

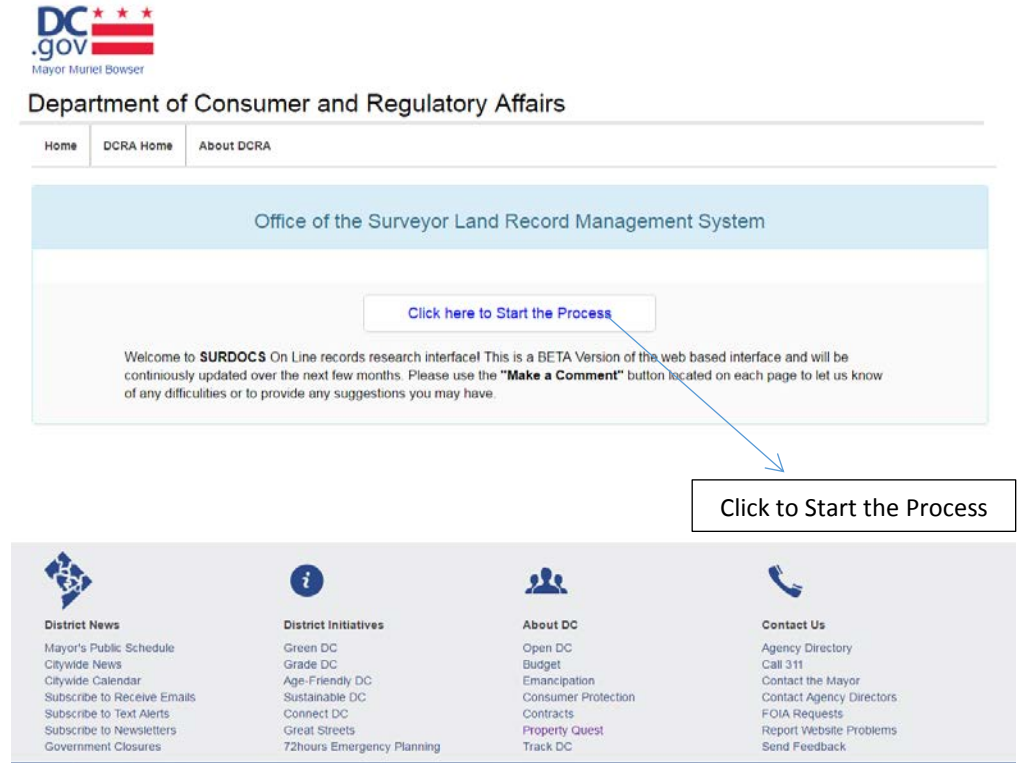
# SURDOCS USER GUIDE

Office of Surveyor Land Record Management System (SURDOCS)



SURDOCS Home Screen:

User is prompted to start the process.



Search Screen:

User is prompted to select search criteria (Quick Search or Advanced Search Option).

Quick Search:

Quick Search is recommended to users who know their SSL (Square Suffix Lot)

Advanced Options:

Advanced Options are recommended to users who have knowledge of book types, Map types and Index cards type.



Quick Search Screen:

Users are prompted to select appropriate radio button (Square, Parcel, Reservation, Appropriation) depending upon the search criteria. User is then prompted to enter four digit square number then select suffix, if any, from the drop down box and select lot, if any, from the dropdown box and select submit button.

The user can select the back button at any time to return to the Search Screen then select the home button to return to the Home screen to begin another search.

Office of the Surveyor Land Record Management System

Back Home

Search by Square and Lot Number

Square  Parcel  Reservation  Appropriation

[Master Address Repository](#) [Real Property Database](#) [GIS](#) [PIVS](#)

Enter your Square Number Here

Enter 4-Digit Square Number

Select Suffix, if any, from drop down box

Select Suffix, If Any

Select Lot, if any from the drop down box

Select Lot, If Any

Submit

Select Submit Button

Select Radio Button "Square" Selected

Detailed description: This screenshot shows the search form in the Office of the Surveyor Land Record Management System. The form is titled "Search by Square and Lot Number" and features a "Back" button on the left and a "Home" button on the right. Below the title, there are four radio buttons for document types: "Square" (which is selected), "Parcel", "Reservation", and "Appropriation". There are also four links: "Master Address Repository", "Real Property Database", "GIS", and "PIVS". The form contains three input fields: a text box for the square number (with a callout "Enter 4-Digit Square Number"), a dropdown menu for the suffix (with a callout "Select Suffix, If Any"), and another dropdown menu for the lot (with a callout "Select Lot, If Any"). A "Submit" button is at the bottom. A separate callout box on the right points to the "Square" radio button, stating "Select Radio Button 'Square' Selected".

