



# ParcelQuest Quick Reference Guide



**BASIC SEARCHING**

Where is the <b>Get Me Close</b> search box?	3
Where is the <b>Find My Parcels</b> search area?	3
Where can I perform a Radius or Comp search?	4
How do I export/save an image of the Google map?	5
How do I enlarge the Google map window?	6
Where do I toggle the parcel boundaries and/or the parcel icons off and on?	7
Is there a way to edit the criteria of a <b>Find My Parcels</b> search without having to go back to the home screen?	8
How do I access a parcel's detail page?	9
How do I access the APN map?	10
How do I quickly print the list view or a parcel detail page?	11

**DRAW SHAPES**

How do I access the menu to draw a point, line, or area?	12
How do I 'close off' a drawn shape?	13
Where can I see the area and perimeter measurements of a drawn area shape?	14
How do I clear a specific drawn shape one at a time?	15

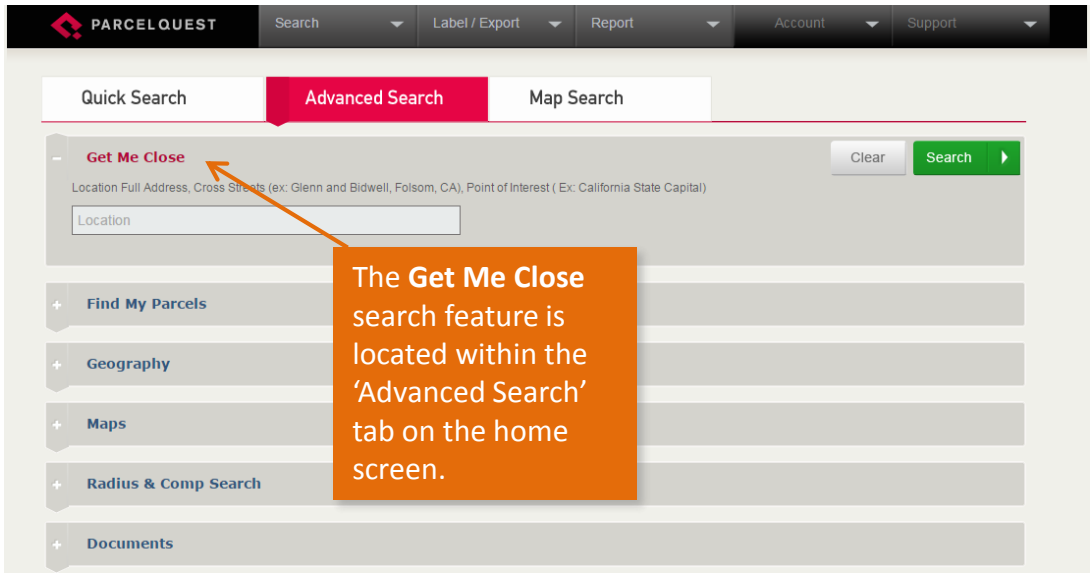
**LABELS/EXPORTS and REPORTS**

Where can I find ParcelQuest reports?	16
How do I export an APN map, mailing labels, or *csv (excel) spreadsheets?	17

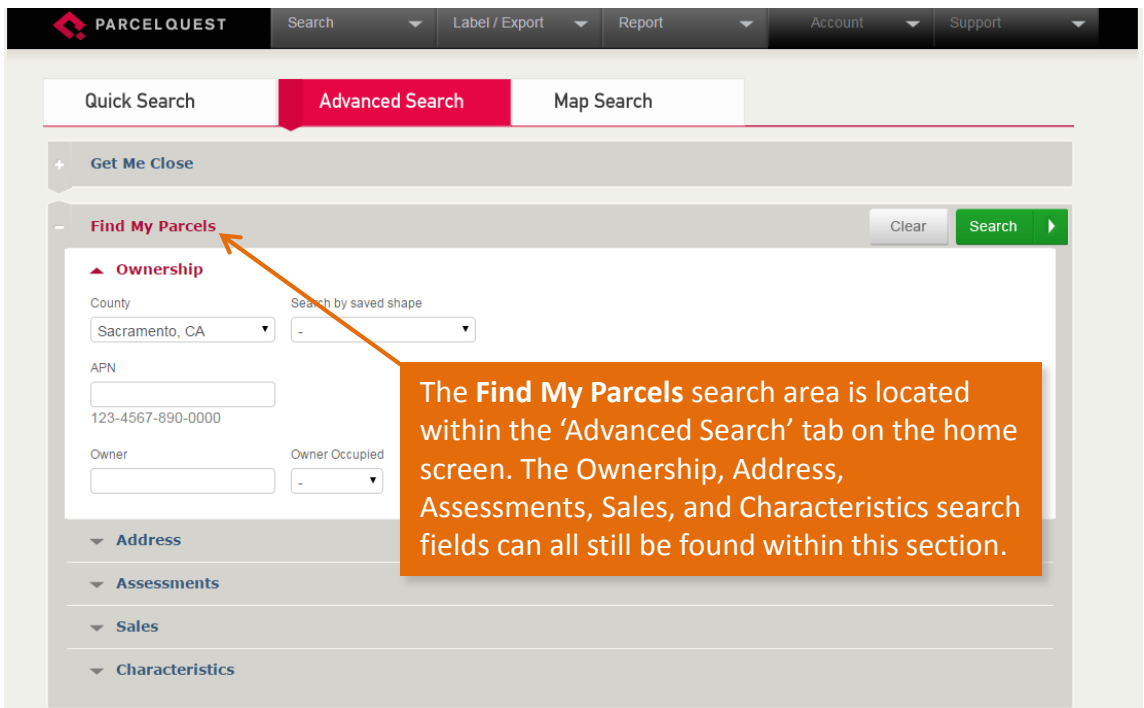
**TRANSACTION HISTORY (RECORDED DOCUMENTS)**

How do I view the TRANSACTION HISTORY REPORT for a specific parcel?	18
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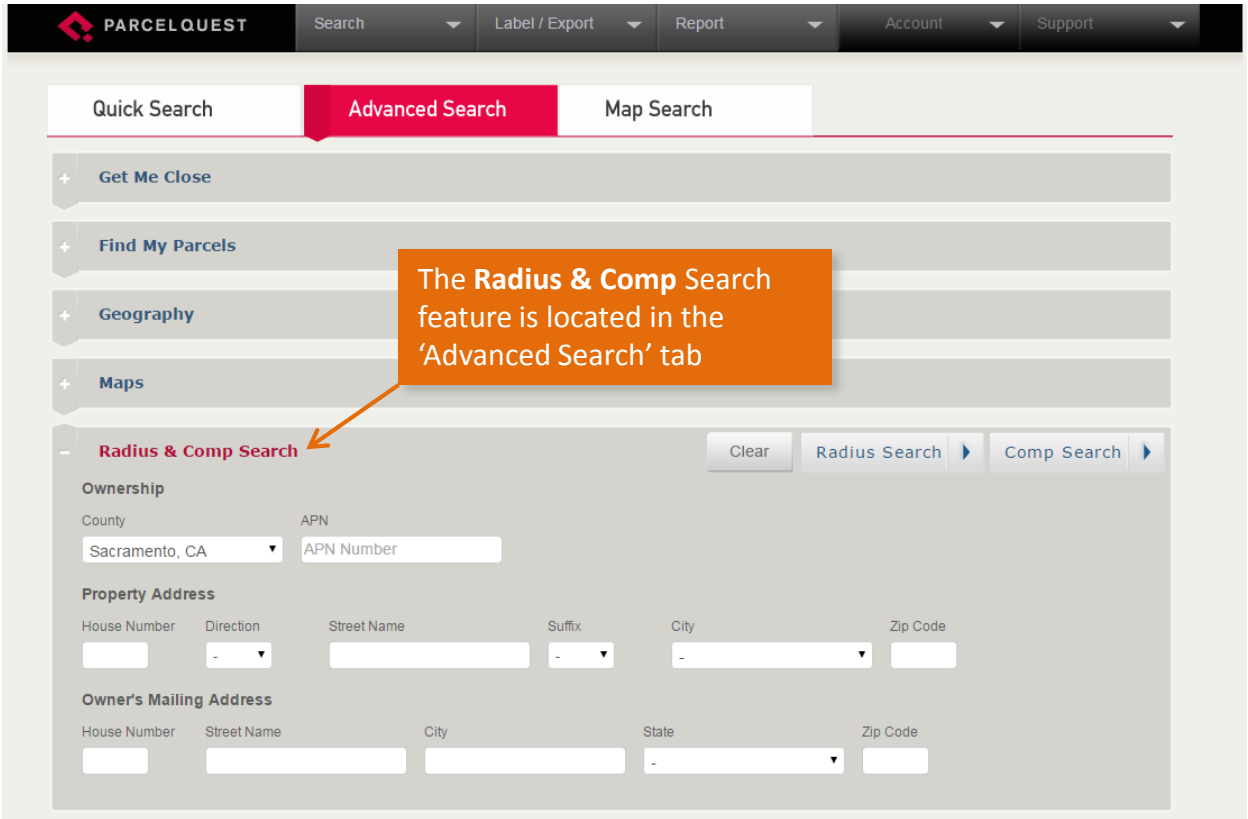
## Where is the **Get Me Close** search box?



## Where is the **Find My Parcels** search area?



## Where can I perform a Radius or Comp search?



PARCELQUEST Search Label / Export Report Account Support

Quick Search **Advanced Search** Map Search

+ Get Me Close

+ Find My Parcels

+ Geography

+ Maps

**Radius & Comp Search** Clear Radius Search Comp Search

**Ownership**

County APN  
Sacramento, CA APN Number

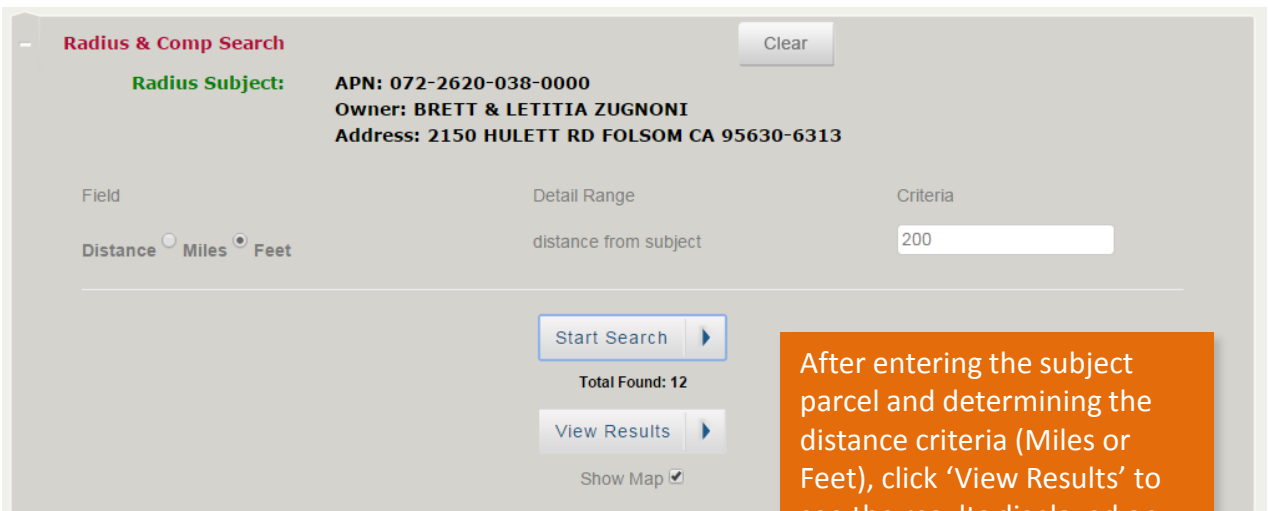
**Property Address**

House Number Direction Street Name Suffix City Zip Code

**Owner's Mailing Address**

House Number Street Name City State Zip Code

The Radius & Comp Search feature is located in the 'Advanced Search' tab



**Radius & Comp Search** Clear

**Radius Subject:** APN: 072-2620-038-0000  
Owner: BRETT & LETITIA ZUGNONI  
Address: 2150 HULETT RD FOLSOM CA 95630-6313

