





QUICK-START GUIDE

Logging In (Commercial users):

- Each user has a unique password
- Password must be changed every 6 months
- User may only be logged in on one computer at a time (note: if user attempts to log in on a second computer while the first is still active, they will have the option to close the session of the first computer and log in on the second computer).
- If there is no activity in an active log in session for two hours, user will need to log in again.

Help & Metadata Functions:

- Context-sensitive help is available throughout RLID v2. Three types of help and metadata are available:
 - **Application help:** Information about a specific RLID application (e.g. Property Search, Deeds & Records Index, etc.) is available by clicking on the  icon at top right of the main search page of the application.
 - **Query help:** Instructions for query field formatting and/or content is available by clicking on the  icon located next to the query field.
 - **Metadata:** The term metadata simply means “data about data”. Information about various types of data displayed in reports is available by clicking on any linked field name throughout an RLID report. Example: [Approx. taxlot acreage](#)

PROPERTY SEARCH:

Search by Multiple criteria

RLID v2 allows the user to search by multiple criteria. Example: street name and owner name, or map number and house number.

Simple or Advanced Site Address Search

In addition to the full site address search option (now the default query option, called “advanced”), the user has the option of selecting a “simple” site address search. The simple search allows the user to simply type the full or partial site address.

Copy & Paste Maplot number

User may copy a full 13-digit maplot number from any other data source and paste it into the Map & Taxlot query entry. The application will separate the maplot number from the taxlot number and place it in the query fields appropriately. This works even when the copied maplot number contains hyphens (hyphens are stripped).


“Between” search

By default, house number and taxlot number fields are preceded with a “=” qualifier. By clicking on the down arrow, the user also has the option to choose “>=” (greater than or equal to), “<=” (less than or equal to), or “between”. The new between qualifier will open a second entry field that allows the user to enter a range of house numbers or taxlot numbers. (Note that this feature is also available in other search forms in RLID v2, including the Deeds & Records Search).

New Subdivision Search

Users may now search for a property or multiple properties by subdivision name and optional lot number.

Download Search Results to PDF

User may convert the contents of the search results screen to a printable PDF document by clicking on the PDF icon located to the upper right of the results table: . Search parameters will be displayed at the top of the document, and a footer stamp will be appended to the bottom of each page stating the name of the subscriber who printed the document, the date & time and a reference to RLID.org. Example:

“This report was generated by _____ on 2/7/2009 at 12:04PM using www.rlid.org”

(Note that this footer will appear on all printed RLID reports)

Refine Results / Start Over

From the search results screen, the user may click on “Refine Results” to return to the query screen and retain all search parameters previously entered, or the user may click on “Start Over” to display a new, blank query screen.


Maplot & Owner Links in Search Results


If there is more than one tax account, site address and/or owner on a taxlot, the maplot number will appear as a link in the search results. Clicking on this link will “re-query” by the maplot number, thus displaying all data for that taxlot in the search results.


If there is more than one tax account in the database with the same exact owner name, the owner name will appear as a link in the search results.

Clicking on this link will re-query by the owner name, thus displaying all properties with that owner name in the search results.

Property Search Reports

 “View Property Images”: Clicking on this icon will display links to all images related to the property, e.g. current & archived taxmaps, plat map(s), assessor photo(s), assessor sketch(es).

 “View Property Summary “: Clicking on this icon will display the 1-page summary report in a separate tab or window.

 “View Detailed Property Report”: Clicking on this icon will display the full Detailed Property Report in a separate tab or window.

What’s new in the 1-page Summary Report?

- Assessor photo at top of page (only one photo will display – multiple photos available from the detailed report only)
- Interactive metadata and links to other data (schools, A&T billing rates document, deed images)
- Additional building characteristics data: Heating, Roof Style/Cover, Fireplace(s)
- PDF icon (top right of interactive report) converts report to 1-page print-formatted PDF, including footer stamp with subscriber identification.

What’s new in the Detailed Property Report (DPR)?

- **Header** at top of report consolidates critical property information, including site address, maplot number, tax account number, first property owner and property acreage. Header will also include flags to other important information, such as additional site addresses on a tax account, an account that is new and scheduled to be taxed in the coming tax year, inactive accounts, etc.
- **Report is divided into sections** that may be open or collapsed by clicking on the “+” or “-“ icon next to the section header.
- **“Go to” function** that allows the user to “jump” to any section of the DPR
- **Aerial photo** of property, using the most recent aerial photography available for the area (many areas have 2008 aerial photos).
- Direct links to view property in **Bing** and **Google Maps**, as well as RLID’s Lane Maps application.
- **New “Improvements” section** that consolidates assessor photos, sketches and building characteristics.
- **No more blank fields!** If data is not applicable or not available for a particular field, it will be indicated on the report. User will very rarely see a blank field in any v2 report.
- **Links to elected officials’ websites** in the “Political Districts” section.