Office of the Surveyor Land Record Management System

Back Home

Search by Square and Lot Number

Square  Parcel  Reservation  Appropriation

[Master Address Repository](#) [Real Property Database](#) [GIS](#) [PIVS](#)

Enter your Square Number Here

0100

Select Suffix, if any, from drop down box

No Suffix

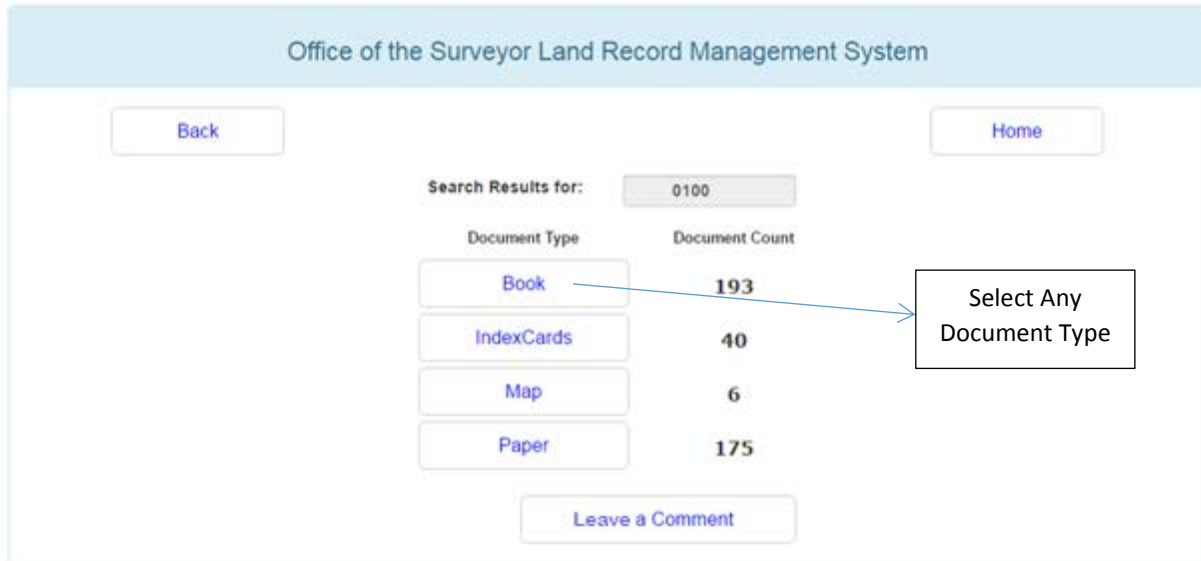
Select Lot, if any from the drop down box

