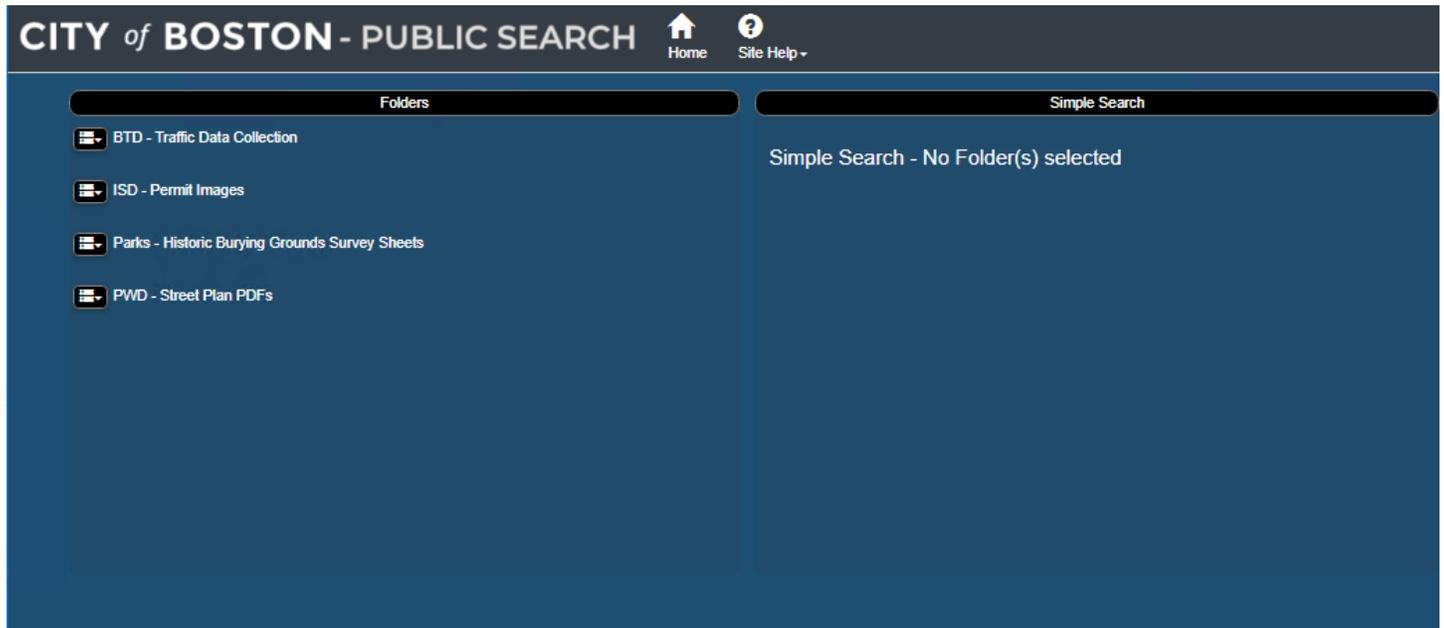


CITY OF BOSTON - PUBLIC SEARCH USERS GUIDE

Welcome to the search portal for the City of Boston! This site allows you to search and view public records for several city departments at your convenience. In our system, documents are organized into four folders for searching, and you can work in any folder you choose at any time.

When you access the search site, the home page has a section for **Folders** (which contain documents to search on), and a **Simple Search** section which will display fields you can use to launch a search to find documents:



Under the Folders section, four departments have searchable public records, and each has its folder to search:

<u>Department</u>	<u>Folder</u>
Traffic Department	BTD – Traffic Data Collection
Inspectional Services Department	ISD – Permit Images
Parks	Parks – Historic Burying Grounds Survey Sheets
Public Works	PWD – Street Plan PDFs

To find records, you will start by choosing a folder, and search the records from there. You can also click **Home** (or the City of Boston – Public Search banner) to get back to the main screen at any time, or **Site Help** to display instructions for using the site.

[Selecting a folder to search](#)

To begin a search, move your mouse and hover over a folder. When you do so, new icons will appear to the right of the folder name:



The magnifying glass is the “Search” icon; click it, and the area to the right shows the search screen for your selected folder:

Area 1 shows a list of information (“Indexes”) that you can choose from to construct your search. They will be different for each folder.