Field Detail Range Criteria

Distance  Miles  Feet distance from subject 200

Start Search

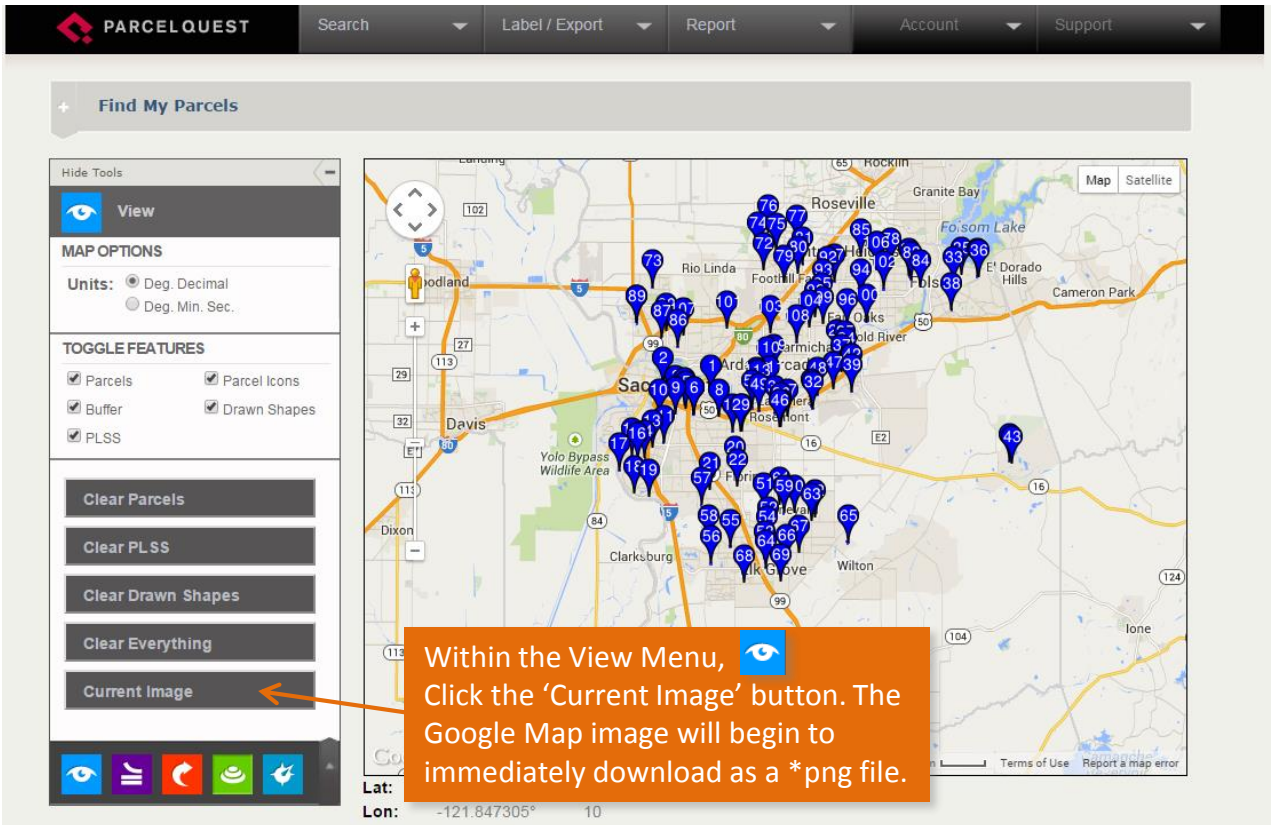
Total Found: 12

View Results

Show Map

After entering the subject parcel and determining the distance criteria (Miles or Feet), click 'View Results' to see the results displayed on the Google map.

# How do I export/save an image of the Google map?



PARCELQUEST Search Label / Export Report Account Support

**Find My Parcels**

Hide Tools

**View**

**MAP OPTIONS**

Units:  Deg. Decimal  Deg. Min. Sec.

**TOGGLE FEATURES**

Parcels  Parcel Icons

Buffer  Drawn Shapes

PLSS

Clear Parcels

Clear PLSS

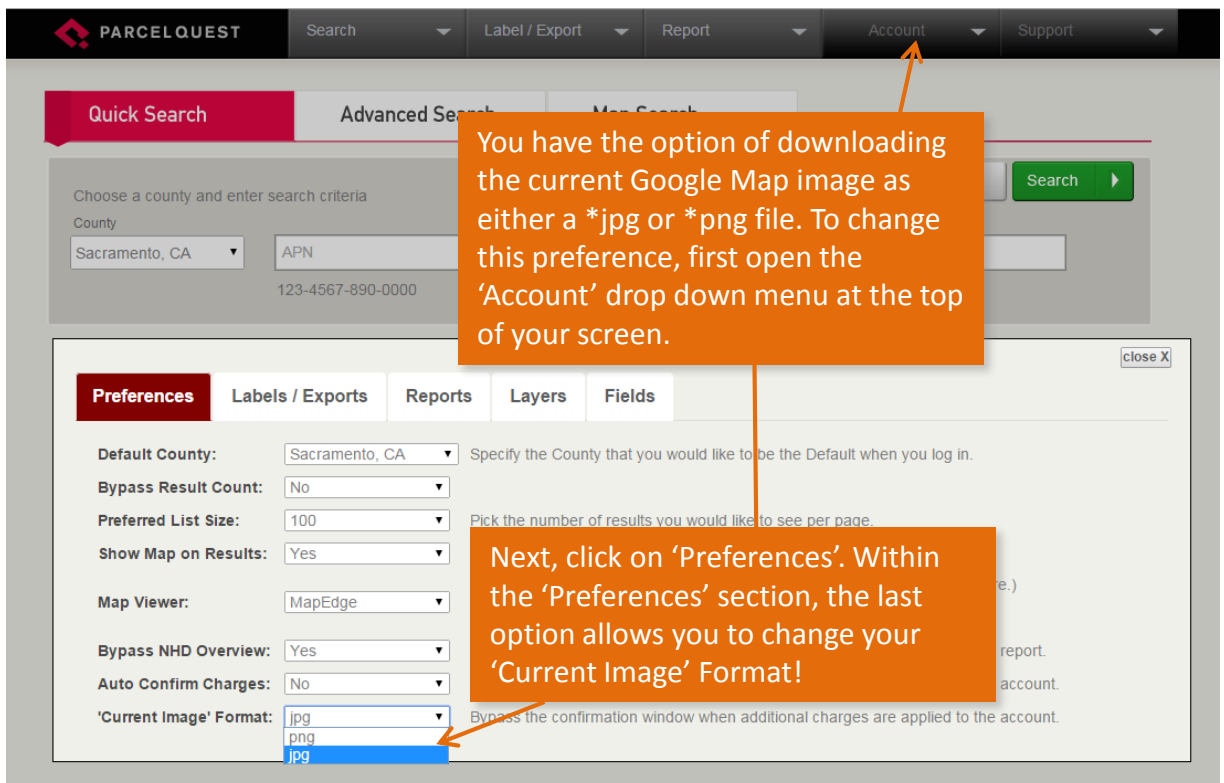
Clear Drawn Shapes

Clear Everything

**Current Image**

Lat: -121.847305° Lon: 10

Within the View Menu, Click the 'Current Image' button. The Google Map image will begin to immediately download as a \*.png file.



PARCELQUEST Search Label / Export Report Account Support

**Quick Search** Advanced Search Map Search

Choose a county and enter search criteria

County: Sacramento, CA APN: 123-4567-890-0000

Search

**Preferences** Labels / Exports Reports Layers Fields

Default County: Sacramento, CA Specify the County that you would like to be the Default when you log in.

Bypass Result Count: No Pick the number of results you would like to see per page.

Preferred List Size: 100

Show Map on Results: Yes

Map Viewer: MapEdge

Bypass NHD Overview: Yes

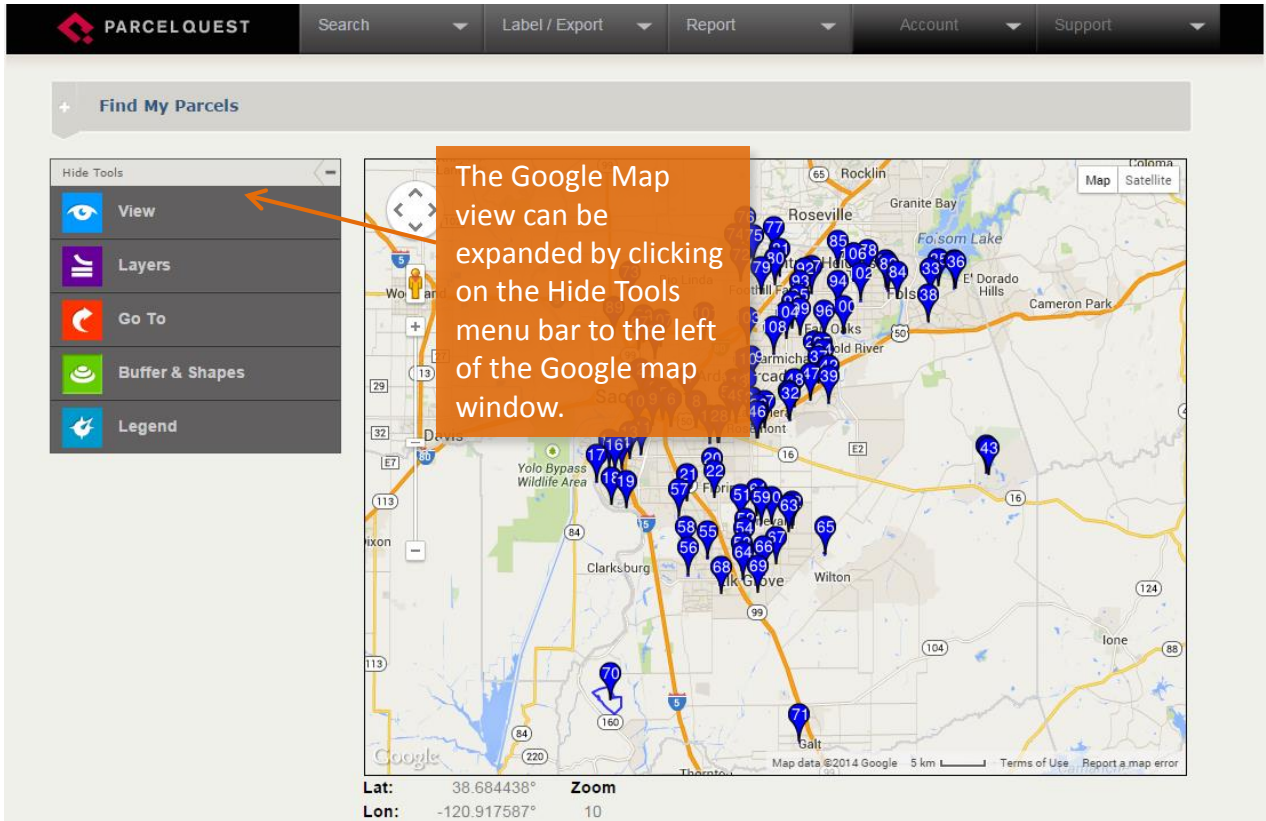
Auto Confirm Charges: No

'Current Image' Format: **jpg** png jp9 Bypass the confirmation window when additional charges are applied to the account.