All Lots

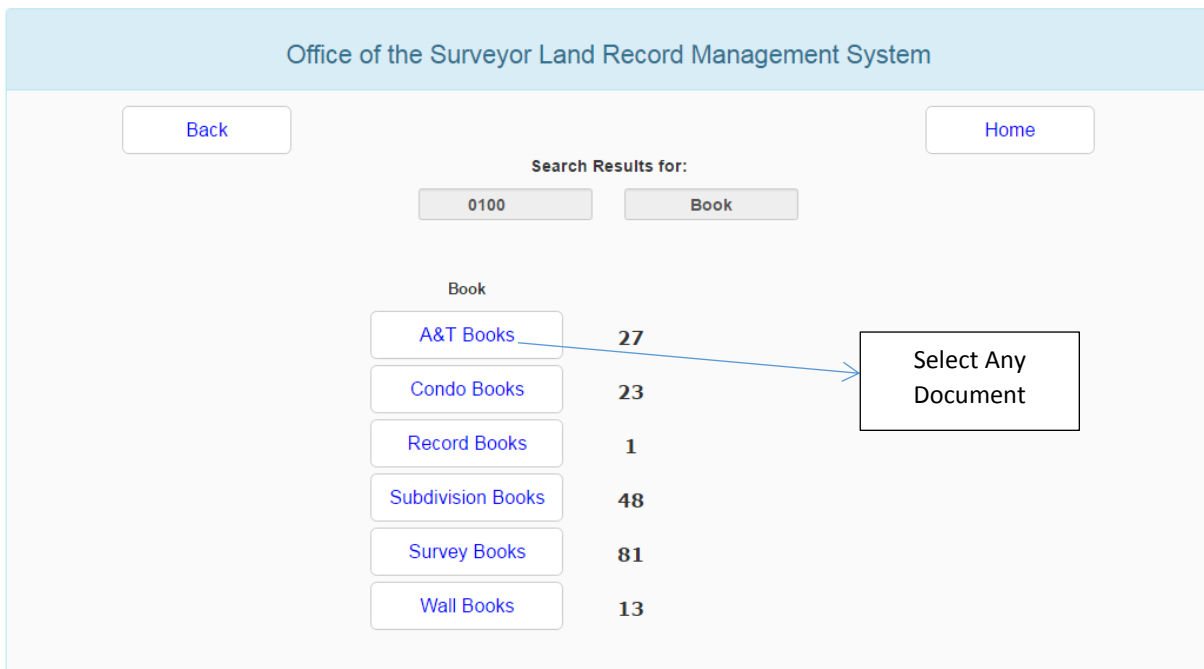
Submit

Detailed description: This screenshot shows the same search form as above, but with data entered. The square number field now contains "0100". The suffix dropdown menu is set to "No Suffix". The lot dropdown menu is set to "All Lots". The "Submit" button remains at the bottom.

Result Screen 1: User is provided with the Document Types and their count related to the Square Number entered. User is required to make at least one selection from various document types.



Result Screen 2: Upon selection of a given document type from result screen1, the corresponding breakdown of the search results along with the count is displayed for the selected document type. User is required to make at least one selection from various documents.



Result Screen 3:  
Upon selection of a given document(s) from result screen 2, the corresponding breakdown of the search results along with links to the document is displayed for

the selected document. User is required to make at least one selection from various links displayed.

**Office of the Surveyor Land Record Management System**

**Click on Image Link Below**

Book	A&T Books	A&T_BOOK_03_3107_3119_Z_3110-G	Page Number 3110-G	- 0100
Book	A&T Books	A&T_BOOK_03_3107_3119_Z_3119-A	Page Number 3119-A	- 0100
Book	A&T Books	A&T_BOOK_10_3277_B_3300_Z_3290-X	Page Number 3290-X	- 0100
Book	A&T Books	A&T_BOOK_12_3322_J_3332_Z_3327-B	Page Number 3327-B	- 0100
Book	A&T Books	A&T_BOOK_19_3471_3480_Z_3472-U	Page Number 3472-U	- 0100
Book	A&T Books	A&T_BOOK_19_3471_3480_Z_3475-U	Page Number 3475-U	- 0100
