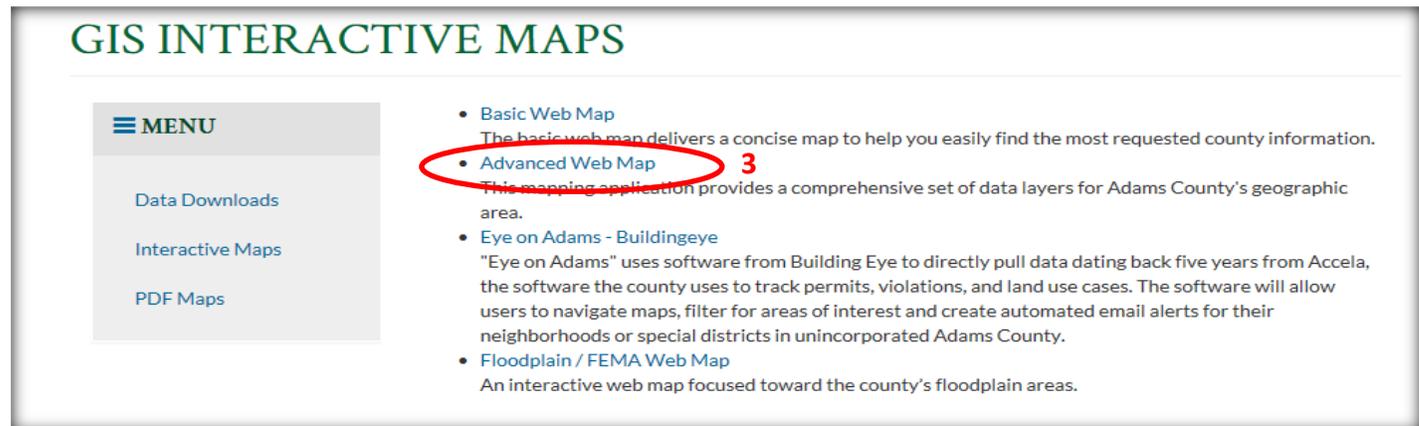
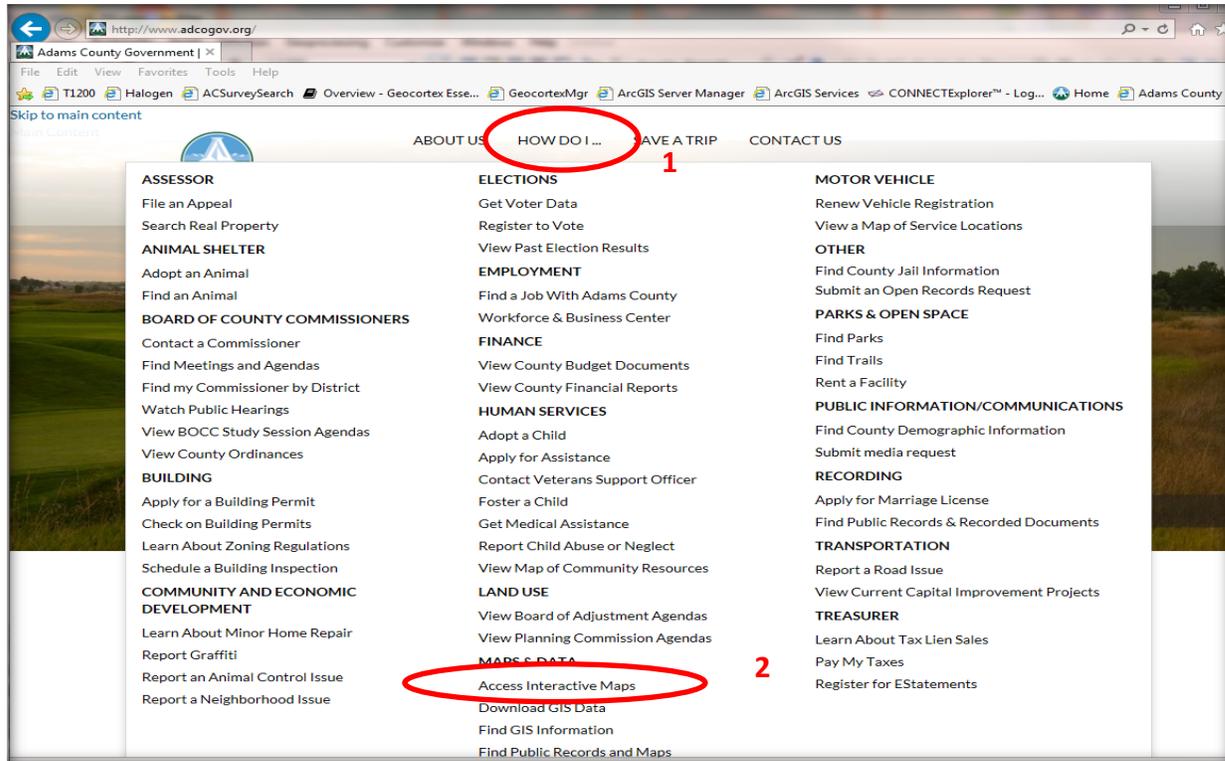