Area 2 For each Index listed in section 1, area 2 has an empty field – you will key in search values in these fields.

Area 3: These checkboxes appear next to each index. If checked, you will see the value of that index on your results screen.

Area 4 has a set of buttons you will use to launch your search.

Area 5 is a scroll bar. Some folders have more indexes than will fit on your screen top to bottom. Use the scrollbar to move up and down to view all Indexes and value fields.

The screenshot shows a search interface titled "Simple Search" for the folder "ISD - Permit Images". The interface is divided into five numbered areas:

- Area 1:** A vertical list of search filters, each with a dropdown menu containing an equals sign (=). The filters are: Address, Archive Date, Building Name, Document Type, Indexer, Permit Date, Permit Number, Scan Date, and Stamped Date.
- Area 2:** A large rectangular area containing ten horizontal white input fields, one for each filter in Area 1.
- Area 3:** A vertical column of ten checkboxes, one for each filter, located to the right of the input fields.
- Area 4:** A row of three buttons at the bottom: "Search" (highlighted in blue), "Count", and "Reset Search".
- Area 5:** A vertical scrollbar on the right side of the interface, used to scroll through the list of filters.

Stamped Date value of 09/05/2019, and the resulting search would find records with a **Permit Number** of “A993149” and a **Stamped Date** of “09/05/2019”:

- Once you are done setting up your search, you can choose from the three buttons at the bottom to continue:



Search: Launches your search, showing you detailed information on any results

Count: Launches your search, but shows only a count of records matching your search

Reset Search: Resets all search fields to their defaults. Use if you want to start a new and reset all indexes, comparisons, and values

- Clicking Search launches the search. If there is a matching record, a results screen will display:

Address	Archive Date	Building N...	Document ...	Indexer	Permit Date	Permit Nu...	Scan Date	Stamped D...	Status	Status Date	Unit	Actions
4774	08/29/2019...		21	BRIGIDK	08/29/2019	A993149	08/30/2019		1	08/29/2019		

If there are no matches, searching will show this instead:



- If you get no results, click the **Back** button, try changing your search criteria and launch a new search. The most common problems with not finding records are a) An exact search (=) that does not have a match or b) trying a search with multiple index criteria and values, and one of them prevents finding matches. Try changing the comparison settings, values, or eliminate some criteria and re-try.

Working with your Search Results

When you have run a successful search and have one or more records, you will see a results grid with one or more entries, like this:

Search Results - ISD PERMIT IMAGES

Back Refresh Hide Set Record Class View Document(s) ...in New Tab Download Search Results Print

Address ID	Archive Date	Building N...	Document ...	Indexer	Permit Date	Permit Nu...	Scan Date	Stamped D...	Status	Status Date	Unit	Actions
37923	08/04/2019...		84	BRIGIDK	07/17/2019	REPORT	07/31/2019		1	07/17/2019		 
64640	08/04/2019...		11	BRIGIDK	05/04/2017	SF705366	02/21/2019		1	05/04/2017		 
70700	08/04/2019...		11	BRIGIDK	05/04/2017	SF705367	08/05/2019		1	05/04/2017		 
11753	08/04/2019...		11	BRIGIDK	05/03/2017	SF704797	02/21/2019		1	05/03/2017		 
37661	08/04/2019...		11	BRIGIDK	05/04/2017	SF705299	02/21/2019		1	05/04/2017		 
39303	08/04/2019...		11	BRIGIDK	05/04/2017	SF705245	02/21/2019		1	05/04/2017		 
202387	08/04/2019...		84	BRIGIDK	08/05/2019	OSHA FORM	08/05/2019		1	08/05/2019		 
68979	08/04/2019...		84	BRIGIDK	08/05/2019	ADDRESS	08/05/2019		1	08/05/2019		 
84803	08/04/2019...		84	BRIGIDK	08/05/2019	ADDRESS	08/05/2019		1	08/05/2019		 
26775	08/04/2019...		4	BRIGIDK	03/17/2014	ALT339330	08/05/2019		1	03/17/2014		 

