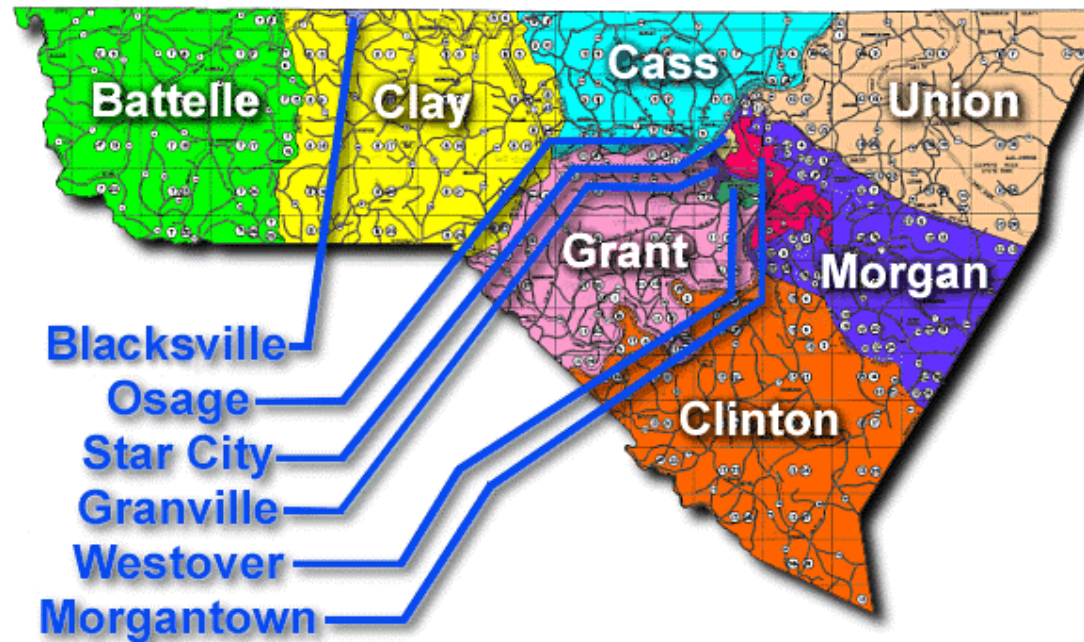


Monongalia County Assessor's Office

Parcel Database Systems

Basic Instructions



The “**In-House**” and “**Online**” Database interfaces were designed very similar in appearance and functionality. This way our local users would not have to learn 2 systems performing the same tasks, allowing them to easily use either.

Read all instructions regardless of where you are using the database.

Most of the functions and displays are similar in design and use and apply to both.

Last page of instructions is for “**Assessor's Online Database**” and will provide **specific** info how “**Online**” Database interface functions may differ from the “**In-House**” Database.

Advanced “In-House” programming allows us to design special key applications and other functions that cannot apply to “Online” use.

Handout also includes periodic updates that may be helpful to our users as to where we are in processing of transfers.

“Parcel Database System” In-House Basic Instructions

“Search Screen” (Courthouse Computers)