Book	A&T Books	A&T_BOOK_20_3489_R_3498_Z_3489-V	Page Number 3489-V	- 0100
Book	A&T Books	A&T_BOOK_20A_3499_3507_Z_3502-K	Page Number 3502-K	- 0100
Book	A&T Books	A&T_BOOK_20A_3499_3507_Z_3506-G	Page Number 3506-G	- 0400
Book	A&T Books	A&T_BOOK_23A_3549_Y_3560_Q_3557-E	Page Number 3557-E	- 0100
Book	A&T Books	A&T_BOOK_23A_3549_Y_3560_Q_3557-F	Page Number 3557-F	- 0100
Book	A&T Books	A&T_BOOK_23A_3549_Y_3560_Q_3557-G	Page Number 3557-G	- 0100
Book	A&T Books	A&T_BOOK_23A_3549_Y_3560_Q_3557-H	Page Number 3557-H	- 0100
Book	A&T Books	A&T_BOOK_23A_3549_Y_3560_Q_3557-I	Page Number 3557-I	- 0100
Book	A&T Books	A&T_BOOK_24_3560_R_3569_O_3560-V	Page Number 3560-V	- 0100
Book	A&T Books	A&T_BOOK_24_3560_R_3569_O_3561-Y	Page Number 3561-Y	- 0100
Book	A&T Books	A&T_BOOK_25_3569_P_3577_Y_3574-P	Page Number 3574-P	- 0100
Book	A&T Books	A&T_BOOK_28_3596_J_3604_J_3597-D	Page Number 3597-D	- 0100
Book	A&T Books	A&T_BOOK_32_3640_3649_Z_3646-L	Page Number 3646-L	- 0100
Book	A&T Books	A&T_BOOK_39_3710_3719_Z_3710-K	Page Number 3710-K	- 0100
Book	A&T Books	A&T_BOOK_39_3710_3719_Z_3715-X	Page Number 3715-X	- 0100
Book	A&T Books	A&T_BOOK_41_3745_3773_Z_3745-F	Page Number 3745-F	- 0100 - 0100 0898
Book	A&T Books	A&T_BOOK_51_3851_3855_Z_3851-W	Page Number 3851-W	- 0100 - 0100 0898
Book	A&T Books	A&T_BOOK_54_3866_3870_Z_3867-H	Page Number 3867-H	- 0100 - 0100 0899 - 0100 0900
Book	A&T Books	A&T_BOOK_54_3866_3870_Z_3867-V	Page Number 3867-V	- 0100 - 0100 0901 - 0100 2001 - 0100 2002 - 0100 2003 - 0100 2004
Book	A&T Books	A&T_BOOK_PLATS_0864_1063_0947	Page Number 0947	- 0100
Book	A&T Books	A&T_BOOK_TRACING_0001_0150_0100	Page Number 0100	- 0100