You have the option of downloading the current Google Map image as either a \*.jpg or \*.png file. To change this preference, first open the 'Account' drop down menu at the top of your screen.

Next, click on 'Preferences'. Within the 'Preferences' section, the last option allows you to change your 'Current Image' Format!

## How do I enlarge the Google map window?



PARCELQUEST Search Label / Export Report Account Support

+ Find My Parcels

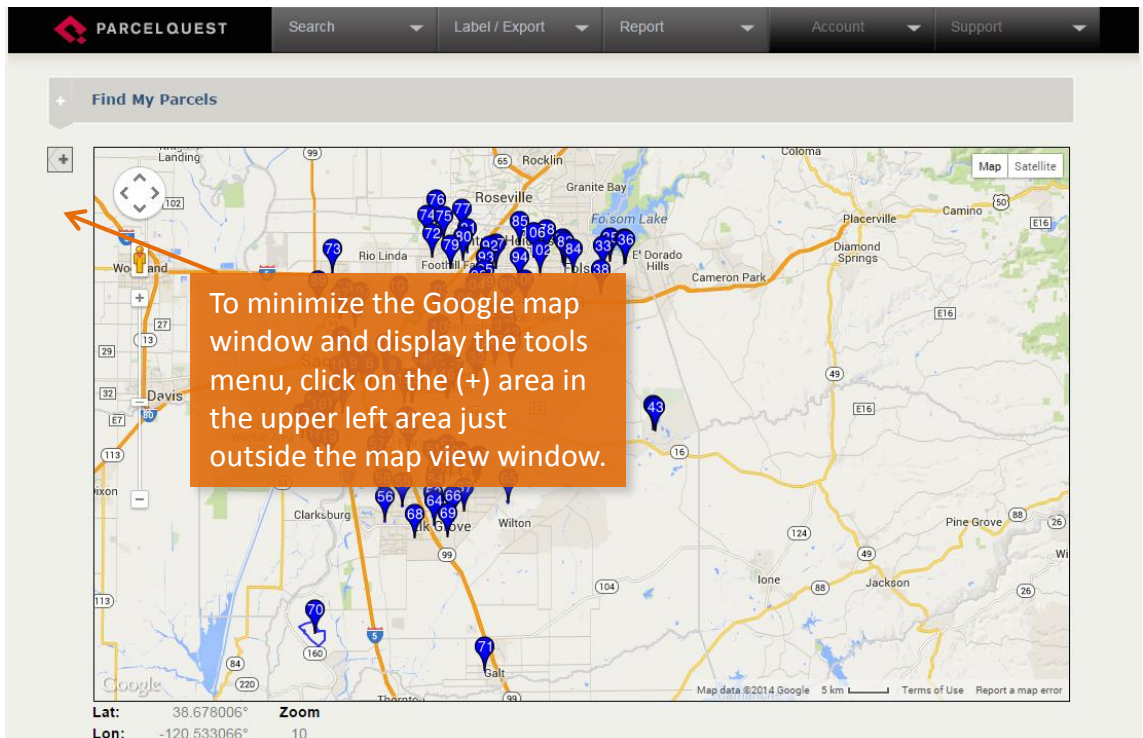
Hide Tools

- View
- Layers
- Go To
- Buffer & Shapes
- Legend

The Google Map view can be expanded by clicking on the Hide Tools menu bar to the left of the Google map window.

Map Satellite

Lat: 38.684438° Zoom  
Lon: -120.917587° 10



PARCELQUEST Search Label / Export Report Account Support

+ Find My Parcels

(+)

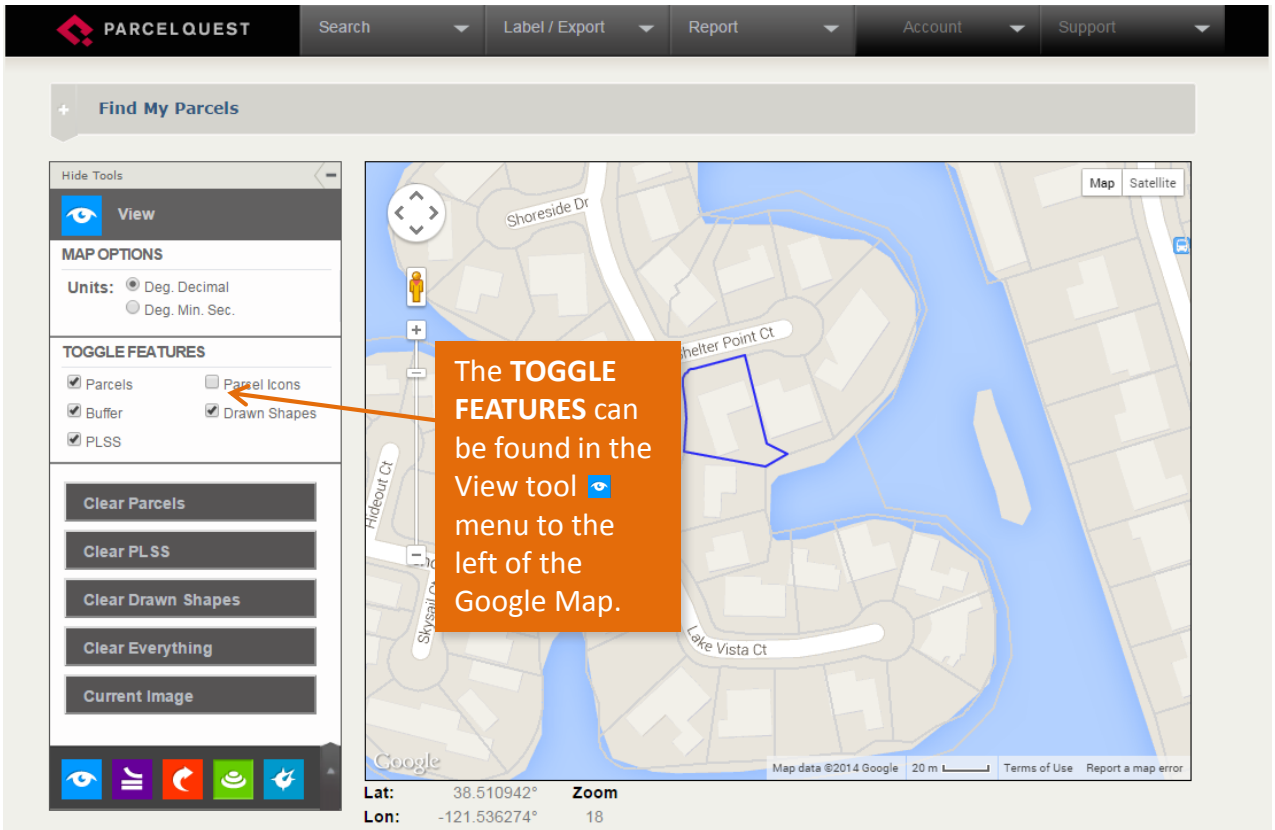
To minimize the Google map window and display the tools menu, click on the (+) area in the upper left area just outside the map view window.


Map Satellite

Lat: 38.678006° Zoom  
Lon: -120.533066° 10



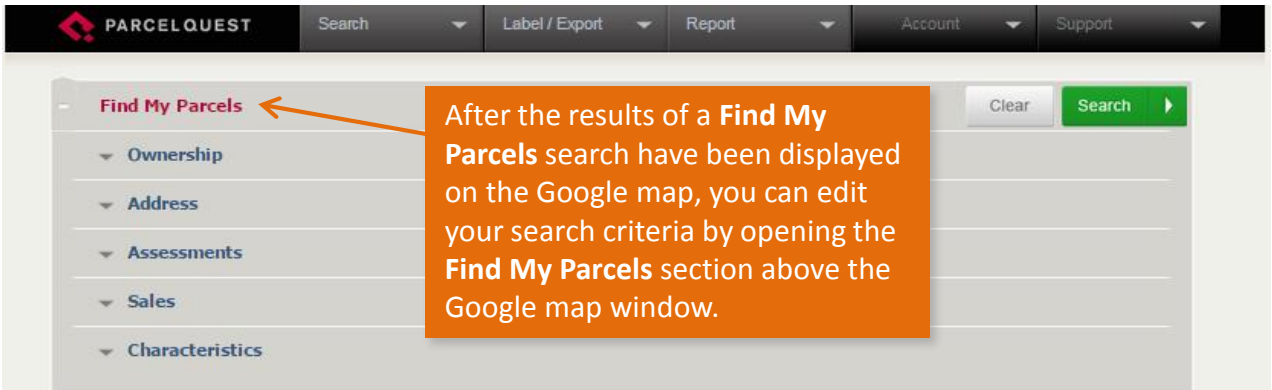
## Where do I toggle the parcel boundaries and/or parcel icons off and on?



The **TOGGLE FEATURES** can be found in the View tool  menu to the left of the Google Map.

Lat: 38.510942°    Zoom: 18  
Lon: -121.536274°

Is there a way to edit the criteria of a **Find My Parcels** search without having to go back to the home screen?



After the results of a **Find My Parcels** search have been displayed on the Google map, you can edit your search criteria by opening the **Find My Parcels** section above the Google map window.