“Internet Instructions” on Last Page

- **[Check box] located at the top will only return current owner info if checked, uncheck for parcel history.**
- Use **District** drop down to select District or type District Name in field. Use **tab key** or **mouse** to go to the next desired field.
- Enter **Map Numbers** normally (1 8 15 23a, etc.). Enter **Parcel Numbers** in normal manor. (1.1 2 15 22.5 etc.)
- **Parcel Range** option of Database, **Only** allows you to enter whole numbers in search fields. (1 14 25 etc.)
This will return **all** parcel information between desired numbers entered, **including** sub-parcel numbers.
- To search by Owners **Last** or **First** name. Do **not** enter entire name of owner. Spelling may not be same as used in deed.
Example: To search for the **“Current”** parcel owner, John O. Ferguson Jr.
In the **Last** name field you could put **Ferguson** but only using part of name is **recommended**, such as **Ferg.**
- Then John or only use the **J**, again **recommended** or **No** first name at all, if it is not known.
If **District** is known and selected, this will **reduce** the search time.
Here is an Example: District: Morgan Last Name: fer First: J (Search is not case sensitive)
- **Date From** field represents the **Recordation Date** of the property owner’s deed.
To search between Dates: Enter **beginning Date: mm/dd/yyyy** in the **“Min” Field** and **ending Date** in the **“Max” field**.
- After desired information is entered into Search Screen press **F2**, the **Enter** key or use **Mouse** to select the **“Results” Tab** at the top left of the database page. **(F1, F2 etc. are Special Key Functions that only apply to computers in Courthouse...)**
Search requests to Database Sever and Data Displays may take 7 to 20 seconds, depending on information entered.
- You can make your search as **Broad** or as **Narrow** as you like, using **almost** any combination of fields, drop down boxes or check boxes. **However:** You **must** enter enough information so the total number of results **does not** exceed **1,300 In-House** and **1,300 Online**. **(Example: You could not select just Clinton District or Morgantown, each has several thousand records.)**
Splits / Parcels created Mid - Late ‘99 or after will have NO “Scanned Card”. They are no longer made.

“Result Screen” (Courthouse Computers)

- The [Result](#) screen will return information in a line format based on [your](#) specified search criteria. The results will be in [District](#), [Map](#) and [Parcel](#) order and give basic parcel information.
- You can scroll through the results using the [mouse](#) or the [arrow](#) keys on the keyboard.
- The **highlighted** line is the [active](#) record and the owner’s name is [visible](#) in the lower window of this screen.
- To access more detailed information, [double click](#) on the highlighted line or press the [Enter](#) key on the keyboard.
- This opens the map card in **full** detail, what we call the **Parcel Detail Page**.
- To [return](#) to the Search Screen click the [Search tab](#) with the mouse or press the [F1](#) key on the keyboard.

“Map Card” View (Courthouse Computers)

- This screen provides the [same](#) information as the old map card.
- [Prior owner information](#) **NOT** part of Database is available through a [“Map Card” Image Button](#), bottom left of the screen. [Clicking](#) this [Icon Button](#) will load and display the **Scanned Map Card Image** in the Internet web browser. The Database [will](#) allow users to access the [prior parcel ownership](#) or **“History”** of prior transfers processed [by](#) the database. [Clearing](#) or un-checking the **check box** located at the top left corner of the **Search Screen** will allow you to access the parcels prior owner information, if it has been transferred in the database, when you perform your search.
- Tax maps may be viewed by [selecting](#) the [multi colored map button](#), located to the right of the scanned map card button.

When pushed it will load and display tax map for parcel in [Paint Shop Pro](#).

Use the magnifying glass and [left mouse button](#) to [zoom in](#), [right button](#) to [zoom out](#).

- **“2008 Transfers” 07/01/2006 – 06/30/2007 Straights are being Processed, Splits are being Assigned Parcel Numbers.**
- **“2007 Mapping” New Maps / Subdivisions / Phases or Updates to existing maps in AutoCad, will be mapped as time permits. Work Copies based on Plats of Record, are accessible from “New Subdivision Maps” Page.**
- **“2005 & 2006 Mapping” New Subdivisions or Updates to Existing ones in AutoCad are Mapped and Posted to our Website. Parcels “Not” mapped in AutoCad but on “Paper Tax Maps” will be mapped ASAP**
Tax Maps may not be current in certain areas as a result of “Continued Growth and Development” in Monongalia County.
We appreciate your patience and understanding. Tax Maps for the above listed years are posted as they are completed.

