Directions to use Query Function

Welcome to CAI's AxisGIS:

> *Select "I Agree".*

To perform Sales Search:

> *Select blue "Query" on left of screen.*
>
> *Click on black triangle in "Select a Layer" orange box to open menu.*
>
> *Select "Sales".*
>
> *Click on black triangle in "AV_PID" orange box to open menu.*
>
> *Select "Date_of_Sale".*
>
> *Populate "From Date" and "To Date" in the orange boxes.*
>
> *Then, press the "New" blue button.*

Press "Zoom to Selected" blue button to see sales parcels highlighted on the map.

Press ".csv" blue button to generate report of real estate conveyances between dates selected.

> *Check downloads folder to view report.*
>
> *Report will contain Assessor's Map Block and Lot data in Column "C", Deed Volume in Column "E", Page in Column "F", Sales Price in Column "G", Date of sale in Column "H" and whether it has been validated as a Qualified (Q) or Unqualified (U) transaction in Column "I".*

Press ".Pdf" or "Excel" Blue Buttons next to "Parcel Report" to generate report containing property location and owner information including mailing address.

Next to "Mailing Labels" press either Blue Button ".Pdf" to print mailing labels or "Excel" to create list for mail merge.