Hide Tools

- View
- Layers
- Go To
- Buffer & Shapes
- Legend



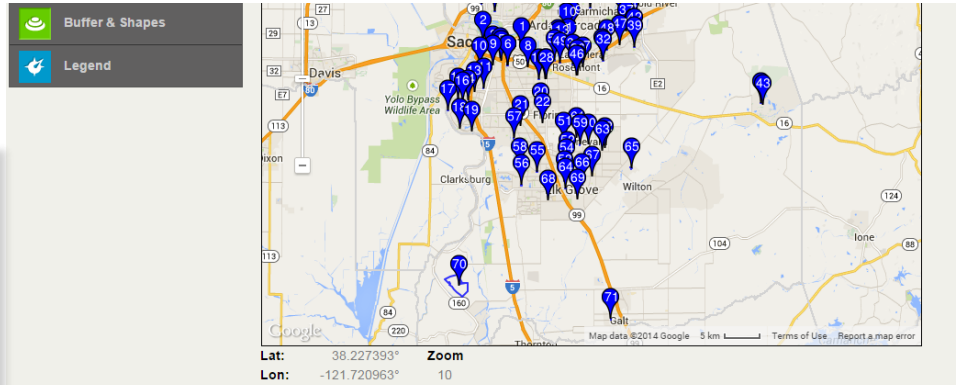
Lat: 38.799049°    Zoom: 10  
 Lon: -121.019897°

Results		Display Type: List View	Page Layout: Show Map	Total Pages: 5	[Settings]	
<u>all</u>	ID	Co	APN	Owner	M City State Zip	M Street Address
<input checked="" type="checkbox"/>	1	SAC	004-0194-016-0000	STEPHEN/LAURA WILLIAMSON REVOCABLE TRUST	SACRAMENTO CA 95819	4401 E ST
<input checked="" type="checkbox"/>	2	SAC	006-0074-037-0000	WILLIAMSON BERT C & DOROTHY K	SACRAMENTO CA 95864	1500 LA SIERRA DR
<input checked="" type="checkbox"/>	3	SAC	009-0215-025-0000	WILLIAMSON SCOTT PAUL JEAN BONITA	ELK GROVE CA 95624	8768 CROCUS CT
<input checked="" type="checkbox"/>	4	SAC	010-0114-005-0000	WILLIAMSON AMY & JASON D	SACRAMENTO CA 95818	2510 U ST
<input checked="" type="checkbox"/>	5	SAC	010-0241-004-0000	SABANKAYA NEZIH WILLIAMSON DOUG	SACRAMENTO CA 95818	2706 X ST
<input checked="" type="checkbox"/>	6	SAC	010-0321-015-0000	AL/MONIQUE WILLIAMSON FAMILY 2003 REVOCABLE TRUST	SACRAMENTO CA 95831	7726 RIO BARCO V
<input checked="" type="checkbox"/>	7	SAC	010-0321-016-0000	AL/MONIQUE WILLIAMSON FMLY 2003 TRUST	SACRAMENTO CA 95831	7726 RIO BARCO V
<input checked="" type="checkbox"/>	8	SAC	011-0243-038-0000	WILLIAMSON STEPHANIE	SACRAMENTO CA 95817	2401 59TH ST



## How do I access a parcel's detail page?

To access the detail pages, toggle to 'Detail View' in the Results area (just below the Google map window)



Results

Display Type: **Detail View** | Page Layout: Show Map | Total Pages: 118 [page: 1]

**ASSESSOR DATA**

1 Property Address: **4401 E ST SACRAMENTO CA 95819-2832** [Map](#) [Index](#) [County Index](#)

**Ownership**

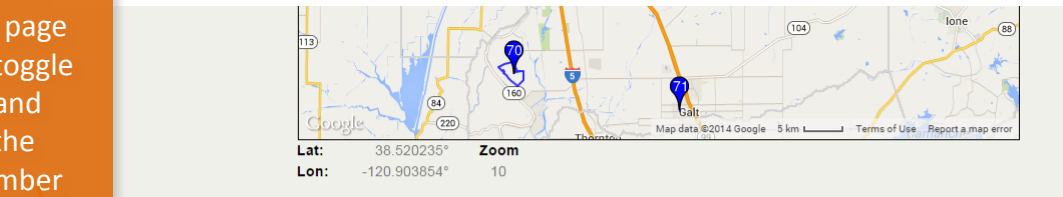
Parcel # (APN): **004-0194-016-0000**  
 Parcel Status:  
 Owner Name: **STEPHEN/LAURA WILLIAMSON REVOCABLE TRUST**  
 Mailing Address: **4401 E ST SACRAMENTO CA 95819**  
 Legal Description:

**Assessment**

Total Value: <b>\$544,602</b>	Use Code: <b>A1A00A</b>	Use Type: <b>RESID. SINGLE FAMILY</b>
Land Value: <b>\$105,047</b>	Tax Rate Area: <b>003-005</b>	Zoning: <b>R-1</b>
Impr Value: <b>\$439,555</b>	Year Assd: <b>2014</b>	Census Tract: <b>2.00/3</b>
Other Value:	Property Tax:	Price/SqFt:
% Improved: <b>80%</b>	Delinquent Yr:	
Exempt Amt: <b>\$7,000</b>	HO Exempt: <b>Y</b>	

**Sale History**

To view a specific parcel's detail page from the list, toggle to 'List View' and then click on the parcel's ID number



Map showing Sacramento area with parcel marker. Coordinates: Lat: 38.520235°, Lon: -120.903854°. Zoom: 10.

Results

Display Type: **List View** | Page Layout: Show Map | Total Pages: 5 [page: 1]

ID	Co	APN	Owner	M City State Zip	M Street Address
<input checked="" type="checkbox"/> 1	SAC	004-0194-016-0000	STEPHEN/LAURA WILLIAMSON REVOCABLE TRUST	SACRAMENTO CA 95819	4401 E ST
<input checked="" type="checkbox"/> 2	SAC	006-0074-037-0000	WILLIAMSON BERT C & DOROTHY K	SACRAMENTO CA 95864	1500 LA SIERRA DR
<input checked="" type="checkbox"/> 3	SAC	009-0215-025-0000	WILLIAMSON SCOTT PAUL JEAN BONITA	ELK GROVE CA 95624	8768 CROCUS CT
<input checked="" type="checkbox"/> 4	SAC	010-0114-005-0000	WILLIAMSON AMY & JASON D	SACRAMENTO CA 95818	2510 U ST
<input checked="" type="checkbox"/> 5	SAC	010-0241-004-0000	SABANKAYA NEZIH WILLIAMSON DOUG	SACRAMENTO CA 95818	2706 X ST
<input checked="" type="checkbox"/> 6	SAC	010-0321-015-0000	AL/MONIQUE WILLIAMSON FAMILY 2003 REVOCABLE TRUST	SACRAMENTO CA 95831	7726 RIO BARCO W
<input checked="" type="checkbox"/> 7	SAC	010-0321-016-0000	AL/MONIQUE WILLIAMSON FMLY 2003 TRUST	SACRAMENTO CA 95831	7726 RIO BARCO W
<input checked="" type="checkbox"/> 8	SAC	011-0243-038-0000	WILLIAMSON STEPHANIE	SACRAMENTO CA 95817	2401 59TH ST

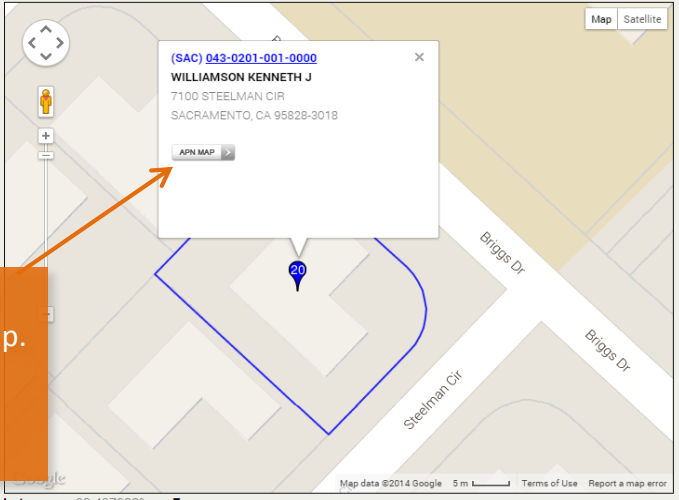
# How do I access the APN map?

PARCELQUEST
Search
Label / Export
Report
Account
Support

**Find My Parcels**

Hide Tools

- View
- Layers
- Go To
- Buffer & Shapes
- Legend



Click on the parcel drop pin on the map. From the pop-up box, Click on the 'APN MAP' button.

Results

Display Type: Detail View | Page Layout: Show Map | Total Pages: 118 [page: 1] >>

**ASSESSOR DATA**

1 Property Address: 4401 E ST SACRAMENTO CA 95819-2832 [Map](#) [Index](#) [County Index](#)

**Ownership**

Parcel # (APN): 004-0194-016-0000  
 Parcel Status:  
 Owner Name: STEPHEN/LAURA WILLIAMSON REVOCABLE TRUST  
 Mailing Address: 4401 E ST SACRAMENTO CA 95819  
 Legal Description:

**Assessment**

Total Value: <b>\$544,602</b>	Use Code: <b>A1A00A</b>
Land Value: <b>\$105,047</b>	Tax Rate Area: <b>003-005</b>
Impr Value: <b>\$439,555</b>	Year Assd: <b>2014</b>
Other Value:	Property Tax:
% Improved: <b>80%</b>	Delinquent Yr:
Exempt Amt: <b>\$7,000</b>	HO Exempt: <b>Y</b>

**Sale History**

	Sale 1	Sale 2	Sale 3	Transfer
Recording Date:	11/18/2005	03/16/1994	03/15/1990	11/18/2005
Recording Doc:	<b>051180032</b>	9403161608	9003150038	<b>051180032</b>
Recording Doc Type:	QUIT CLAIM DEED	GRANT DEED		
Transfer Amount:			\$179,090	
Seller (Grantor):	WILLIAMSON LAURA M/STEPH			

**Property Characteristics**

Bedrooms: <b>3</b>	Fireplace: <b>1</b>	Units:
Baths (Full): <b>2</b>	A/C: <b>CENTRAL</b>	Stories: <b>1.0</b>
Baths (Half):	Heating: <b>CENTRAL</b>	Quality: <b>6.5</b>
Total Rooms: <b>7</b>	Pool:	Building Class: <b>D</b>
Bldg/Liv Area: <b>1,800</b>	Park Type: <b>GARAGE</b>	Condition: <b>AVERAGE</b>
Lot Acres: <b>0.143</b>	Spaces: <b>1</b>	Site Influence:
Lot SqFt: <b>6,250</b>	Garage SqFt: <b>288</b>	Timber Preserve:
Year Built: <b>1925</b>		Ag Preserve:
Effective Year: <b>1992</b>		

Records: 118

You can also access the APN map for a specific parcel by clicking on the 'Map' link on the parcel detail page.