HOW TO ACCESS 2019 REAPPRAISAL SALES INFORMATION ON-LINE

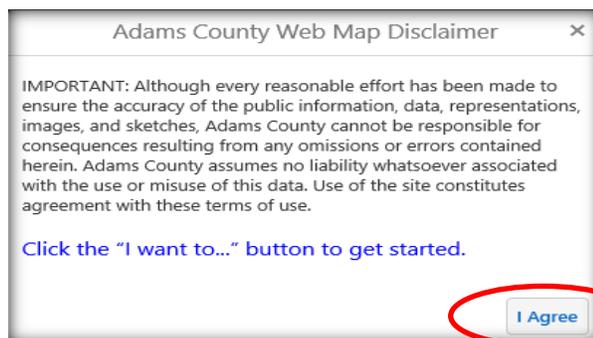
Adams County Main website address: <http://www.adcogov.org/>

This document reviews how to:

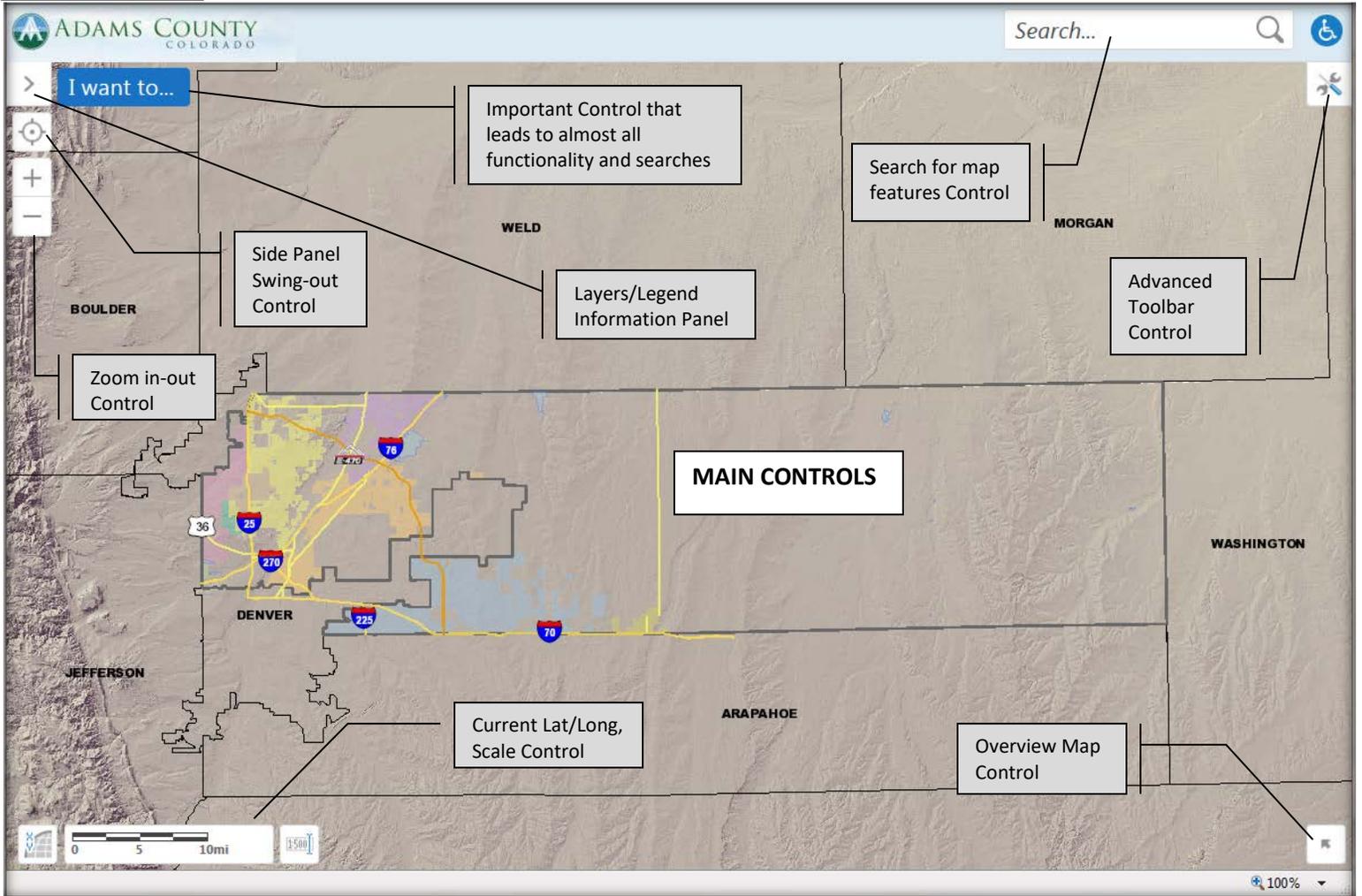
- [Steps to access and display 2019 reappraisal sales](#) – View individual sales information online
- [Steps to select & export out sales data](#) – Make a selection of multiple sales & export the data