Total Items: 500

Generally, you will always proceed by selecting one or more records (you can use click, Ctrl-Click, and Shift-Click to select single records, multiple records, or a range of records) and then choosing an action. Here is part of the same results grid with two chosen records:

Search Results - ISD PERMIT IMAGES

Back Refresh Hide Set Record Class View Document(s) ...in New Tab Download Search Results Print

Address ID	Archive Date	Building N...	Document ...	Indexer	Permit Date	Permit Nu...	Scan Date	Stamped D...	Status	Status Date	Unit	Actions
37923	08/04/2019...		84	BRIGIDK	07/17/2019	REPORT	07/31/2019		1	07/17/2019		 
64640	08/04/2019...		11	BRIGIDK	05/04/2017	SF705366	02/21/2019		1	05/04/2017		 
70700	08/04/2019...		11	BRIGIDK	05/04/2017	SF705367	08/05/2019		1	05/04/2017		 

The two things most people do is to use the icons to the right of each row:



To view the properties of the document (first icon, “pencil in box”), or to view the document (“eye” icon). Using these icons acts ONLY on the document in the row where you clicked the icon.

When records are highlighted, you can also choose:

Back: Leaves the results screen and goes back to the search screen

Refresh: Updates the results screen, including un hiding records hidden by the Hide button

Hide: Temporarily hides the selected records from viewing. You can get them back by clicking the Refresh button, or backing up to the search screen and performing a new search

View Documents: Will open all selected documents (see below for more information on viewing)

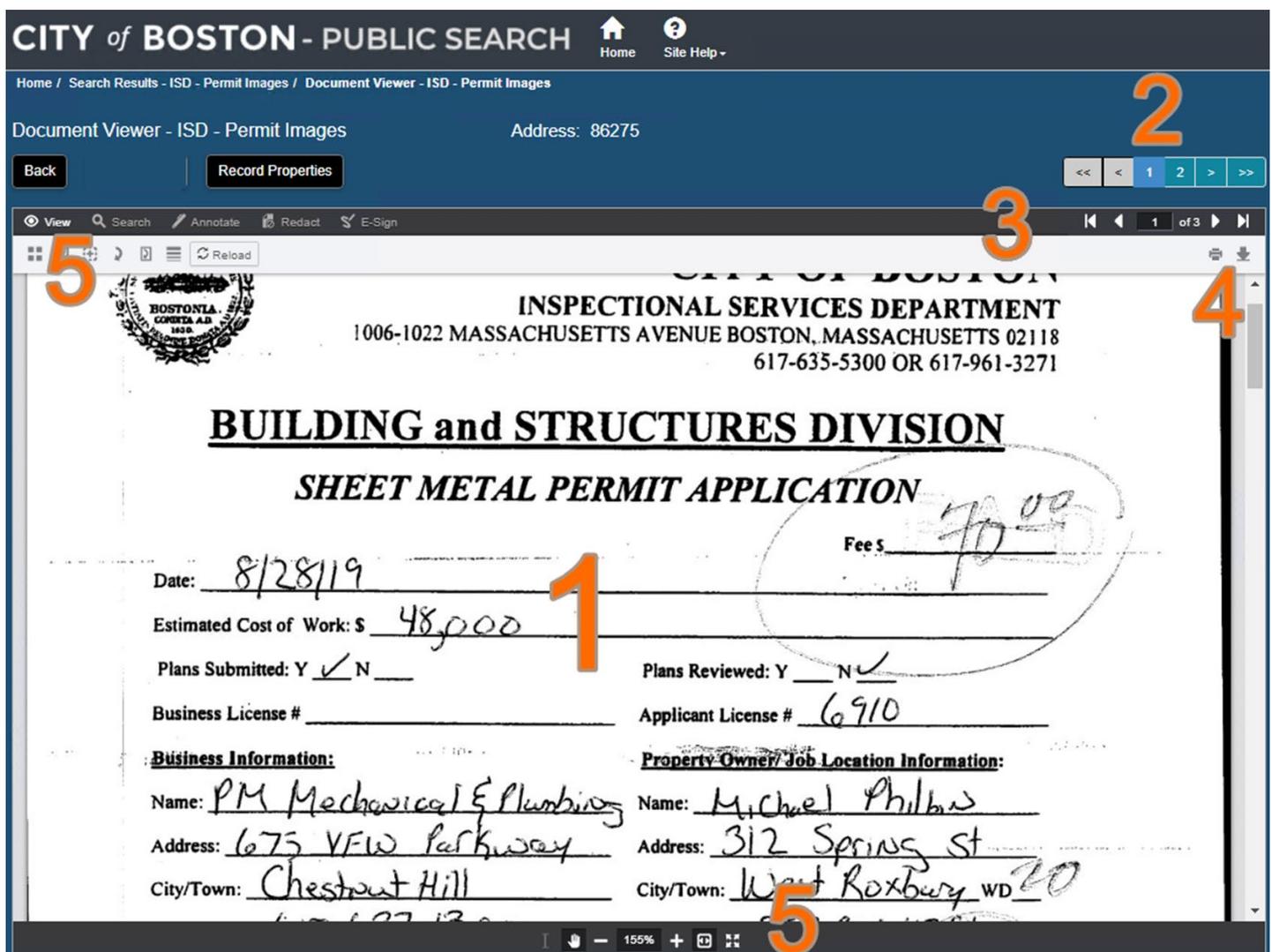
... in New Tab: Will open all selected documents for viewing, but the viewer will load in a new tab in your browser, leaving the current tab with your search results unaffected

