

Realcomp Online® PRD Subdivision Search Guide

Searching Public Record Data by Subdivision

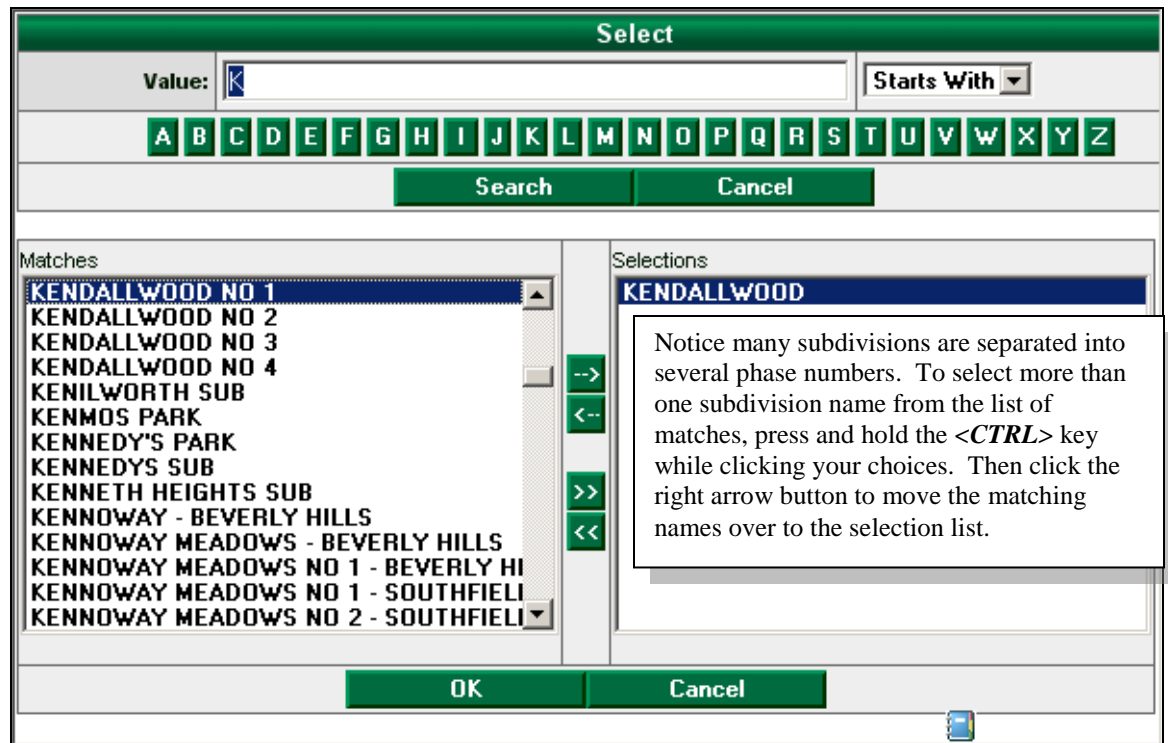
You can search for a group of properties in PRD using the Subdivision name. Realcomp Online® provides a subdivision list to ensure proper subdivision names and accurate search results.

1. Choose the **View List** button to the right of the Subdivision text box.



NOTE: To ensure accurate results, you **MUST USE** the **View List** button!

2. Choose the subdivision name(s). To locate the subdivision(s) use one of these methods:
 - a. Click the first letter of the subdivision name. A list appears, displaying all subdivisions within that county beginning with the chosen letter.



To choose one or more subdivisions using a different letter, simply click that letter, find the subdivision name(s) from the **Matches** list and move each to the **Selections** list.

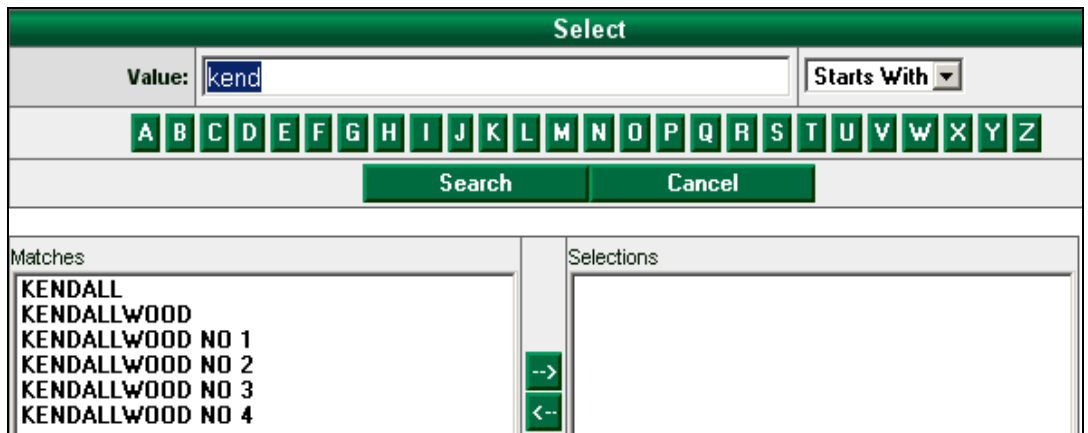
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- b. Type the first letter of the subdivision name in the **Value** text box. To narrow the **Matches** list, type the first *few* letters of the subdivision name.



The screenshot shows a dialog box titled "Select". At the top, there is a "Value:" text box containing the text "kend". To the right of this text box is a "Starts With" dropdown menu. Below the text box and dropdown is a row of 26 buttons, each containing a letter of the alphabet from A to Z. At the bottom of the dialog box are two buttons: "Search" and "Cancel".

To display the list of matches, click the **Search** button. A shorter, more defined list now appears.



The screenshot shows the same "Select" dialog box as above, but now with a list of matches. The "Value" text box still contains "kend". Below the alphabet buttons, there is a "Matches" list containing the following items: KENDALL, KENDALLWOOD, KENDALLWOOD NO 1, KENDALLWOOD NO 2, KENDALLWOOD NO 3, and KENDALLWOOD NO 4. To the right of the "Matches" list is a "Selections" list which is currently empty. Between the two lists are two buttons: "-->" and "<--".

3. When all subdivisions names have been moved to the **Selections** list, click **OK**.