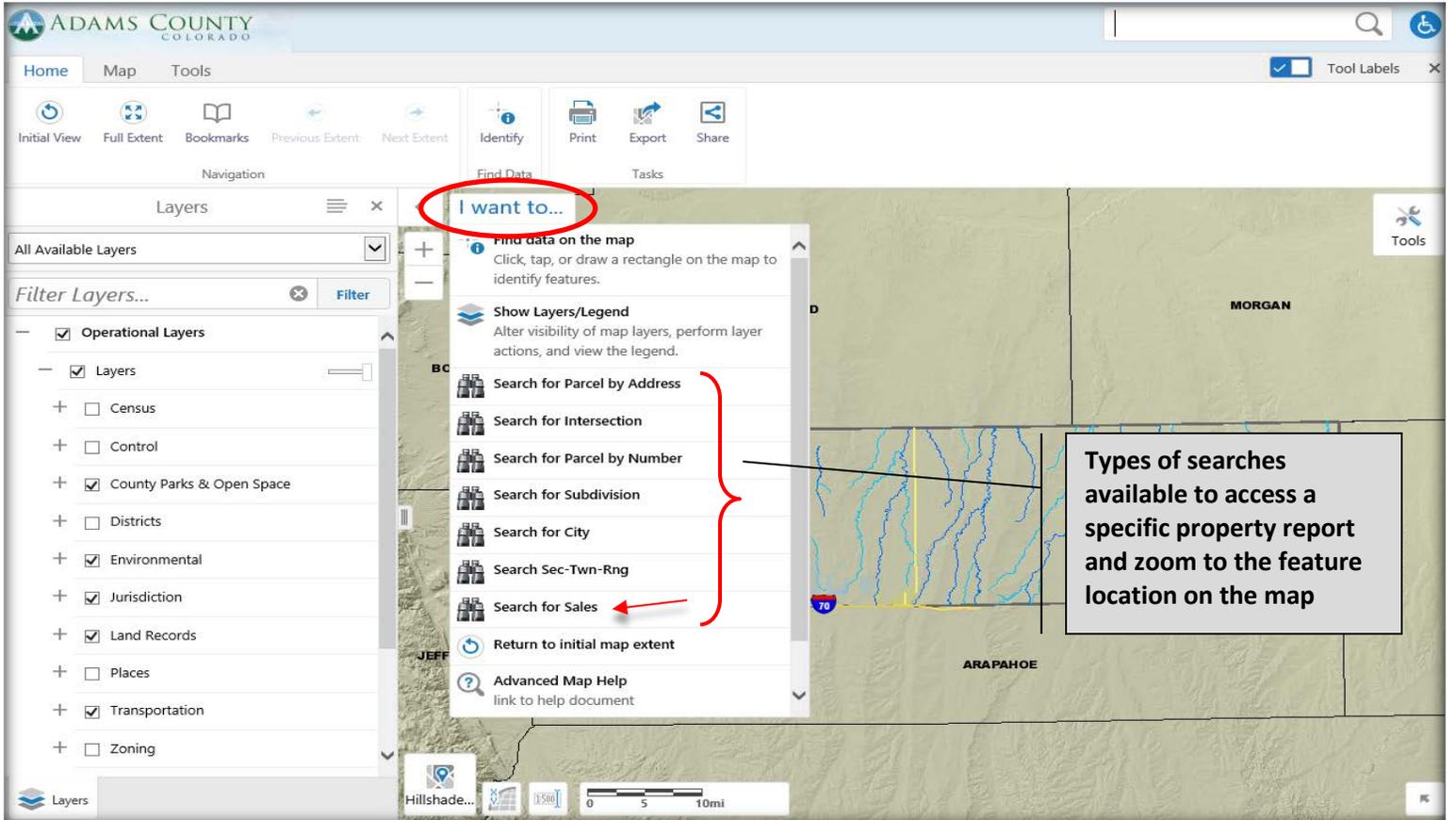
Disclaimer:



A Map Overview:

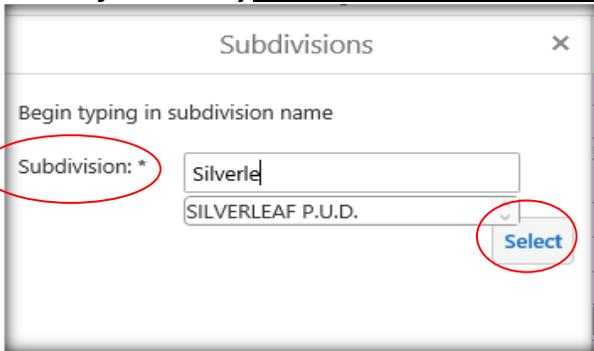


"I want to..." menu:



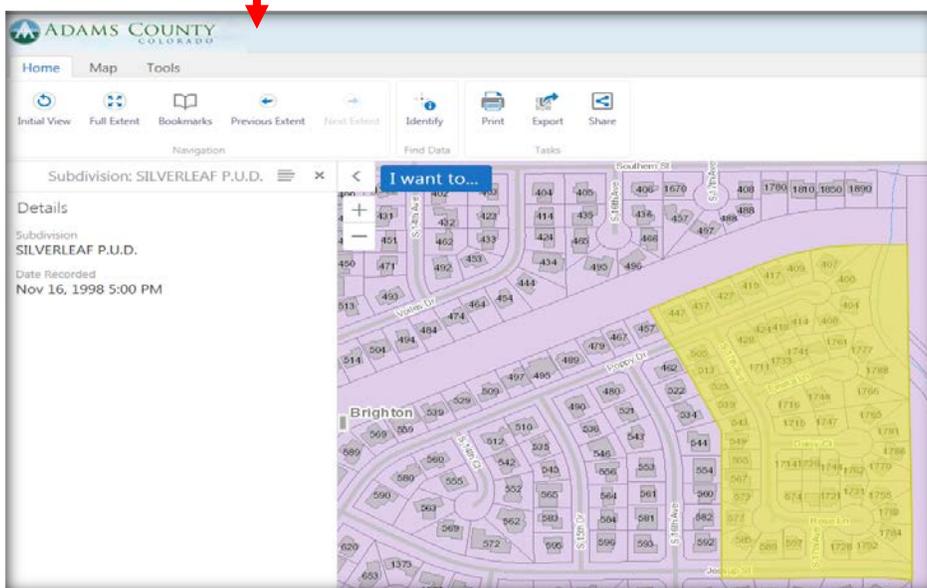
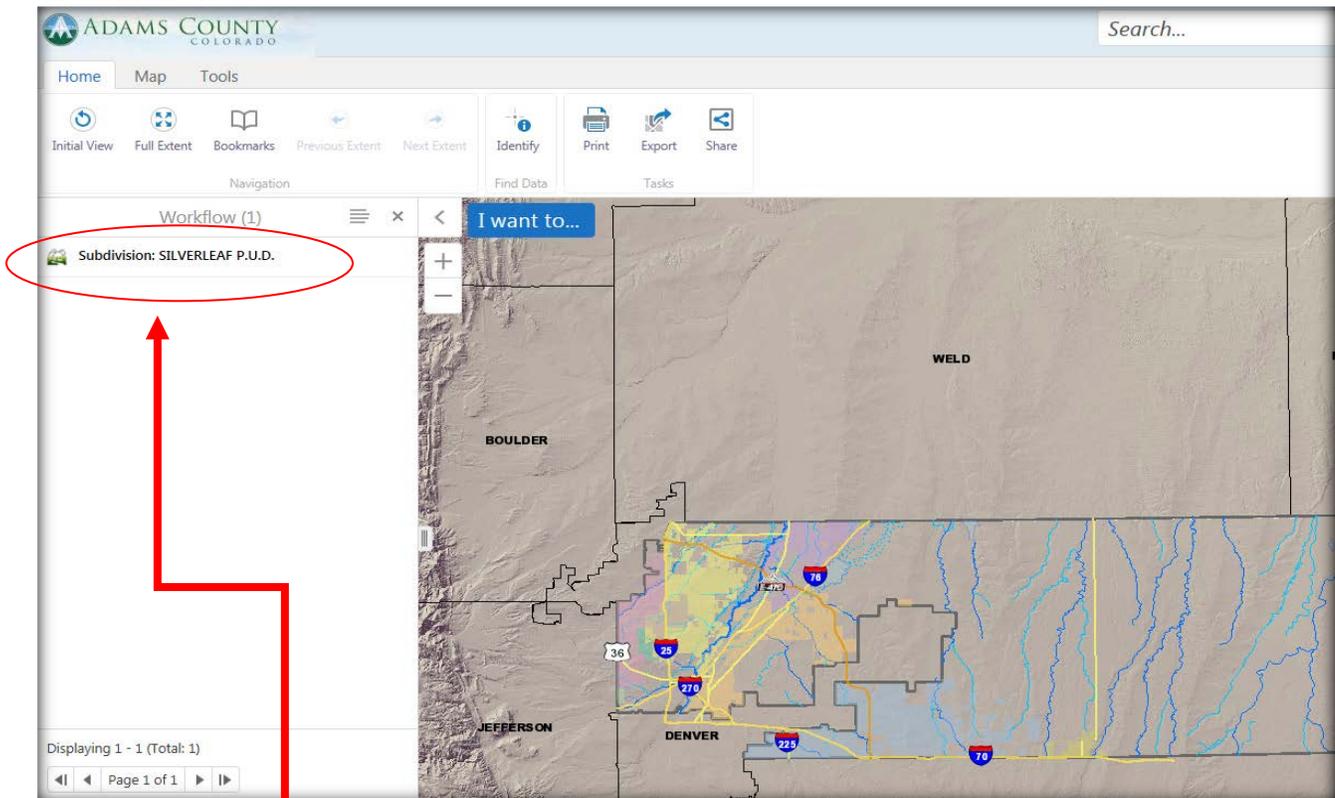
Steps to access and display 2019 reappraisal sales:

1. **Search for Sales by entering the subdivision name & selecting the subdivision from the dropdown**

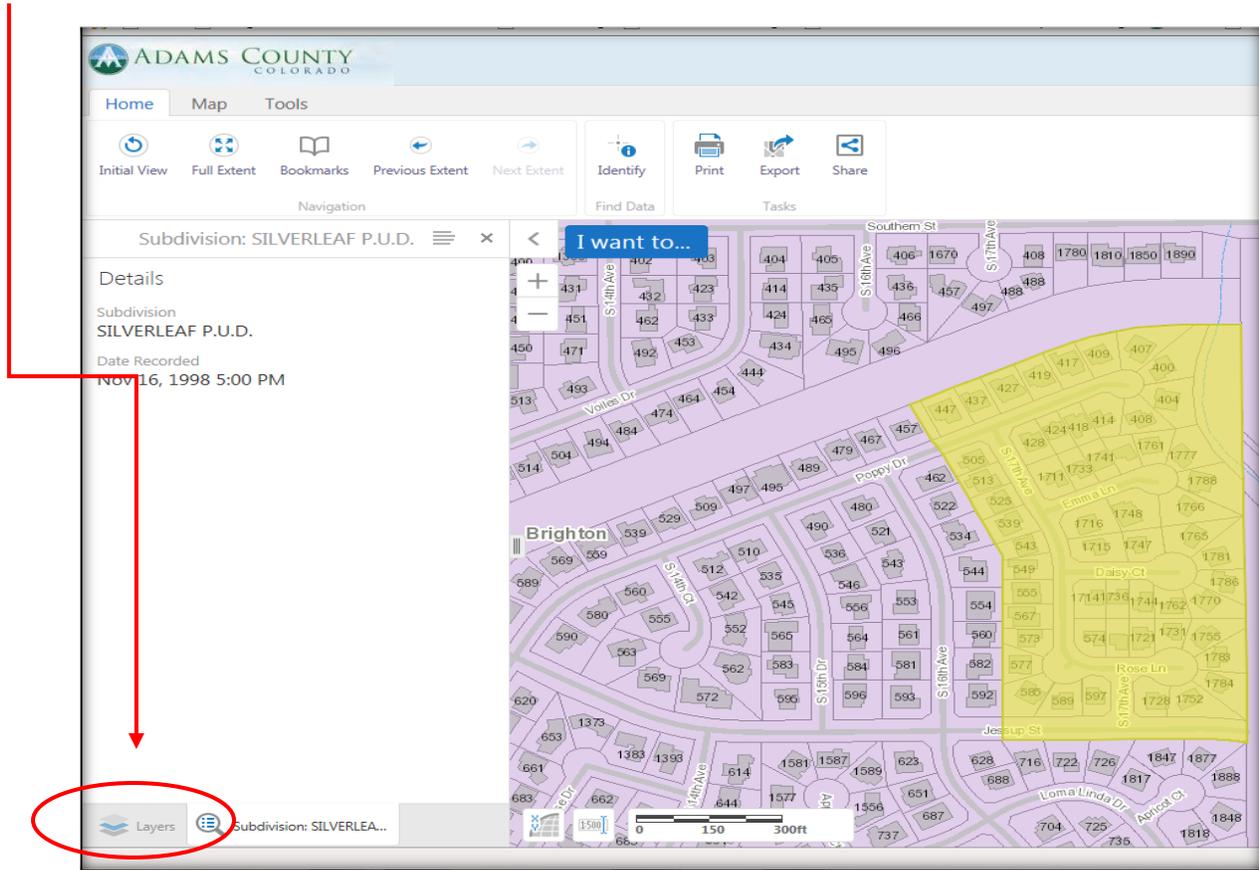


The screenshot shows a search window titled "Subdivisions" with a close button (X) in the top right. Below the title is a text input field with the placeholder "Begin typing in subdivision name". To the left of this field is the label "Subdivision: *", which is circled in red. The input field contains the text "Silverle". Below the input field is a dropdown menu showing "SILVERLEAF P.U.D.", which is also circled in red. To the right of the dropdown is a blue button labeled "Select", also circled in red.

