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:

<table>
<thead>
<tr>
<th>Department</th>
<th>Folder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Traffic Department</td>
<td>BTD – Traffic Data Collection</td>
</tr>
<tr>
<td>Inspectional Services</td>
<td>ISD – Permit Images</td>
</tr>
<tr>
<td>Parks</td>
<td>Parks – Historic Burying Grounds Survey Sheets</td>
</tr>
<tr>
<td>Public Works</td>
<td>PWD – Street Plan PDFs</td>
</tr>
</tbody>
</table>

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.
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

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

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”:

6. 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

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

8. 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:

<table>
<thead>
<tr>
<th>Address ID</th>
<th>Archive Date</th>
<th>Building N...</th>
<th>Document ...</th>
<th>Indexer</th>
<th>Permit Date</th>
<th>Permit Nu...</th>
<th>Scan Date</th>
<th>Stamped D...</th>
<th>Status</th>
<th>Status Date</th>
<th>Unit</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>37923</td>
<td>08/04/2019</td>
<td>84</td>
<td>BRIGIDK</td>
<td>07/17/2019</td>
<td>REPORT</td>
<td>07/31/2019</td>
<td>1</td>
<td>07/17/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>64640</td>
<td>08/04/2019</td>
<td>11</td>
<td>BRIGIDK</td>
<td>05/04/2017</td>
<td>SF70365</td>
<td>02/21/2019</td>
<td>1</td>
<td>05/04/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70700</td>
<td>08/04/2019</td>
<td>11</td>
<td>BRIGIDK</td>
<td>05/04/2017</td>
<td>SF70365</td>
<td>08/05/2019</td>
<td>1</td>
<td>05/04/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11753</td>
<td>08/04/2019</td>
<td>11</td>
<td>BRIGIDK</td>
<td>05/03/2017</td>
<td>SF704759</td>
<td>02/21/2019</td>
<td>1</td>
<td>05/03/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37666</td>
<td>08/04/2019</td>
<td>11</td>
<td>BRIGIDK</td>
<td>05/04/2017</td>
<td>SF70259</td>
<td>02/21/2019</td>
<td>1</td>
<td>05/04/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39303</td>
<td>08/04/2019</td>
<td>11</td>
<td>BRIGIDK</td>
<td>05/04/2017</td>
<td>SF70245</td>
<td>02/24/2017</td>
<td>1</td>
<td>05/04/2017</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>202387</td>
<td>08/04/2019</td>
<td>84</td>
<td>BRIGIDK</td>
<td>08/05/2019</td>
<td>OSHA FORM</td>
<td>08/05/2019</td>
<td>1</td>
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<td></td>
</tr>
<tr>
<td>68979</td>
<td>08/04/2019</td>
<td>84</td>
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<td>08/05/2019</td>
<td>ADDRESS</td>
<td>08/05/2019</td>
<td>1</td>
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</tr>
<tr>
<td>84803</td>
<td>08/04/2019</td>
<td>84</td>
<td>BRIGIDK</td>
<td>08/05/2019</td>
<td>ADDRESS</td>
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<td>08/05/2019</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>56775</td>
<td>08/04/2019</td>
<td>4</td>
<td>BRIGIDK</td>
<td>09/17/2014</td>
<td>ALT339330</td>
<td>08/05/2019</td>
<td>1</td>
<td>03/17/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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:

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

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 displayed 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.