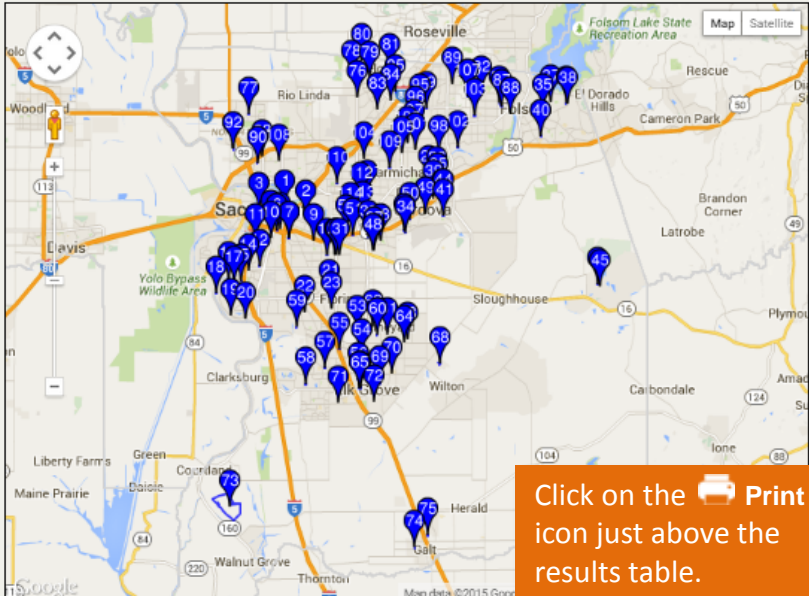
## How do I quickly print the list view or a parcel detail page?

PARCELQUEST
Search
Label / Export
Report
Account
Support

**Find My Parcels**

Hide Tools

- View
- Layers
- Go To
- Buffer & Shapes
- Legend



Map controls: Map, Satellite

Lat: 38.205814°    Zoom: 10  
Lon: -121.403732°

Results

Display Type: **List View**    Page Layout: **Show Map**    Total Pages: 2

all	ID	APN	Owner	S	City	State	Zip
<input checked="" type="checkbox"/>	1	003-0085-016-0000	WILLIAMSON JEFFREY L	SACRAMENTO	CA	95816-	
<input checked="" type="checkbox"/>	2	004-0194-016-0000	STEPHEN/LAURA WILLIAMSON REVOCABLE TRUS	SACRAMENTO	CA	95819-	
<input checked="" type="checkbox"/>	3	006-0074-037-0000	WILLIAMSON BERT C & DOROTHY K	SACRAMENTO	CA	95814-	
<input checked="" type="checkbox"/>	4	009-0215-025-0000	WILLIAMSON SCOTT PAUL JEAN BONITA	SACRAMENTO	CA	95818-	
<input checked="" type="checkbox"/>	5	010-0114-005-0000	WILLIAMSON AMY & JASON D	SACRAMENTO	CA	95818-	
<input checked="" type="checkbox"/>	6	010-0165-019-0000	WILLIAMSON RICHARD D & TERI B	SACRAMENTO	CA	95818-	
<input checked="" type="checkbox"/>	7	010-0321-015-0000	AL/MONIQUE WILLIAMSON FAMILY 2003 REVOCABLE TRUST	3519 1ST AVE	SACRAMENTO	CA	95817-
<input checked="" type="checkbox"/>	8	010-0321-016-0000	AL/MONIQUE WILLIAMSON FMLY 2003 TRUST	3509 1ST AVE	SACRAMENTO	CA	95817-
<input checked="" type="checkbox"/>	9	011-0243-038-0000	WILLIAMSON STEPHANIE	2401 59TH ST	SACRAMENTO	CA	95817-
<input checked="" type="checkbox"/>	10	011-0243-038-0000	WILLIAMSON STEPHANIE	2782 21ST ST	SACRAMENTO	CA	95818-
<input checked="" type="checkbox"/>	11	011-0243-038-0000	WILLIAMSON STEPHANIE	662 6TH AVE	SACRAMENTO	CA	95818-
<input checked="" type="checkbox"/>	12	011-0243-038-0000	WILLIAMSON STEPHANIE	1449 OREGON DR	SACRAMENTO	CA	95822-
<input checked="" type="checkbox"/>	13	011-0243-038-0000	WILLIAMSON STEPHANIE	4033 71ST ST	SACRAMENTO	CA	95820-
<input checked="" type="checkbox"/>	14	011-0243-038-0000	WILLIAMSON STEPHANIE	1124 34TH AVE	SACRAMENTO	CA	95822-
<input checked="" type="checkbox"/>	15	030-0053-002-0000	WILLIAMSON ANNA M & CRISTIN S	5 STARLIT CIR	SACRAMENTO	CA	95831-

Print

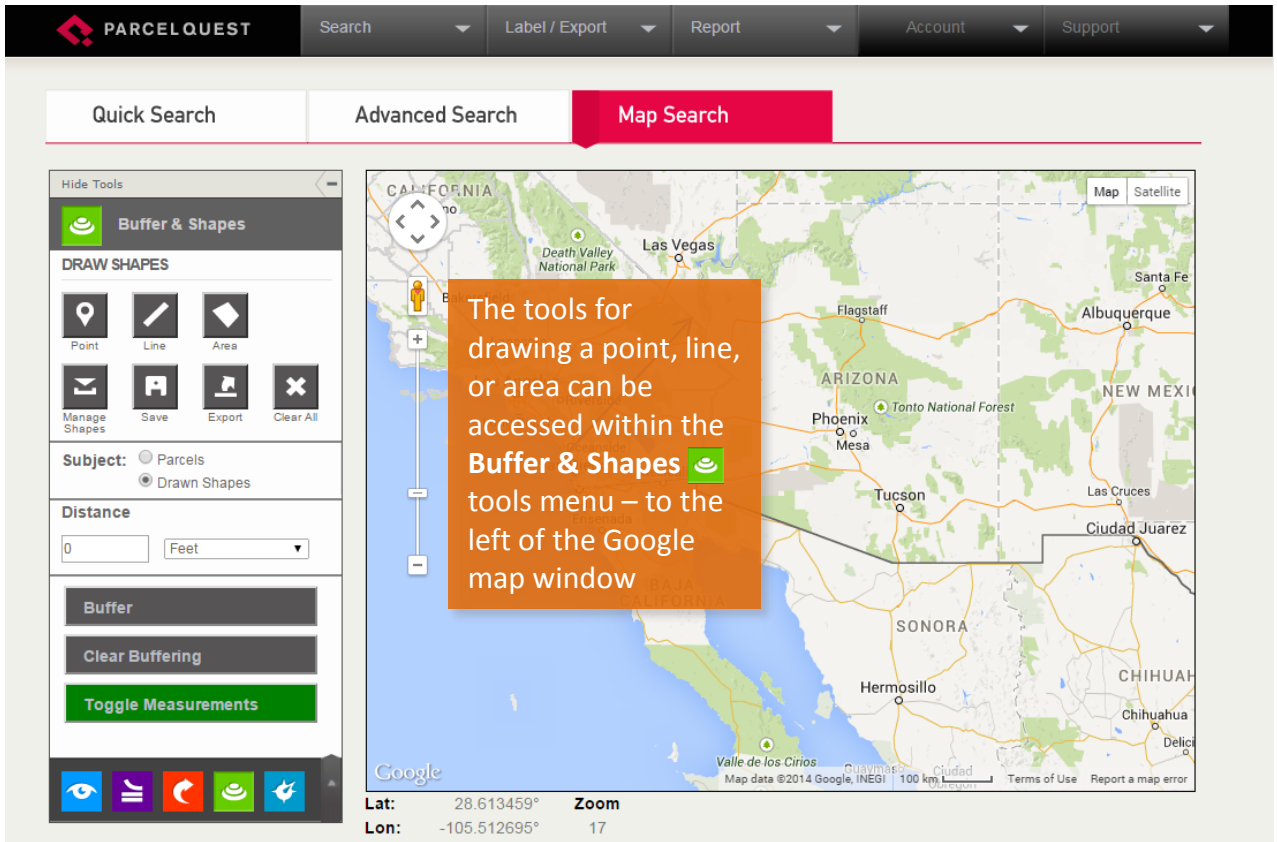
Click on the **Print** icon just above the results table.

To print the list view or a detail page **WITHOUT** the Google map, toggle the Page Layout to 'Hide Map'.

To print the List View from your browser, toggle the Display Type to 'List View'.

To print a specific parcel's detail page, toggle the Display Type to 'Detail View'.

