheck: (1) press the spacebar, or (2) click the box using the mouse. If you use the <tab> key to move to checkboxes, a dotted line will display around the checkbox that has the focus.

3. Text Boxes – Free form fields that allow you to type in values. These fields often have edits to ensure that appropriate information is entered.

4. Buttons – These controls are used to submit a request for a specific action to the application.

5. Text Areas – Large free form fields that typically allow multiple lines of information to be typed in.

6. Labels – Display information that cannot change. Typically seen on page headers and input field titles (Book/Page, Map ID, etc.).

Edits

Many fields in this application have edits to ensure valid information is entered for each record. Where possible, edits are performed when you leave a field. For example, if you enter 113108 in a date field, as soon as the focus leaves that field, an alert displays, advising you that an invalid date has been entered. When you click ‘OK,’ the focus is automatically placed back in the date field so that a correct date can be entered.

Some edits cannot be performed until an action button (Search, Add, Update, etc.) is pressed. If errors are detected when an action button is pressed, an alert displays, explaining the error. When you click ‘OK,’ the focus is automatically placed in the field that needs to be corrected. This process continues until all errors are corrected, and the action is successfully completed.
Switch Fields
Pressing the <Tab> key will move the focus to the next field on all web pages.

On pages with buttons, (Search, Reset, etc.), when the focus is on a button, pressing the <Enter> key will have the same effect as clicking that button.

Holding the <shift> key and pressing <Tab> key will move the focus to the previous field.

Field Format

Dates – Most dates can be entered as mmddyy, mm/dd/yy, and the application will automatically format as MM/DD/CCYY.
Accessing Surveyor Public Map Search and Purchase Website

To access this Website, you must be authorized to log in with a 'Guest,' 'Surveyor Customer,' 'Surveyor User,' 'Advanced User,' or 'Administrator' profile.

Create an Account

You must be authorized to access the Website. Please call The Surveyor’s Office at 909-287-8149 to set up an account.

Log In

1. Type https://surveyor.sbcounty.gov/SurveyorMaps/Login.aspx on your Web browser address bar to access the site. The Log In Screen displays (Fig 1).

2. Type your Email address in the Email Address field.
3. Type the Password assigned to you by the Surveyor’s Office in the Password field.
4. Click the Login button (or press <Enter>) to log on to the Surveyor’s Public Map Search and Purchase website. The Search (Shopping) screen displays (Fig 3).

At this time, all accounts are set up through the Surveyor’s Office. Please call 909-387-8149 to set up an account.
Menu

At the top of each Website page is the Menu for accessing available options. Only areas you are authorized to access will display. For example, only site administrators will see the 'Administration' menu items.

Click a Menu title to access that particular area of the Website (Fig 2).

Menu Items

Search          - Allows you to search for Surveyor Map images.
My Cart         - Displays Shopping Cart list of Map Images selected for purchase.
My Account      - Displays Customer Account information and status of Purchase(s) you have made.
Administration  - Viewed by those with Administrator access, only, to maintain Accounts: view account activity, modify existing accounts, and add new accounts. It is also used to modify application settings.
Help            - NOT ENABLE+D, AT THIS TIME.
Log Out         - Log out of the application and return to the Website Login screen.
Search

Search for and view scanned Map images.

Perform a Search

1. **Log in** to the Website, or click the **Search** item on the Menu bar at the top of any site page. The Search(Shopping) screen displays (Fig 3).

2. Type in Search criteria. Input fields are described below.

   **Search Input Fields**

   - **GeoIndex** – Select GeoIndex code from dropdown list, to display Township and Range values for a particular GeoIndex.
   - **Township** – Comprised of Township Major, Township Minor and Township Direction.
   - **Range** – Comprised of Range Major, Range Minor and Range Direction.
   - **Section** – Each of the 3 quarters can be 1, 2, 3, or 4, and NE, NW, SW, or SE.
   - **Book/Page** – Enter the Book Number, if known, and a range of Pages to search for. Or, enter a single Page number in the first page field to search for a specific page.
   - **Map ID** – Indicates the map number used to identify a Tract Parcel Map or a Field Book Note type.
   - **Control** – Identifies the map phase number or job number for a County Surveyor project number.
   - **Description** – Enter all or part of the Description, if known.

3. **Click** a type of image from the list at the right, or click **All**.

4. Click **Search** button to display matching records (Fig 4). Or, click **Reset** to return all search fields to initial values.

![Search Screen](image-url)
**Information Services Department**  
670 E. Gilbert St.  San Bernardino, CA  92415-0915

**Search Processing**

1. Only the first 500 records matching the search criteria will be returned.
2. The application searches only on fields that are entered. For example, if the Township is '03' and Range is '08', the search results page will show the first 500 records where a document has a Township of '03' and the Range is '08'.
3. The Description field automatically adds a wild card to the value. For example, if you enter 'CC' in the Description, the search will return the 1st 500 images where the Description contains 'CC'.
4. The results appear on a separate screen. All records in the system matching the search criteria will display in this list, regardless of whether they have an image associated or not.