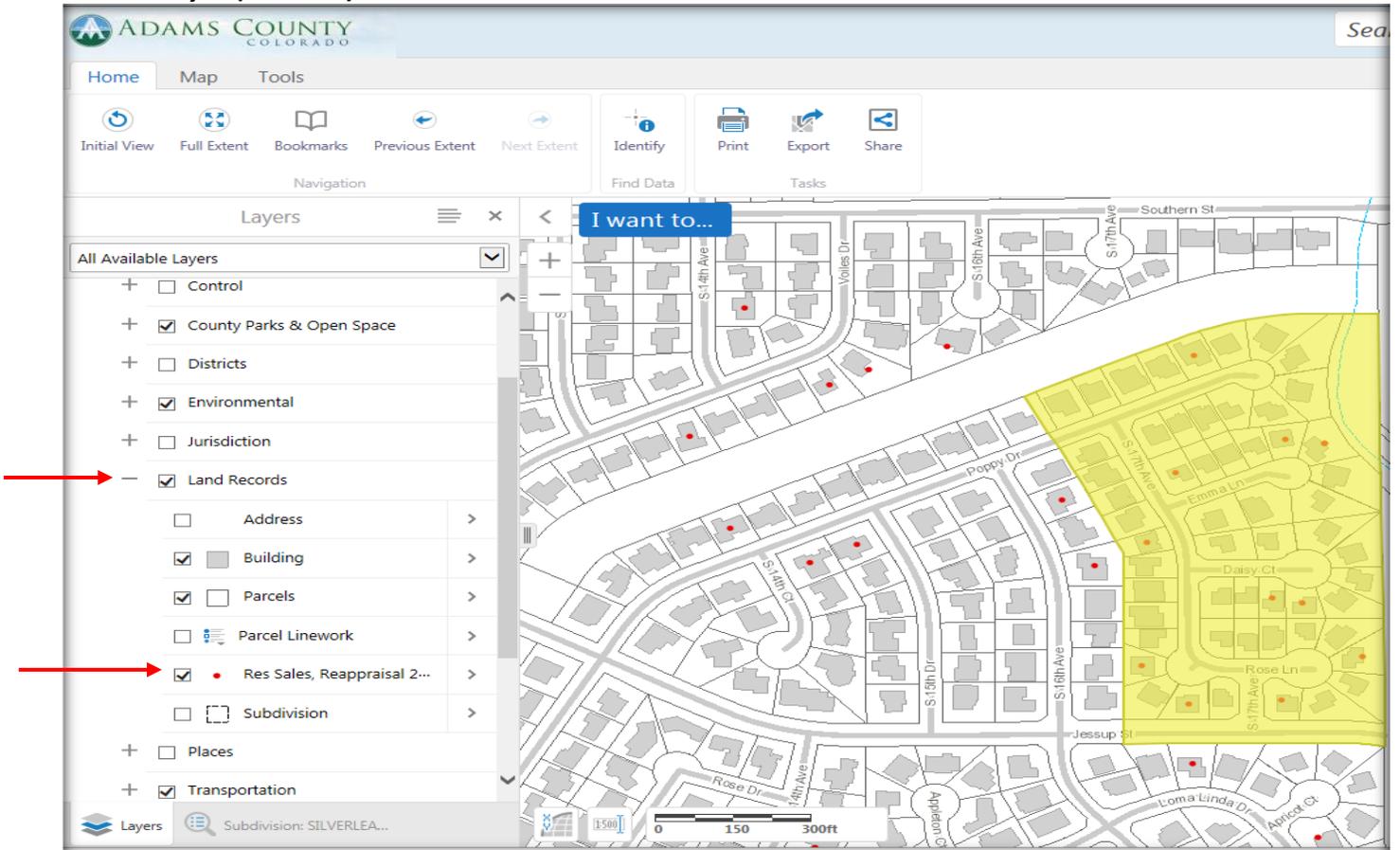
2. **The map may automatically zoom to the location, if not, click on the subdivision name to zoom to the subdivision extent**