Select Any Link

Login Screen to View Image:

Upon selection of a link from result screen 3, user is requested to login with the following login information displayed on the left side of the login screen to view the document.

**Login with the following credentials:**  
Username = SURDOCUSER  
Password = SURDOC51

Welcome to The Surveyors Office

User name:  
surplatest2

Password:  
[ ]

Enter User Name: "surdocs-user"

Enter Password: "surdocs1"

Log In


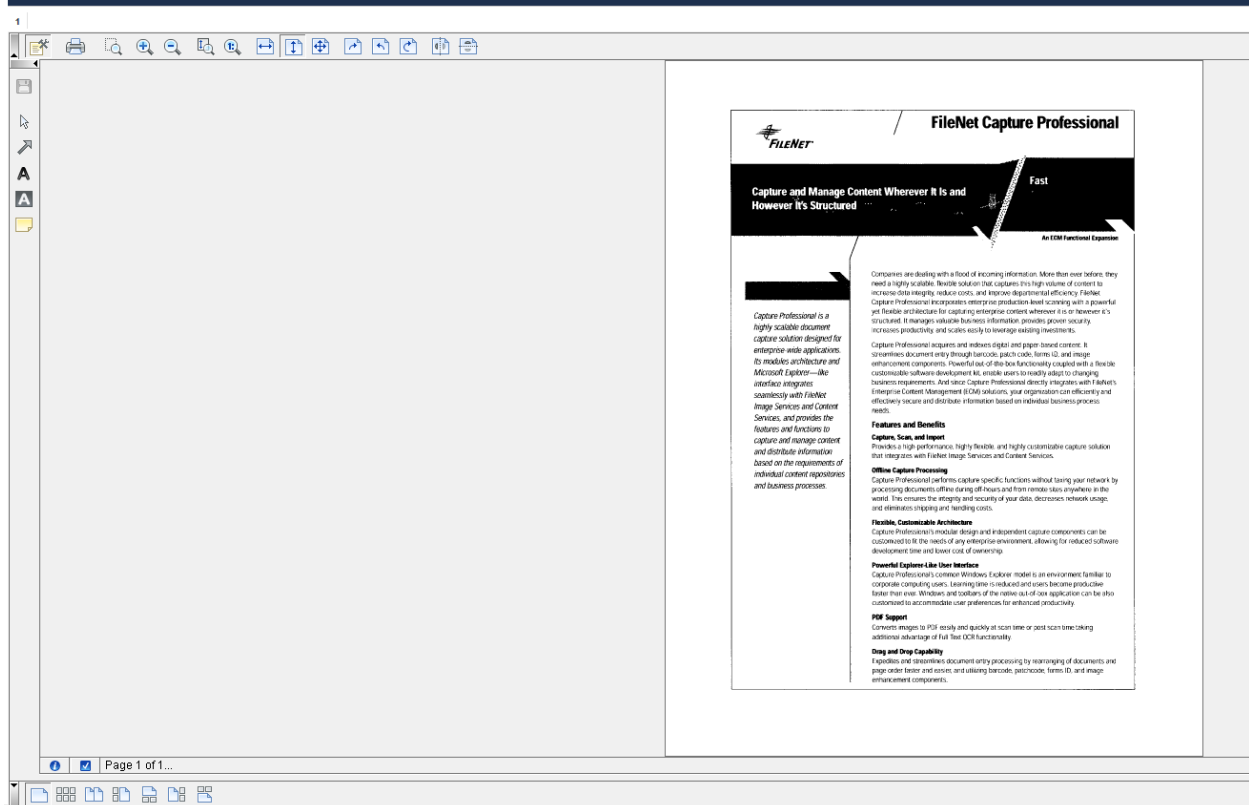


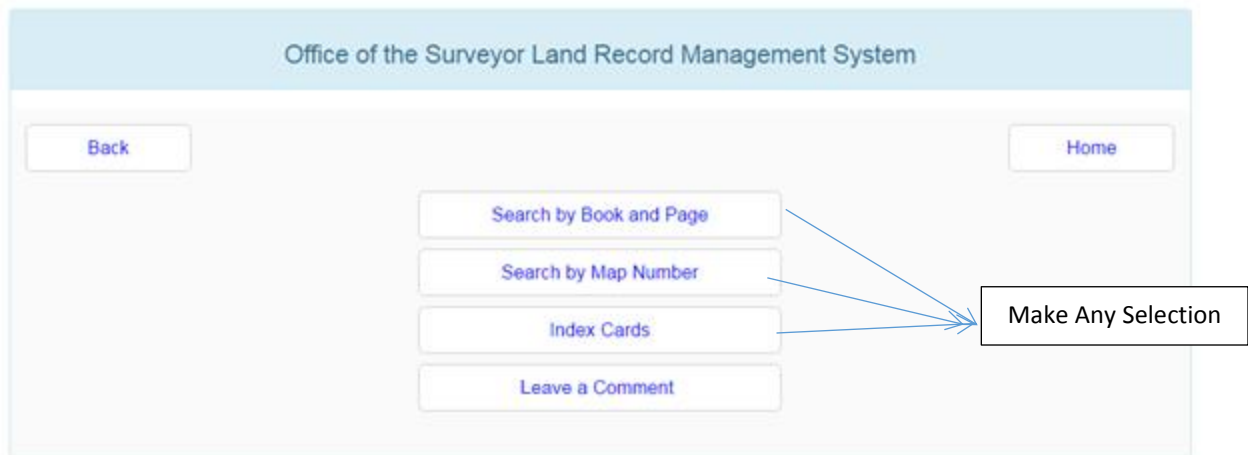
Image Screen:

Upon login from the logon screen Image, open in the IBM Daeja View ONE image viewer. The user has the capability to zoom-in, zoom-out and magnify any portion of image.



