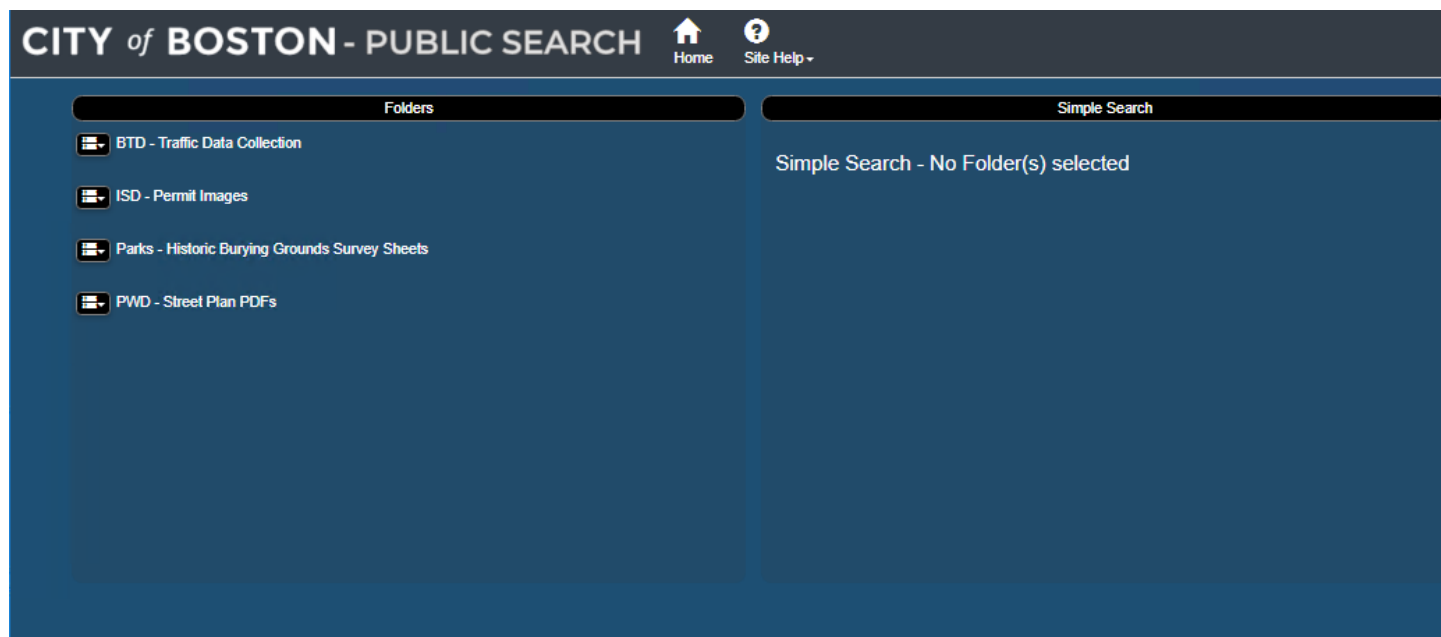


CITY OF BOSTON - PUBLIC SEARCH USERS GUIDE

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 shows, for each Index listed in section 1, an empty field – this is used to specify a value to search on

Area 3 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.

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

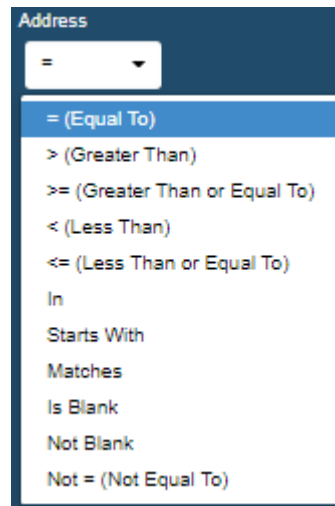
Area 5: These checkboxes appear next to each index. If checked, you will see the value of that index on your results screen.