## How do I access the menu to draw a point, line, or area?



PARCELQUEST Search Label / Export Report Account Support

Quick Search Advanced Search **Map Search**

Hide Tools

**Buffer & Shapes**

**DRAW SHAPES**

Point Line Area

Manage Shapes Save Export Clear All

Subject:  Parcels  Drawn Shapes

Distance: 0 Feet

Buffer

Clear Buffering

**Toggle Measurements**

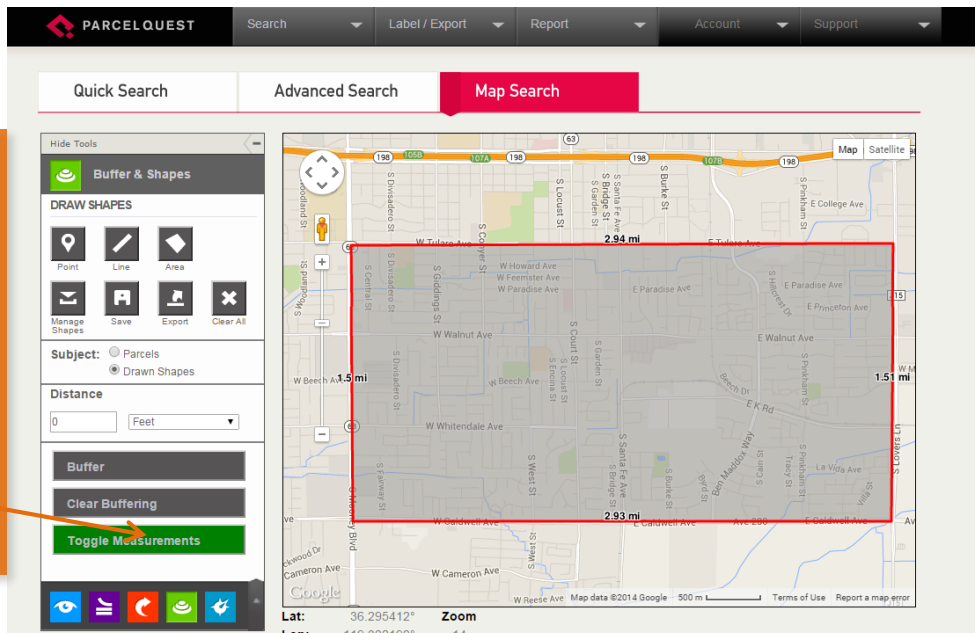
Google Map Satellite

California Arizona New Mexico Sonora Chihuahua

Las Vegas Phoenix Tucson Hermosillo Ciudad Juárez

Death Valley National Park Tonto National Forest

Lat: 28.613459° Zoom: 17  
Lon: -105.512695°



PARCELQUEST Search Label / Export Report Account Support

Quick Search Advanced Search **Map Search**

Hide Tools

**Buffer & Shapes**

**DRAW SHAPES**

Point Line Area

Manage Shapes Save Export Clear All

Subject:  Parcels  Drawn Shapes

Distance: 0 Feet

Buffer

Clear Buffering

**Toggle Measurements**

Google Map Satellite

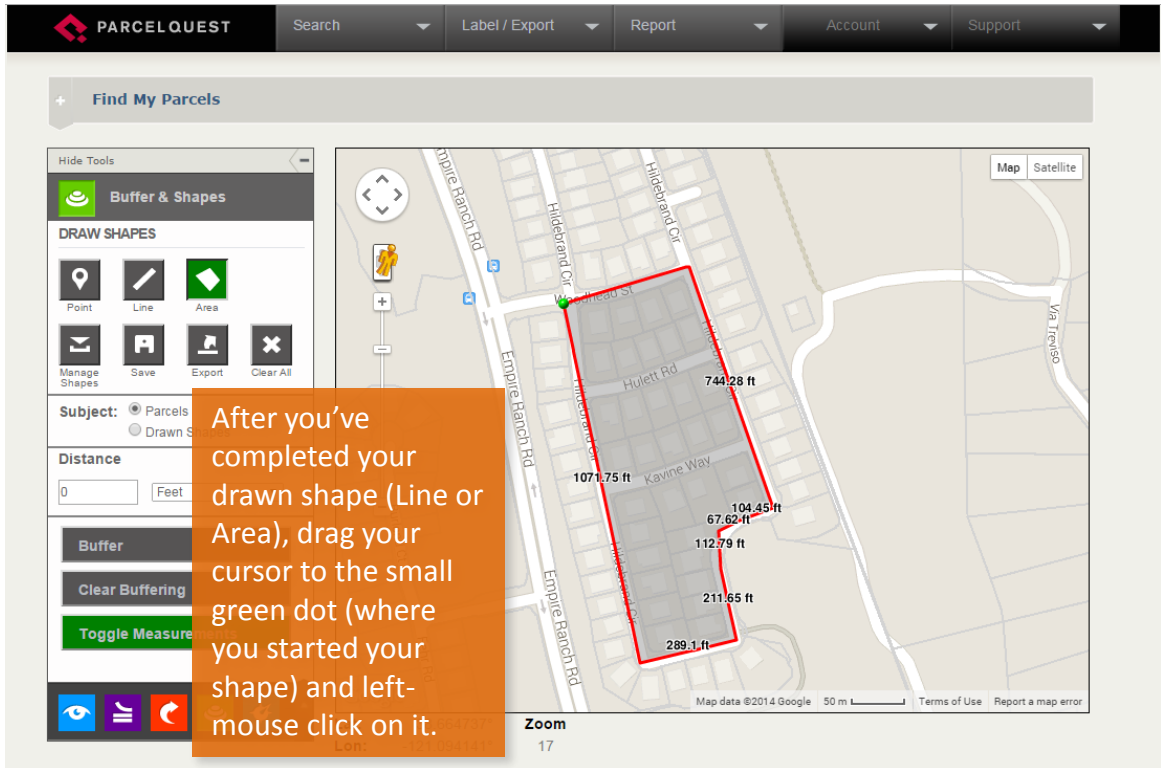
2.94 mi

1.51 mi

2.93 mi

Lat: 36.295412° Zoom: 14  
Lon: -119.320192°

## How do I 'close off' a drawn shape?



PARCELQUEST Search Label / Export Report Account Support

Find My Parcels

Hide Tools

**Buffer & Shapes**

**DRAW SHAPES**

Point Line **Area**

Manage Shapes Save Export Clear All

Subject:  Parcels  Drawn Shapes

Distance: 0 Feet

Buffer

Clear Buffering

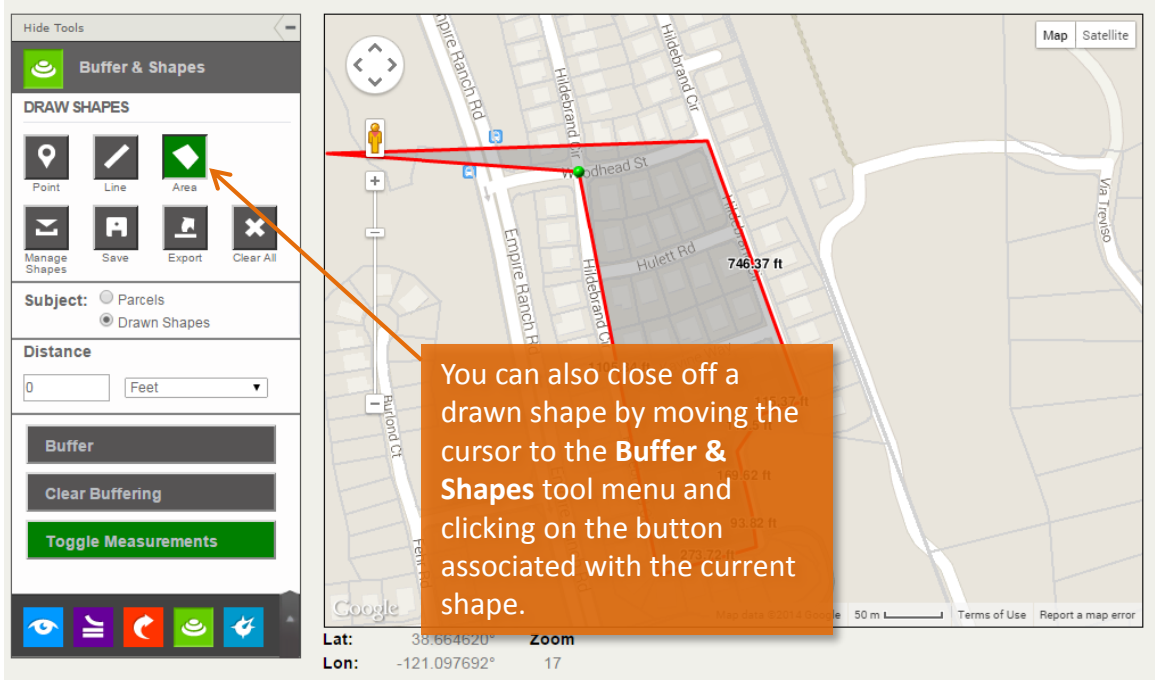
**Toggle Measurements**

Map Satellite

Map data ©2014 Google 50 m Terms of Use Report a map error

Zoom 17

After you've completed your drawn shape (Line or Area), drag your cursor to the small green dot (where you started your shape) and left-mouse click on it.



Hide Tools

**Buffer & Shapes**

**DRAW SHAPES**

Point Line **Area**

Manage Shapes Save Export Clear All

Subject:  Parcels  Drawn Shapes

Distance: 0 Feet

Buffer

Clear Buffering

**Toggle Measurements**

Map Satellite

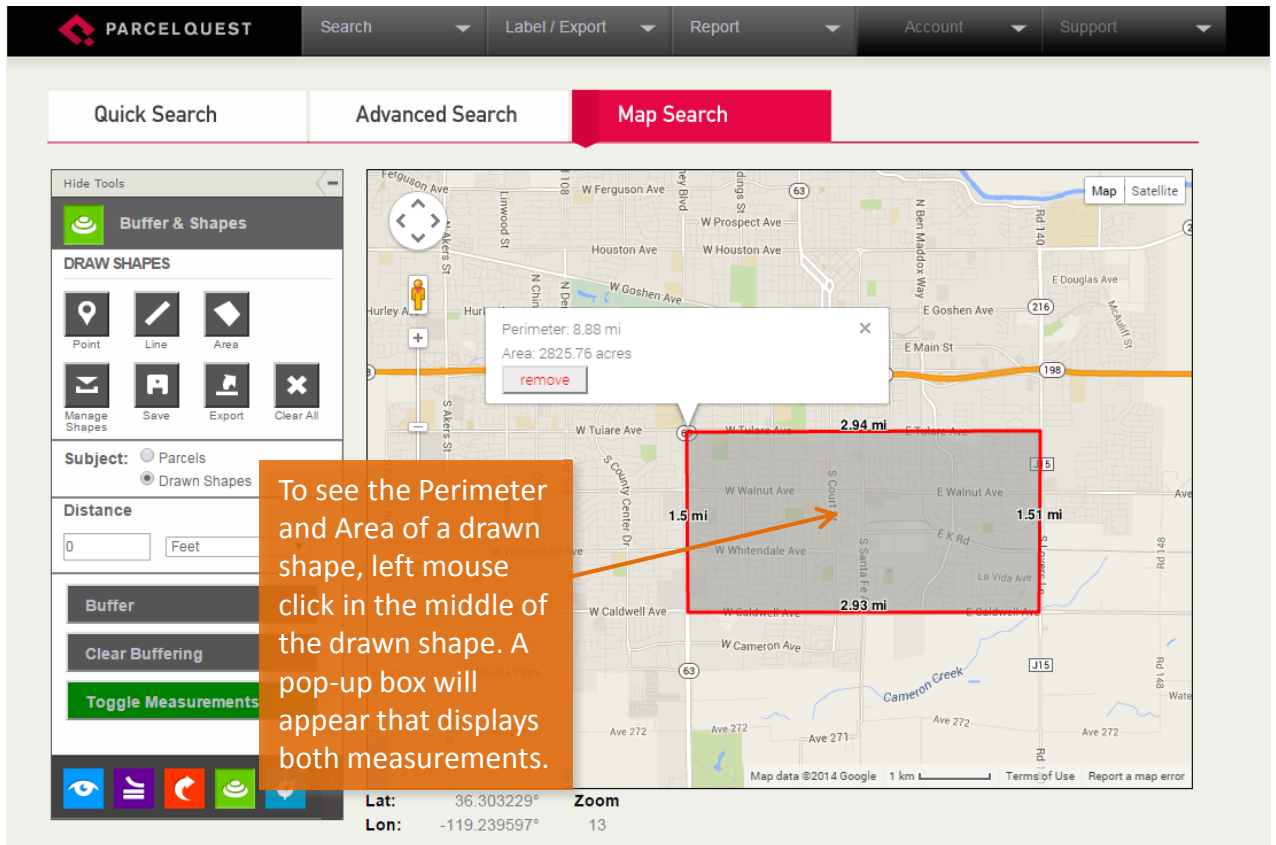
Map data ©2014 Google 50 m Terms of Use Report a map error

Lat: 38.664620° Zoom  
Lon: -121.097692° 17

You can also close off a drawn shape by moving the cursor to the **Buffer & Shapes** tool menu and clicking on the button associated with the current shape.