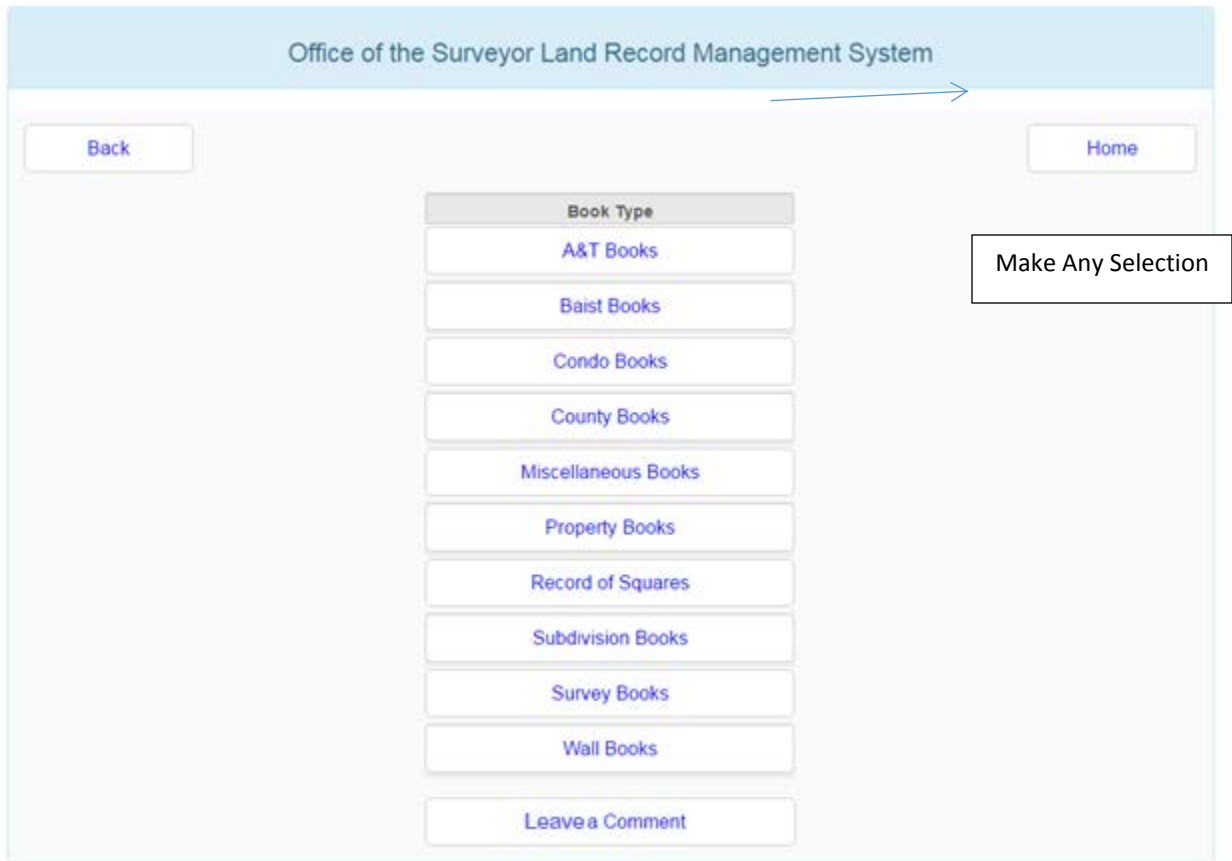
Advanced Options Screen:

User is required to make at least one selection from the following options.



Result Screen1:

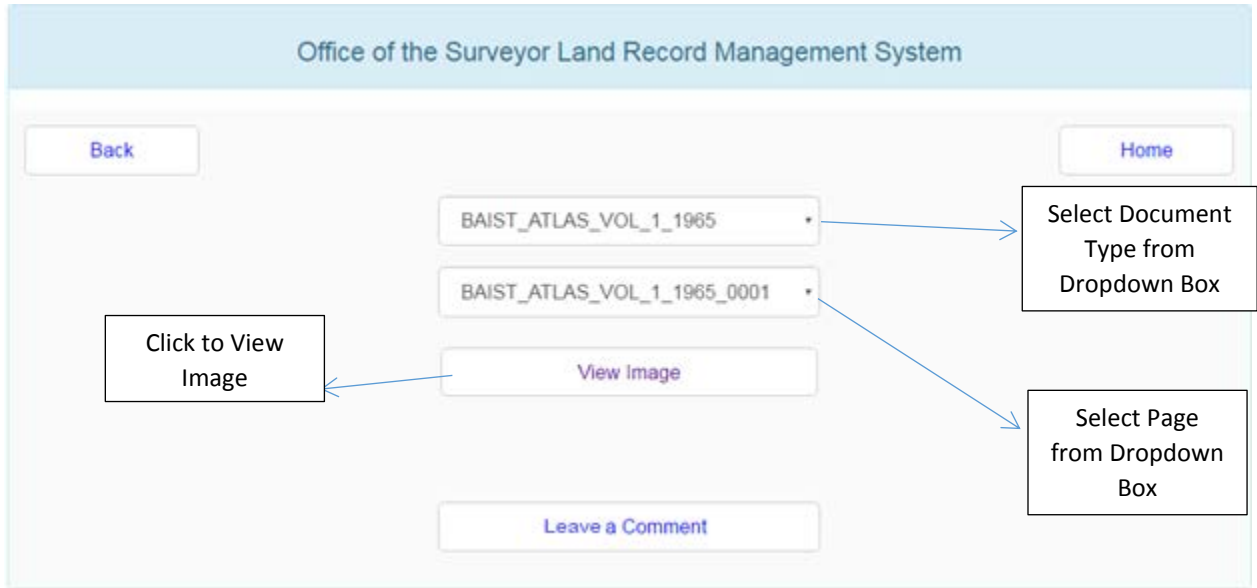
Upon selection of given search buttons from the Advanced Options Screen, the corresponding breakdown of the search results along with their document type is displayed. User is required to make at least one selection from various document types. What kind of books (Baist) are in the second column?