[“Map Card” View \(Continued\)](#)

- **Parcel / Transfer Note Buttons:** If Button Letters are **Black** no info is available, If Letters are **Red**, contains information.
 - You can toggle between the 3 different programs we use, [“Court”](#), [the web browser](#) and [Paint Shop Pro](#) by using your mouse to select the appropriate button on the Windows Task Bar located at the very bottom of your screen or by holding the [Alt Key](#) and pressing and releasing the [Tab Key](#).
 - In the map card screen you can use the [arrow buttons](#) located at the top of the map card screen to go to the next card or back to the previous one.
- [One exception](#) is, if your search was for only one specific parcel, nothing is before or after it on the result page.
- [To exit](#) from the map card screen, back to the result page click [Exit](#) with your mouse or use [Alt x](#) on the keyboard.
 - [To return](#) to the Search page or the Criteria page use [F1](#) or select the [Search Tab](#).
 - Always [“Clear”](#) Search page before each [New Search](#) to ensure proper data results.

If you are unable to find specific Transfers for the “2008” Tax Year in our Database,

You will need to visit the County Clerks Office to access those documents, until they have been processed.

If you are looking for “Transfers” after 07/01/2007 these are for the 2009 Tax Year, which are not being processed at this time, you will need to visit the County Clerks Office to access these documents.

Thank you for your patience and understanding as we complete the final phases of our project, that will allow our office to better serve the public.

[Internet Notice for “Tax Map” Use](#)

[Tax Maps](#) are [“Not” Interactive](#) or intended for “Online viewing”, but for [“Downloading”](#) to your PC.

Newer Web Browsers and faster Internet connections may allow them to open online, but not what we intended.

If you choose to open the maps while Online & as a result no longer get the [“Download Prompt”](#),

But later want to “Download” the maps, [Right Click](#) on the “Map Number” and select [“Save Target As”](#).

This will prompt you for the location to [Save](#) the map file to your computers Hard Drive.

Assessor's Online "Parcel Database System" Basic Instructions

- Most search screen basic instructions outlined on first page also apply to website. (Special "F" Keys / Buttons Do Not)
- Online Database is done in [html](#), appearance will not be same as Courthouse Version that uses more advanced programming.
- The [Result Page](#) provides basic parcel information.
- The [Map Number](#) on the "result page" is an [active link](#). Clicking it begins the download process. (Maps are LZW tif files.)
- The [Parcel Number](#) found on the result page is an [active link](#). Clicking on it opens the online map card.
- [Parcel Range](#) option of Database, Only allows you to enter whole numbers in search fields. (1 14 25 etc.)
- The online map card is the [Parcel Detail Page](#). The [Map Number](#) is an [active link](#) here as well.
[Parcel Detail Page](#) provides similar info as on Old map cards, plus [Links to Scanned Map Card, Note Screens & Tax Records](#)
To access the [Scanned Image](#) of the old map card, Click the link located in the [top right corner](#) of the parcel detail page.
The [Scanned Card](#) provides an instant check of the "[Data Entry](#)", for parcels "NOT" transferred in database or access to Prior "[Owners Information](#)" for those parcels that "have" been transferred in the database.
- [If Scanned Card, Parcel, or Transfer Note Links](#) are underlined, Link is [active](#) info available. Not Underlined, No info (N/A).
If an error is found please email us the [District](#), [Map](#), [Parcel number](#) and the error. office@assessor.org
- The [Result Page](#) provides a return for each owner.
- Example: If (5) people are listed as owners of a parcel, there will be (5) separate returns for that parcel in the [Result Page](#).
They will "All" point to the [Same Record Source](#), meaning the [Parcel Detail Page](#) & it does not matter which one is selected.
When any "one" of the parcel numbers are selected (clicked on), [all owners](#) will be in the display of the [Parcel Detail Page](#).
- You can print the [Result](#) and [Parcel Detail Pages](#) in color or use the [Simple Print Link](#) at the bottom of each page to drop the color and print in black and white. This will speed up your printing and not waste your color ink.
- If you need help please read the [Online Help Pages](#) provided. There are online definitions, tips & trouble shooting pages.
[Index Maps](#) can Only be found in the [Tax Maps](#) Section of the Website. Please take time and explore the entire Website.

"Maps and Database" are available online at www.assessor.org