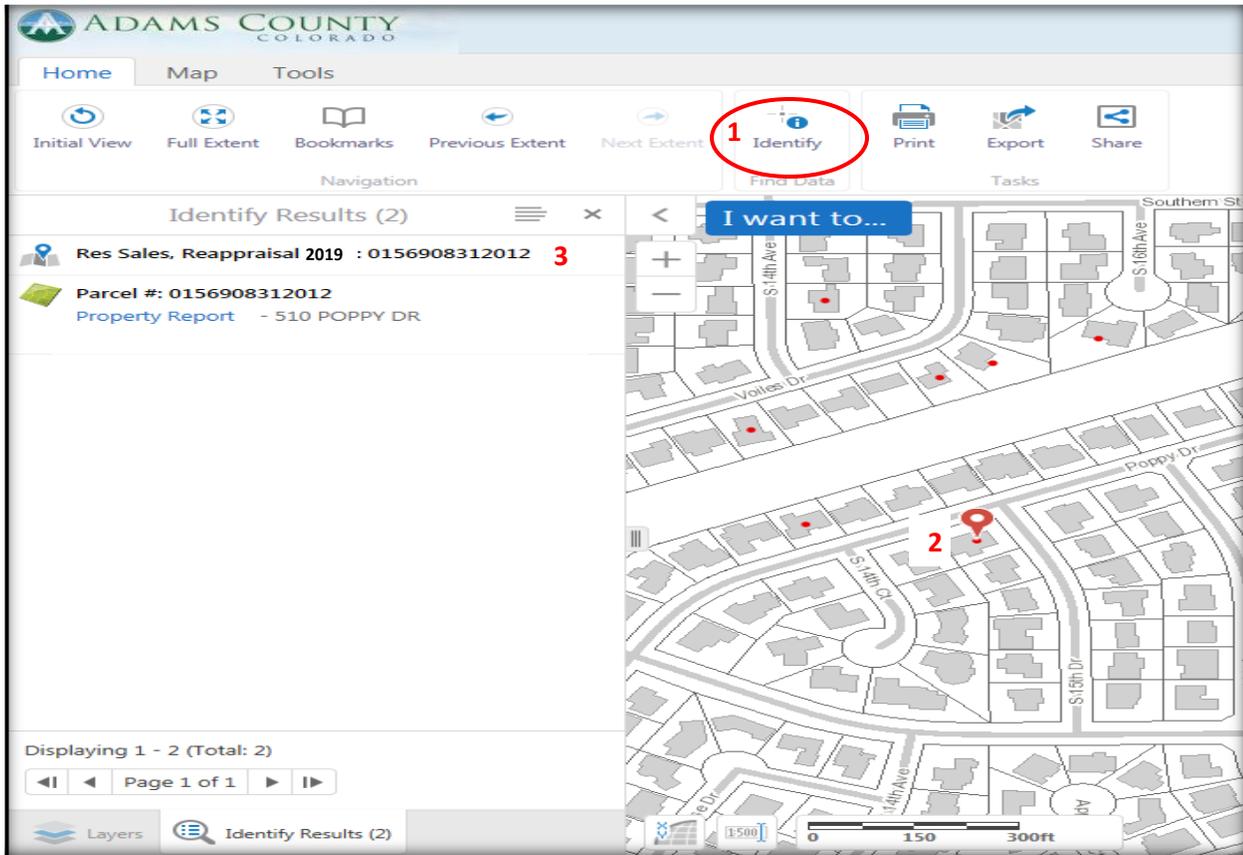
3. Click on the Layers tab to view all available layers



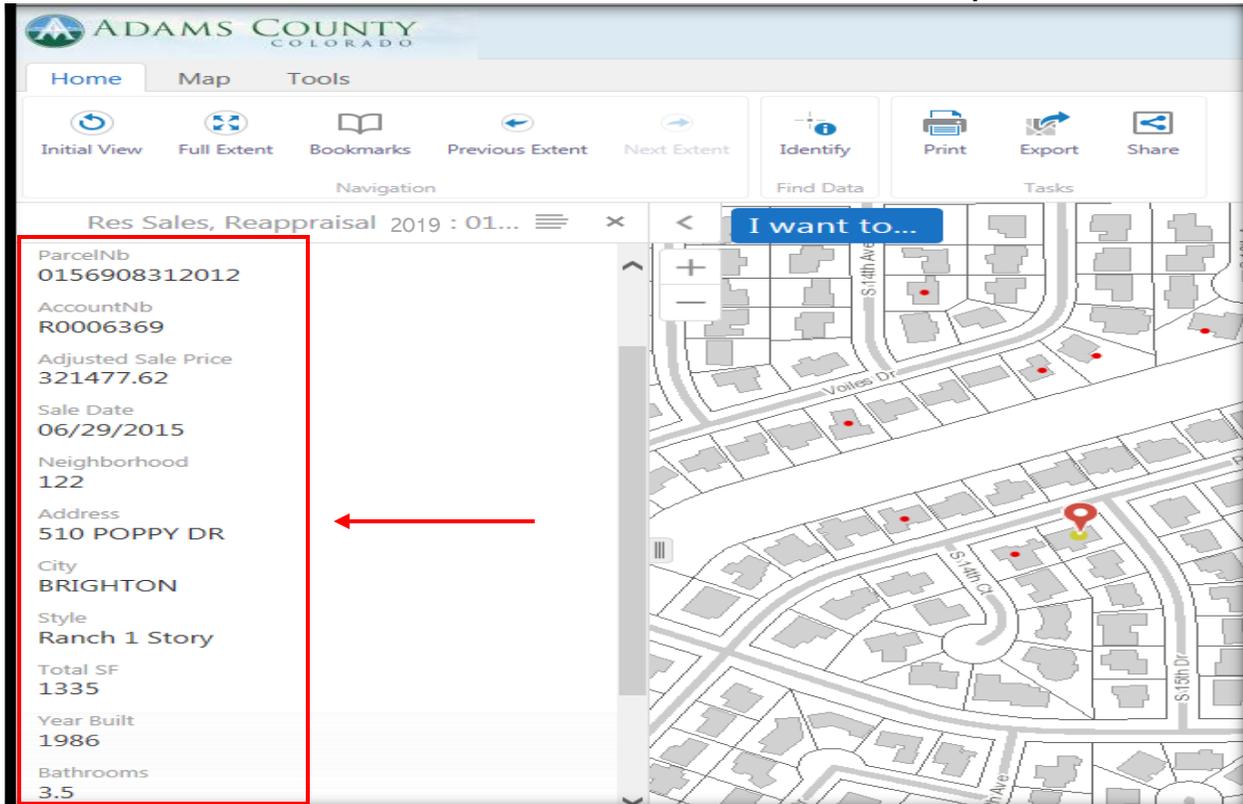
4. Click the plus sign next to the Land Records and check box next to Res Sales, Reappraisal 2019 to display the sales layer (red dots)