## Where can I see the area and perimeter measurements of a drawn area shape?



**PARCELQUEST** Search Label / Export Report Account Support

Quick Search Advanced Search **Map Search**

Hide Tools

**Buffer & Shapes**

**DRAW SHAPES**

Point Line Area

Manage Shapes Save Export Clear All

Subject:  Parcels  Drawn Shapes

Distance: 0 Feet

Buffer

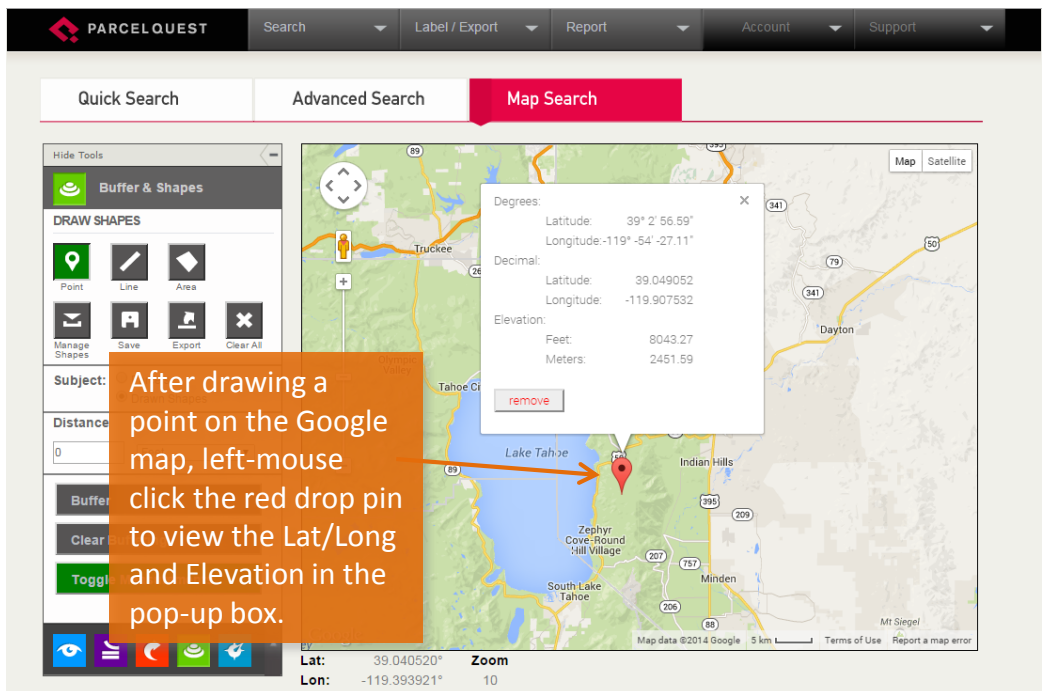
Clear Buffering

**Toggle Measurements**

Perimeter: 8.88 mi  
Area: 2825.76 acres  
remove

To see the Perimeter and Area of a drawn shape, left mouse click in the middle of the drawn shape. A pop-up box will appear that displays both measurements.

Lat: 36.303229° Zoom  
Lon: -119.239597° 13



**PARCELQUEST** Search Label / Export Report Account Support

Quick Search Advanced Search **Map Search**

Hide Tools

**Buffer & Shapes**

**DRAW SHAPES**

Point Line Area

Manage Shapes Save Export Clear All

Subject:  Parcels  Drawn Shapes

Distance: 0 Feet

Buffer

Clear Buffering

**Toggle Measurements**

Degrees:  
Latitude: 39° 2' 56.59"  
Longitude: -119° -54' -27.11"

Decimal:  
Latitude: 39.049052  
Longitude: -119.907532

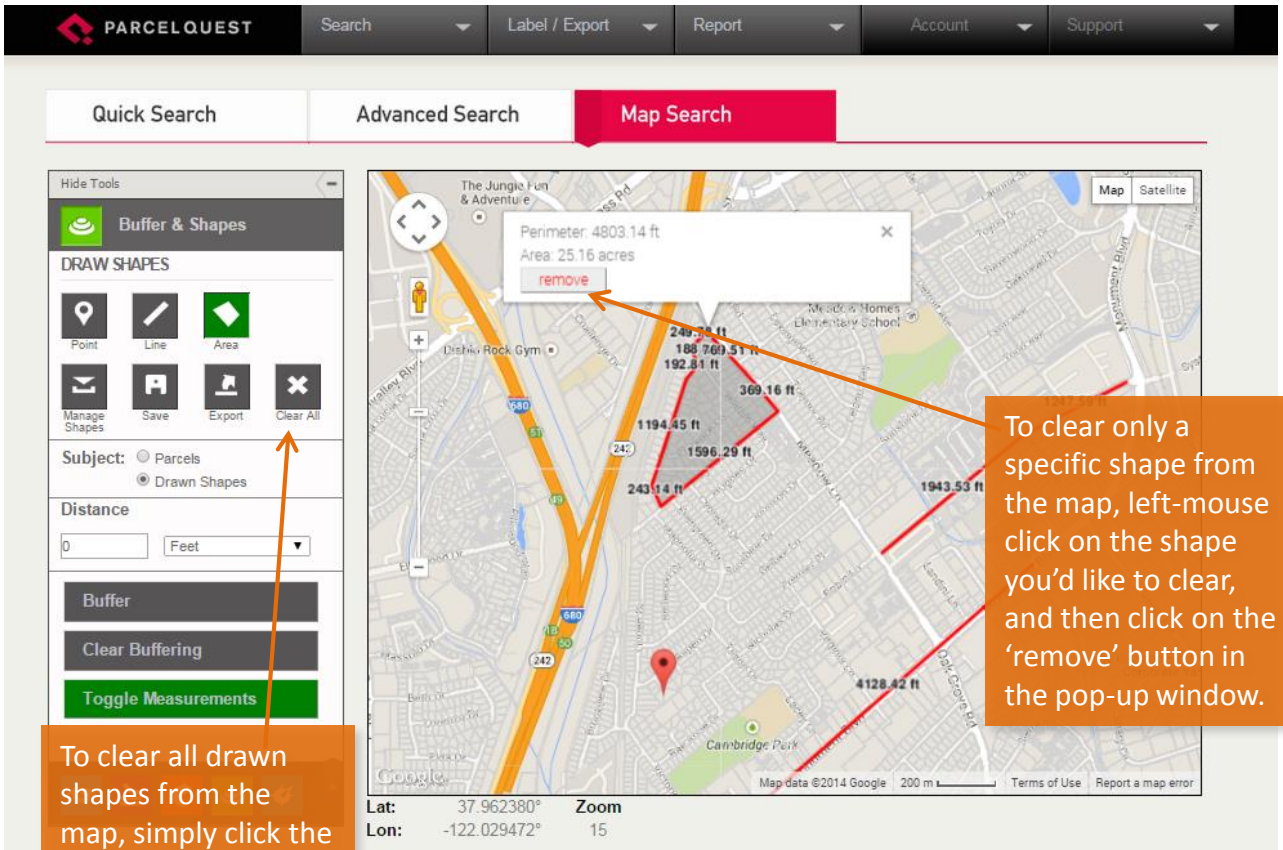
Elevation:  
Feet: 8043.27  
Meters: 2451.59

remove

After drawing a point on the Google map, left-mouse click the red drop pin to view the Lat/Long and Elevation in the pop-up box.

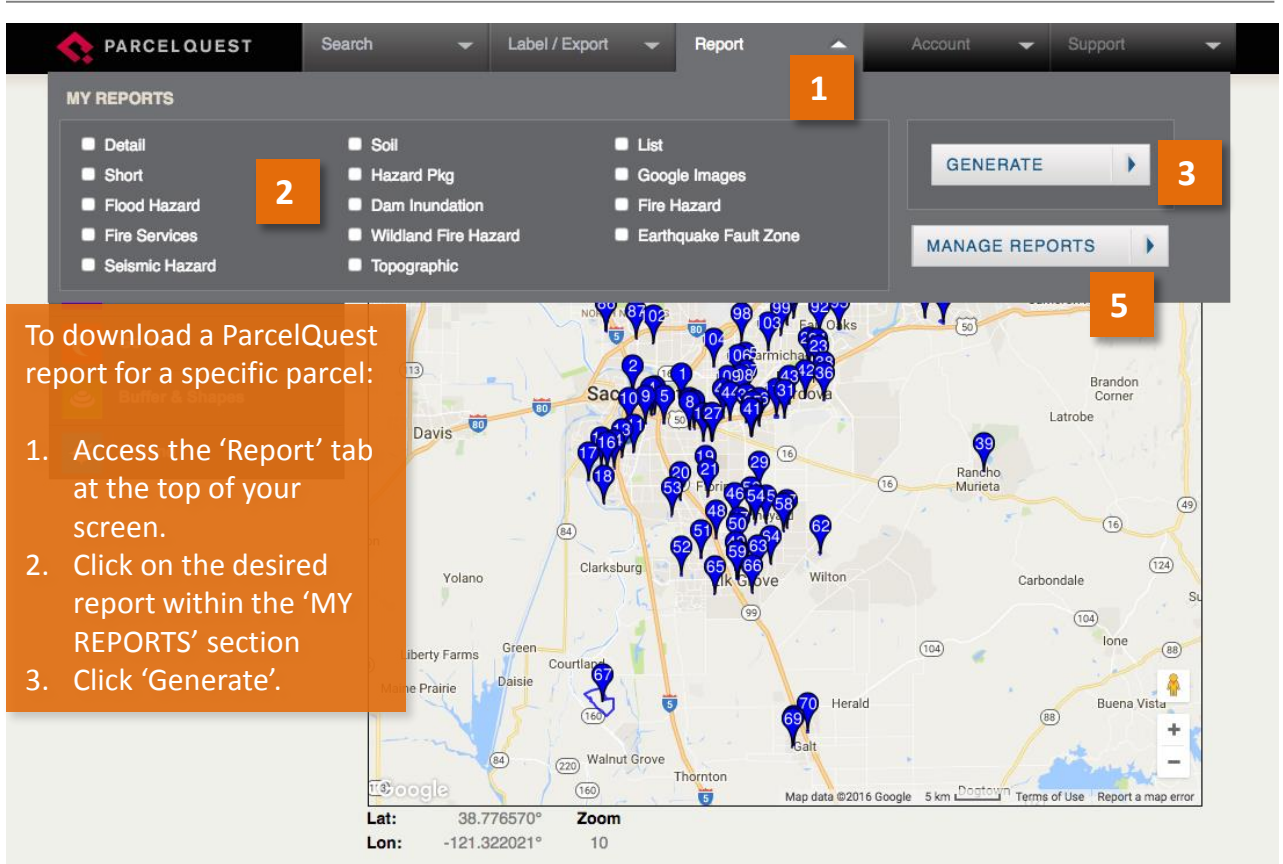
Lat: 39.040520° Zoom  
Lon: -119.393921° 10

## How do I clear a specific drawn shape one at a time?



The screenshot shows the ParcelQuest web application interface. At the top, there is a navigation bar with the ParcelQuest logo and menu items: Search, Label / Export, Report, Account, and Support. Below this is a search bar with three tabs: Quick Search, Advanced Search, and Map Search (which is currently selected). On the left side, there is a 'Hide Tools' panel with a 'Buffer & Shapes' section. This section contains a 'DRAW SHAPES' menu with icons for Point, Line, Area, Manage Shapes, Save, Export, and Clear All. Below this menu are options for Subject (Parcels or Drawn Shapes), Distance (0 Feet), Buffer, Clear Buffering, and Toggle Measurements. An orange callout box points to the 'Clear All' button with the text: "To clear all drawn shapes from the map, simply click the 'Clear All' button in the Buffer & Shapes tool menu." The main map area shows a street map with a red polygon drawn over a parcel. A pop-up window over the polygon displays the following information: Perimeter: 4803.14 ft, Area: 25.16 acres, and a 'remove' button. An orange callout box points to the 'remove' button with the text: "To clear only a specific shape from the map, left-mouse click on the shape you'd like to clear, and then click on the 'remove' button in the pop-up window." At the bottom of the map, there is a status bar showing Lat: 37.962380°, Lon: -122.029472°, and Zoom: 15.