**Search Results Detail**

The Search Results Detail page displays (Fig 4), listing records found that match the search criteria input, in this sample, Book 4003, Pgs 1 through 2.

![Fig 4](image-url)

**View Document/Document Group and Add Selection to Cart**

Click the **View Document** or **View Document Group** icon to the left of a search result (Fig 5) to view an image (or group of images) related to this search, which displays at the right side of the screen (Fig 6).
In the following sample, Document Group was selected, and 7 pages of images are displayed.

**Fig 5.**

**To Send Documents to Cart:**

1. Review images, then “uncheck” those you do not wish to purchase (Fig 6).
2. Click **Add Selected to Cart**, or **Add Entire Group to Cart**. A message displays confirming the image(s) have been added to the Cart (Fig 7).

3. Click **My Cart** on the menu at the top of the screen to view Shopping Cart contents and proceed to Checkout. The My Cart – Contents screen displays (Fig 8).
My Cart

Click **My Cart** on the menu at the top of the screen to view Shopping Cart contents (and proceed to Checkout, if you are ready to purchase). The My Cart – Contents screen displays (Fig 8).

**Contents**

- **View** Images in the Cart by clicking the **View** icon.
- **Remove** Items by clicking the **red X**.
- **Add** additional items by clicking **Continue Shopping** button to return to the Search Results(Shopping) page.
- **Check Out** by clicking the **CheckOut** button at the bottom of the screen.

Fig 8. 

**Purchase Contents**

1. Click **CheckOut** button when ready to Purchase. The My Cart – Checkout screen displays with a description of your order and applicable tax and total amount (Fig 9).
2. Click **Proceed to Payment** button at the bottom of the screen to process your PayPal payment. A Credit Card Information screen displays (Fig 10).
PayPal Payment Processing

Payment is processed through PayPal.

**Enter Credit Card Information:**

1. Click inside the **Card Number** field and type your credit card number (Fig 10).
2. Click the down arrow on the **Card Type** dropdown list and select card type (Visa or MasterCard).
3. Click the down arrow on the **Exp Date** dropdown list and select the card Expiration Date month and year.
4. Click **Reset** to remove the card number and start over, OR click the **Continue** button to process payment. An order detail screen displays (Fig 11).
1. Click **I Authorize this Transaction** button to continue with payment processing (or click **Reset** button to cancel). A confirmation screen displays (Fig 12).

2. Confirm that the information displayed is correct, then click **Submit Transaction for Processing** button to complete payment processing (Fig 12) - or click **Back** button to return to the previous screen.

   If payment is approved, a Transaction Approved screen displays, listing a transaction reference number, as well as a description of the purchase, transaction amount, and who it was billed to (Fig 13).

   If payment is declined, a message displays telling you to contact the merchant (Surveyor’s office).
3. Click **Return to Surveyor Maps Purchased** for a list of account transactions and current status. The updated **My Account** screen displays, showing payment is in process at PayPal (Fig 14).

Upon approval by PayPal and the bank, an email will be generated and sent to the customer, as well as a report to the Surveyor's office.

Click **My Account** on the main menu at the top of the page to View or Download your purchased images (see My Account pg, 12).
My Account

Click **My Account** on the menu at the top of the screen. The My Account screen displays (Fig 14).

![My Account Screen](image)

**Header Information:**

**View icon** – Click this link to view/download a single image or group of images associated with the transaction.

**Inv** – Transaction invoice number.

**Status** – Payment status.

**Last Status Date** – Date of last status reported on this transaction.

**Available Through** – Date through which purchased information is available for viewing/download.

**Cart Status** – Status of purchase transaction.

**To View Images**

1. Click the **View** icon (Fig 14). The Paid Cart–Contents screen displays (Fig 15) showing all paid images in your cart.

![Paid Cart–Contents Screen](image)
2. Check the box, and click the **View** icon for the image you wish to view. The image will display to the right (Fig 16).

To Download Images

1. Click the **Zip File** icon to download (arrow at left, Fig 17). Another link will display at the right side of screen (arrow at right, Fig 17).

2. Click the **Zip File link** to download the zip file to your computer (arrow at right, Fig 17). Multi-page documents will be downloaded as multi-page .tiff images. A file download message box displays and asks, **“Do you want to open or save this file?”**  
   - Click on **Open** to view the downloaded zip file.  
   - Click **Save** to save it to your computer.  
   - Click **Cancel** to terminate the action.
Log Off

1. Click the Log Out link on the Main Menu to log off the Website (Fig 18). The main Login screen displays (Fig 19).

2. Click the X at the top right of your computer screen to leave the site (Fig 19).

Thank you for using The Surveyor’s Public Map Search and Purchase Website.