Result Screen2:

Upon selection of a given document type from result screen 1, user is required to make at least one selection from the 1<sup>st</sup> drop down box for document type and the 2<sup>nd</sup> dropdown box for Select Page and select the View Image button.





Login Screen to View Image:

By clicking the View Image button on result screen 2, user is requested to login with the following login information displayed on left side of the login screen to view the document.

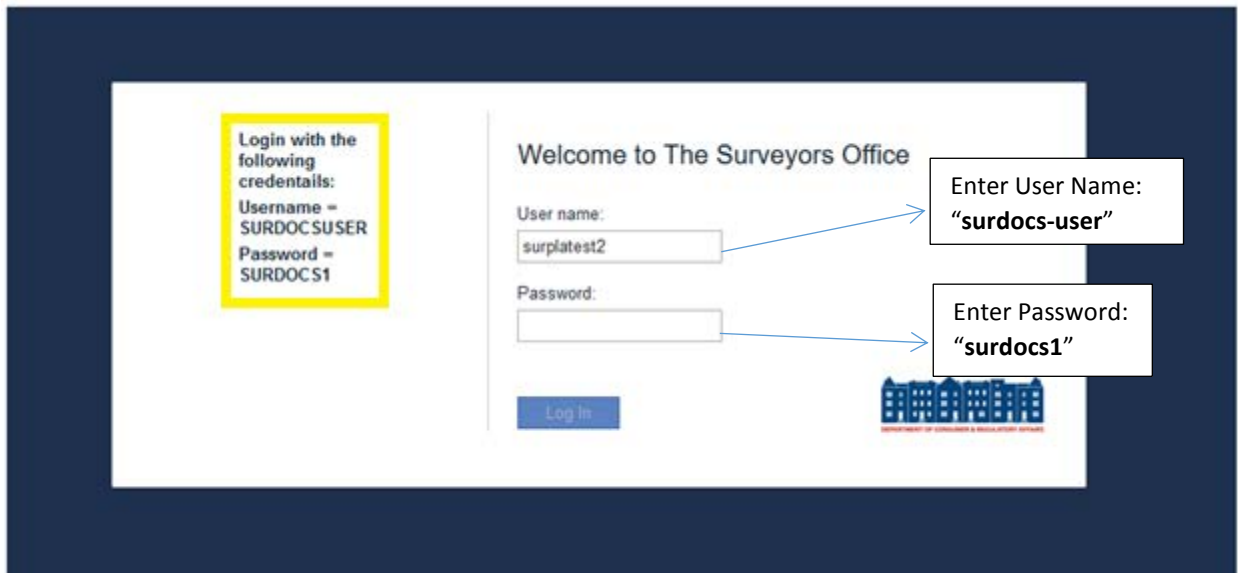
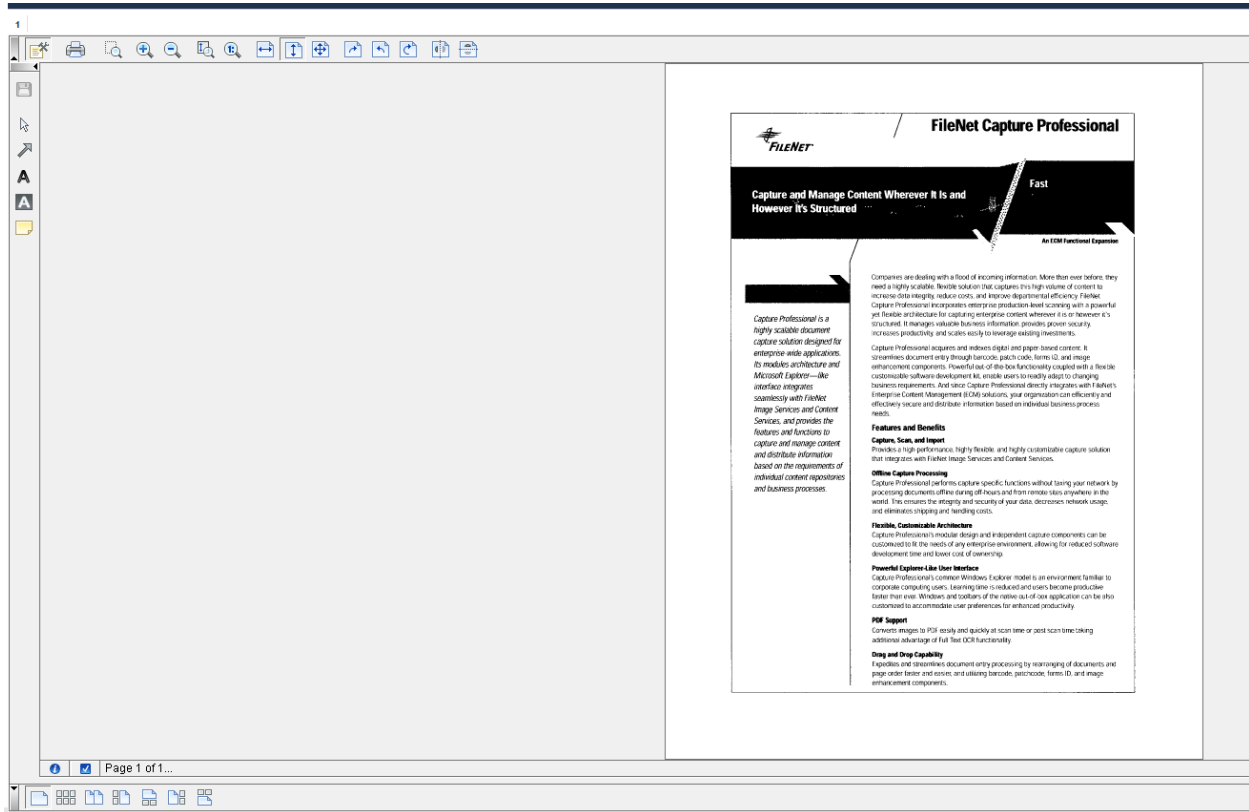