- **New “Liens” section**, which will currently only show lien data for Cottage Grove, Florence (stored data) and Springfield (real time data). We will be adding lien data from other jurisdictions in the future.
- **New “Building Permits” section** now includes building permit data for Springfield as well as Eugene. We plan to add building permit data from other jurisdictions in the future.
- Links to current and previous tax year **tax statements** directly from the county Assessment & Taxation database (located just after the header “Tax Account Information from Lane County Assessment & Taxation”).
- **Convert the DPR to PDF format:** When the user clicks on the “Create PDF” icon at the top left of the report, a window will open that allows the user to customize the report by choosing which sections to include and which to eliminate in the PDF. By default, sections that are currently open in the interactive report will be selected for inclusion and sections that are currently closed will not be selected. The finished PDF will be formatted for printing and include the footer stamp with subscriber identification at the very bottom.

DEEDS & RECORDS SEARCH:

Search by Multiple criteria

As with the Property Search, the Deeds & Records Search allows the user to use multiple criteria. Example: Grantee/Grantor, document year and document type.

Download Search Results

User has two options for downloading the results listed on the screen:

Download: 


The first icon downloads all results (up to 10,000 data rows) to a tab-delimited text file.

The PDF icon allows the user to convert the results on their screen (up to 500 data rows) to a printable PDF format. Search parameters and footer identification will be displayed on the document.

Document Summary

This new feature allows the user to select documents of interest from the results list and create a report in PDF format that includes details for each individual selected recorded document.

All documents are “selected” by default (note the check mark in the first column of the results display). User may de-select individual documents, or de-select ALL documents by clicking on the check box in the column header, then selecting only documents of interest. The report is then

generated by clicking on the “View document summary” icon located in the upper left corner of the results list:  View document summary (selected data rows only)

COMPARABLE SALES:

What’s new with the Residential Comp Sales tool?

- “Simple” address field option
- New features make it more useful for rural property comps:
 - Expanded search distance, up to 2 miles
 - Option to bypass the distance buffer and compare a rural property to rural comps throughout the county (new “Outside UGB only” search option, paired with “any” distance). Tip: Comps may then be sorted by distance from property of interest to find comps beyond the 2 mile max buffer.
 - Different star-rating system for properties located outside a UGB (rural). More weight is given to lot size and land use, less weight on dwelling characteristics.
- Assessor photos in comp summary report, when available.

What’s new with the Commercial Comp Sales tool?

- A user may now refine or “filter” the list by one or more search criteria and click the “Get Results” button to view the sales data.



NEW “QUICK LOOK” APPLICATION:

This new tool is available to the general public (no login necessary), so feel free to share this information if you have contact with the public.

The Quick Look tool allows anyone to enter a Lane County site address and retrieve information on elected officials (with links to their websites) or school attendance areas. A “Google Maps” vicinity map of the property is included in the results.

Other types of data will become available in Quick Look over time. If you have an idea of additional simple data retrieval that would be valuable to the public, let us know!

NEW TAXMAP SEARCH TOOL:


This new tool is accessible to subscribers and government agency users from the “Other Applications” menu on the home page.

The Taxmap Search allows the user to enter a full 8-digit taxmap number, or a partial taxmap number (4 digits minimum) to retrieve a direct link to a

single or multiple taxmaps. The search may include all maps, or may be limited to current or archived taxmaps only.

In addition to a link to the taxmap, an icon is also displayed that allows the user to search the Property Search for all properties on that taxmap (see screenshot, below).

Note that this tool makes it possible to access index maps (taxmaps with no taxlots on them, previously inaccessible from RLID).

Current taxmap	Date Loaded	Property Search
18040311.pdf	06/17/2006	

↑ [Link to taxmap](#)

↑ [Link to Property Search by taxmap #](#)

OTHER APPLICATIONS:

Please note the following:

- **Taxes Balance Due** application is not available to all RLID users. Please contact us for more information.
- **Advanced Search**, which will replace Lane Query, is still in the development stage. Until it is complete, a link to Lane Query will be available from the Advanced Search page in RLID v2. Note that this link requires a separate login.
- **Lane Maps** – a new version of Lane Maps is available with RLID v2. One of the new features is the option to convert selection results to mailing labels. A separate Lane Maps reference guide is forthcoming.

Questions & Feedback: Contact Stacy Salladay at 541-682-4495 or ssalladay@lcoq.org