Download Search Results: Downloads a file containing your search result information (in one of several formats)

Print: Will allow printing of the selected documents

[Viewing and Exporting Images](#)

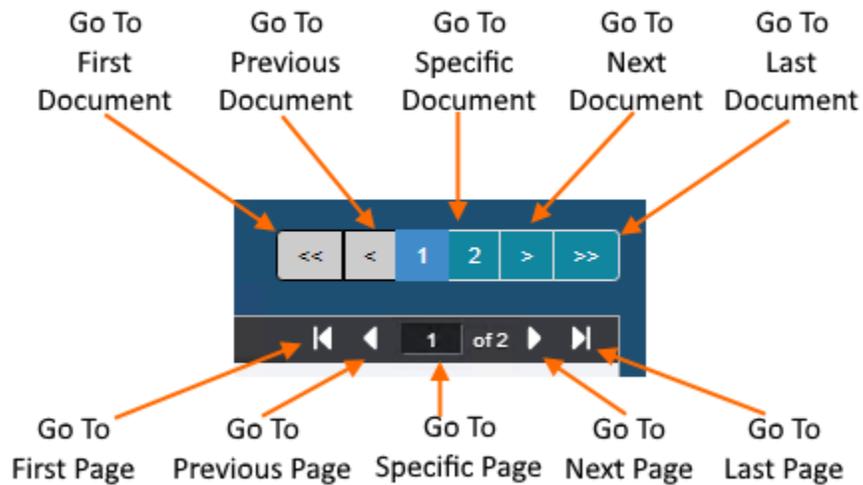
When you open a document for viewing, the individual pages and images of the document will open for you in a **Document Viewer** window, which has several features you might want to use:



1. **Document Viewer:** This will display the image of the current page of the current document you are viewing

2. **Document Navigator:** Clicking the numbers or arrow icons moves you back and forth between different documents from your search
3. **Page Navigator:** Clicking the numbers or arrow icons moves you back and forth between different pages in the current document being display from your search
4. **Export Icons:** The printer icon will allow you to print to a local printer, the down arrow will allow you to download (save) a copy to your computer.
5. **View icons:** There are two sets of icons, one near the top of the document viewer and one near the bottom which can both be used to zoom around and scale the images different to suit your preferences.

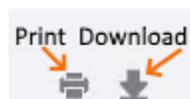
The document and page navigation items allow you to move back and forth between the documents in your search results and the individual pages in each document. Numbers in the middle allow clicking on a specific page:



You can use the scrollbar and menus marked with “5” above to move around your image, zoom in to magnify, zoom out, fit the image in your browser window, etc.



You can use the two icons in the upper right corner of the viewer window to print or download a copy of the document:



When you are done viewing your document, click the **Back** button to return to your search results or the **Home** icon to get back to the main window.