## Where can I find ParcelQuest reports?



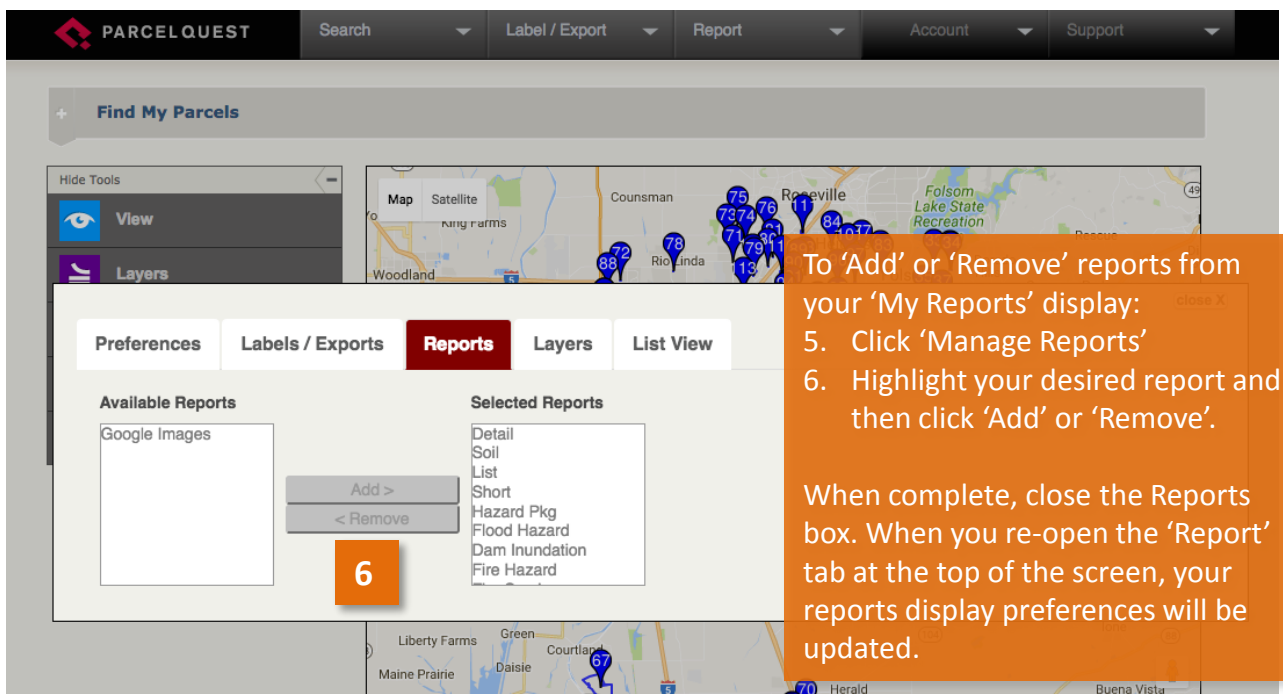
**1** Access the 'Report' tab at the top of your screen.

**2** Click on the desired report within the 'MY REPORTS' section.

**3** Click 'Generate'.

**5** Click 'Manage Reports'.

To download a ParcelQuest report for a specific parcel:



**6** Highlight your desired report and then click 'Add' or 'Remove'.

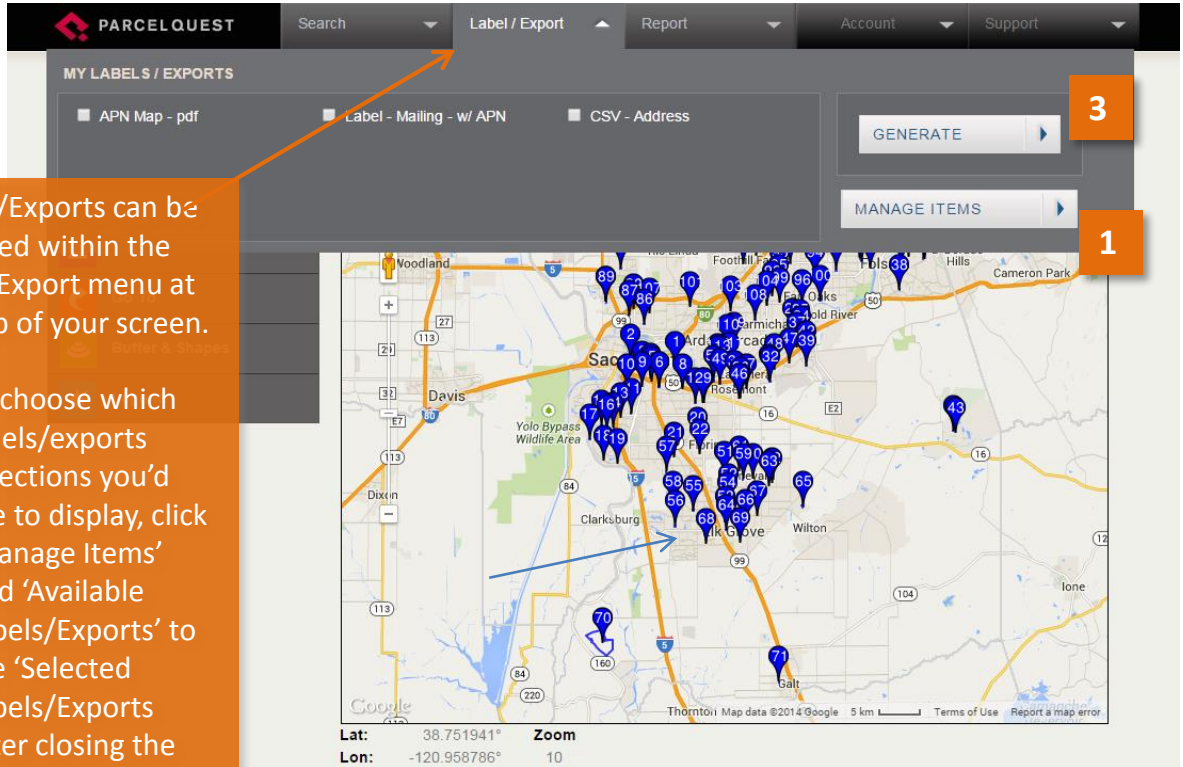
To 'Add' or 'Remove' reports from your 'My Reports' display:

**5.** Click 'Manage Reports'

**6.** Highlight your desired report and then click 'Add' or 'Remove'.

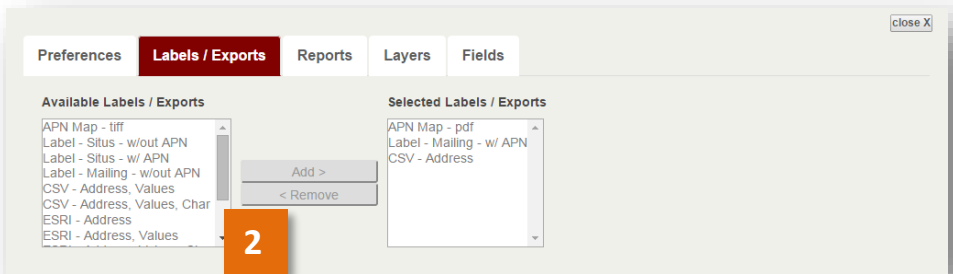
When complete, close the Reports box. When you re-open the 'Report' tab at the top of the screen, your reports display preferences will be updated.

## How do I export an APN map, mailing labels, or \*csv (excel) spreadsheets?



Labels/Exports can be accessed within the Label/Export menu at the top of your screen.

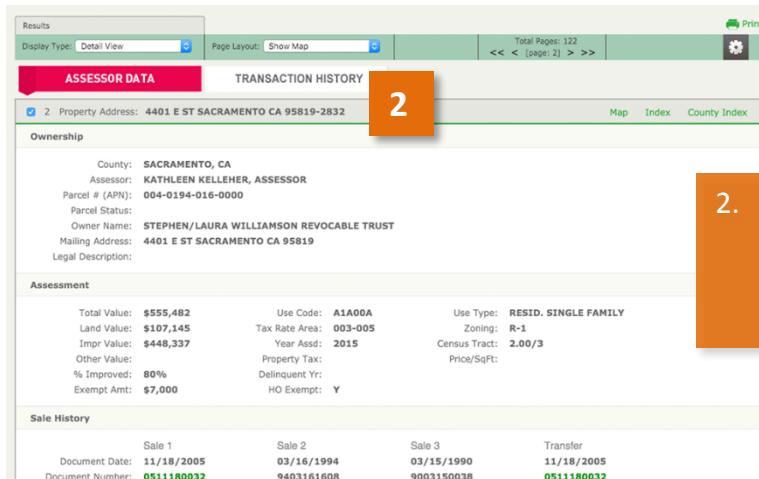
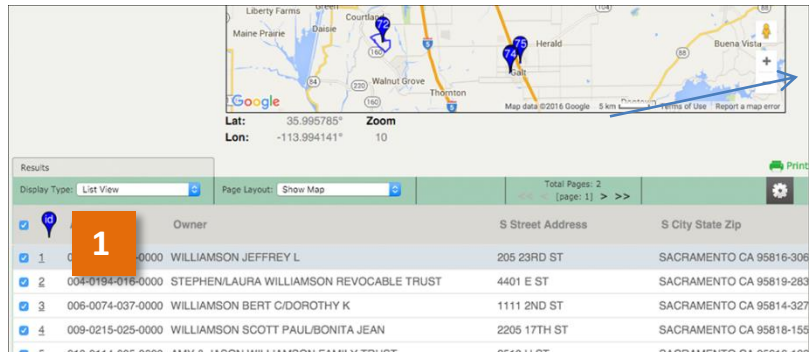
1. To choose which labels/exports selections you'd like to display, click 'Manage Items'
2. Add 'Available Labels/Exports' to the 'Selected Labels/Exports'
3. After closing the 'Manage Items' box (close x), re-open the Labels/Exports tab at the top of the screen . After making your selection(s), click 'Generate'.





# How do I view the TRANSACTION HISTORY REPORT for a specific parcel?

1. After conducting a search, open the parcel's **DETAIL PAGE** from the List View by clicking on the id# of the parcel of interest.



2. Click the **TRANSACTION HISTORY** tab.

3. From here, you can purchase all documents or select documents associated with a specific Recording Date.

4. You can also purchase the **FULL TRANSACTION REPORT** that includes complete document numbers and extensive detail for each transaction.