5. To display sales information first click on the Identify button (1), then on one of the red dots (2), and then on the link (3)

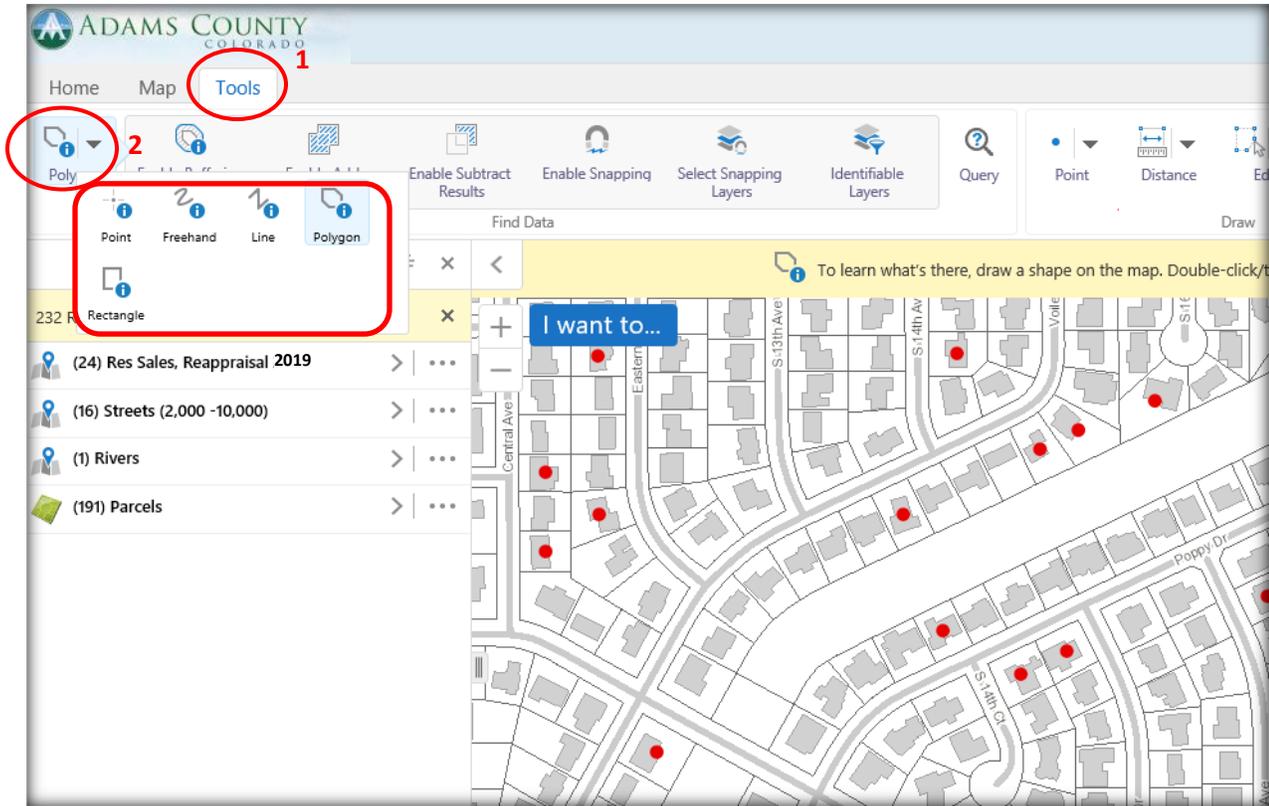


6. The sales information is listed in the table of content to the left of the map



Steps to select & export out sales data:

1. At the top of the map, click Tools (1) & choose a selection type from the drop down (2)



2. Click and/or drag to create a selection around the sales of interest (1), then select the  for export options (2)