The screenshot displays the 'Simple Search' interface for the 'ISD - Permit Images' folder. The interface is divided into five numbered areas:

- Area 1:** A vertical list of search criteria on the left, each with a dropdown menu set to '='. The criteria are: Address, Archive Date, Building Name, Document Type, Indexer, Permit Date, Permit Number, Scan Date, and Stamped Date.
- Area 2:** A central column of ten empty white input fields, each corresponding to one of the search criteria in Area 1.
- Area 3:** A vertical scrollbar on the right side of the input fields, used to navigate through the list of indexes.
- Area 4:** A row of three buttons at the bottom: 'Search' (highlighted in blue), 'Count', and 'Reset Search'.
- Area 5:** A vertical column of checkboxes on the right side of the input fields, used to select which index values to display in the search results.

Setting up your search

1. Start by scrolling up and down to review the available index fields (Area 1). Each one has a drop-down arrow. Click the arrow, and you get a list of comparison operators. See the end of this document for more information on how to use these
2. Find one or more indexes you want to search on, click the arrows to choose a comparison (or leave at the default of “= (Equal To)”)
3. Enter values in for each index you want to search on
4. Click the boxes next to the index values you want to see in your results



Comparison Operators

Here is an example of a search that is set up to find records whose Permit Number is A993149:

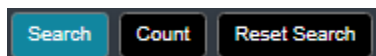
Simple Search - ISD - Permit Images			
Permit Date	=		<input checked="" type="checkbox"/>
Permit Number	=	A993149	<input checked="" type="checkbox"/>
Scan Date	=		<input checked="" type="checkbox"/>
Stamped Date	=		<input checked="" type="checkbox"/>
Status	=		<input checked="" type="checkbox"/>
Status Date	=		<input checked="" type="checkbox"/>
Unit	=		<input checked="" type="checkbox"/>

*Note that each box to the right has a check-in it; in this example it means that the values for **Permit Date**, **Permit Number**, **Scan Date**, **Stamped Date**, **Status**, **Status Date** and **Unit** will display in the search results.*

5. You can enter in values in more than one Index value field; if you do, your search will only find records that match all of the values and comparisons you chose. In the following example, we added a

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 four 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
47774	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													
<div>Back Refresh Hide Set Record Class View Document(s) ...in New Tab Download Search Results Print Pack and Go</div>													
Record ID	Address	Archive Date	Building N...	Document ...	Indexer	Permit Date	Permit Nu...	Scan Date	Stamped D...	Status	Status Date	Unit	Actions
3002516	86275	08/28/2019...		84	BRIGIDK	08/28/2019	SHEETM	08/29/2019		1	08/28/2019		 
3002517	34365	08/29/2019...		62	BRIGIDK	11/16/2018	BOA900582	08/30/2019		0			 
3002518	34365	08/29/2019...		84	BRIGIDK	11/16/2018	OCCUPAN...	08/30/2019		0			 
3002519	34365	08/29/2019...		4	BRIGIDK		ALT859926	08/30/2019		5			 
3002520	47774	08/29/2019...		21	BRIGIDK	08/29/2019	A993149	08/30/2019		1	08/29/2019		 
3002521	68096	08/29/2019...		100	BRIGIDK	09/24/2003	PLOT PLAN	08/30/2019		0			 
3002522	8900	09/02/2019...		100		08/05/2019	982741			0			 
3002523	11673	09/02/2019...		100		08/06/2019	978637			0			 
3002524	6538	09/02/2019...		100		08/05/2019	973956			0			 
3002525	203473	09/02/2019...		100		08/01/2019	954524			0			 
Total Items: 51													

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 the same results grid with two chosen records:

Search Results - ISD - Permit Images													
<div>Back Refresh Hide Set Record Class View Document(s) ...in New Tab Download Search Results Print Pack and Go</div>													
Record ID	Address	Archive Date	Building N...	Document ...	Indexer	Permit Date	Permit Nu...	Scan Date	Stamped D...	Status	Status Date	Unit	Actions
3002516	86275	08/28/2019...		84	BRIGIDK	08/28/2019	SHEETM	08/29/2019		1	08/28/2019		 
3002517	34365	08/29/2019...		62	BRIGIDK	11/16/2018	BOA900582	08/30/2019		0			 
3002518	34365	08/29/2019...		84	BRIGIDK	11/16/2018	OCCUPAN...	08/30/2019		0			 
3002519	34365	08/29/2019...		4	BRIGIDK		ALT859926	08/30/2019		5			 

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 unhiding 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

Pack and Go: Allows creating a .ZIP file with exported versions of your 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:

CITY of BOSTON - PUBLIC SEARCH

Home / Search Results - ISD - Permit Images / Document Viewer - ISD - Permit Images

Document Viewer - ISD - Permit Images Address: 86275

Back Record Properties

View Search Annotate Redact E-Sign

1 of 3

INSPECTIONAL SERVICES DEPARTMENT
1006-1022 MASSACHUSETTS AVENUE BOSTON, MASSACHUSETTS 02118
617-635-5300 OR 617-961-3271

BUILDING and STRUCTURES DIVISION

SHEET METAL PERMIT APPLICATION

Date: 8/28/19

Estimated Cost of Work: \$ 48,000

Plans Submitted: Y ☒ N ☐

Business License #

Plans Reviewed: Y ☐ N ☒

Applicant License # 6910

Business Information:

Name: PM Mechanical & Plumbing

Address: 675 VFW Parkway

City/Town: Chestnut Hill

Property Owner/ Job Location Information:

Name: Michael Philbin

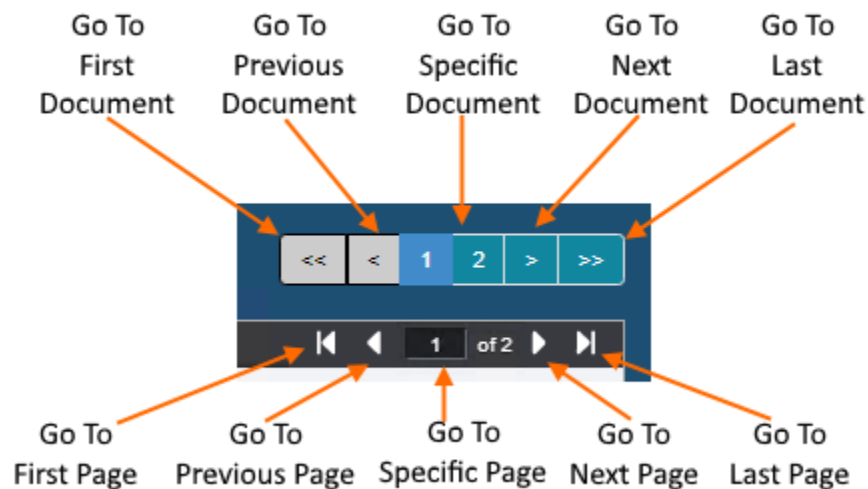
Address: 312 Spring St

City/Town: West Roxbury WD 20

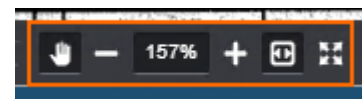
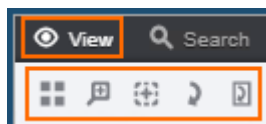
1. **Document Viewer:** This will display the image of the current page of the current document you are viewing

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 envelope icon is used to email your document, the printer icon will allow you to print to a local printer, the down arrow
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.

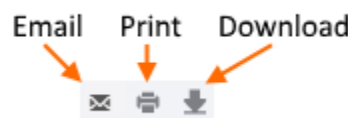
The document and page navigation items allow you to move back and forth between the documents in your search results and the individual pages in each document. Numbers in the middle allow clicking on a specific page:



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 three icons in the upper right corner of the viewer window to email, 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.