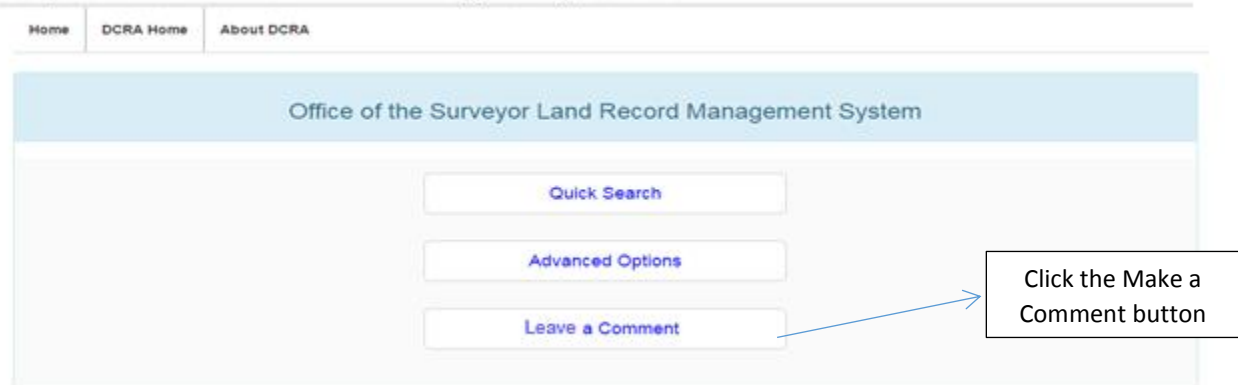
Image Screen: The login from the logon screen Image opens in the IBM Daeja View ONE image viewer. User has the capability to zoom-in, zoom-out and magnify any portion of image.



Leave a Comment:

You can see leave a comment on any screen by pressing the button and providing any feedback when selecting the comment button.

## Department of Consumer and Regulatory Affairs



Comment Screen:

Post your comments under the description box and click the submit button. If you do not wish to provide feedback select the cancel button to return to the previous screen.

Office of the Surveyor Land Record Management System

Please Provide Comments

Description

Submit

Cancel

Comment Section

If you have any questions about this user manual or the SurDocs system, please call DCRA at 202-442-4566.