



**[www.CountyAssessor.info](http://www.CountyAssessor.info)**

**PvPlus**  
**Your Complete**  
**Database Resource**

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## **Using PvPlus on your Computer**

In this document you will find everything needed to install our service onto your computer and information on using the program. We request that you read over the documents thoroughly and carefully, they are all step by step instructions.

### **INTRODUCTION:**

1. Installing the new PvPlus Remote Desktop Application onto your Windows Computer. **(Page 3)**
2. Installing the new UniPrint 5.0 onto your Windows Computer. **(Page 4)**
  - Installing UniPrint 5.0 on a XP or Newer
  - If you wish not to install UniPrint onto your computer, you may print .pdf files using the new Email Files feature. This is explained in detail in the first step of this document, Installation for New Remote App instructions. By choosing not to install UniPrint, you may skip this step.
3. Installing the new PvPlus Remote Desktop onto an Apple Mac Computer. **(Page 5)**
4. Installing the new UniPrint 5.0 on an Apple Mac Computer. **(Page 6)**
  - If you wish not to install UniPrint onto your Mac, you may print .pdf files using the new Email Files feature. This is explained in detail in the first step of this document, Installation for New Remote App instructions.
5. PvPlus Help Document. **(Page 15)**
  - This is a document designed to help you with using the program; it gives you details on all the different features of the service and how to use each feature.
6. PvPlus Mapping Help Document: **(Page 29)**
  - This is a document designed to show you how to use the mapping and map it feature once in the program.
7. User License Agreement for PvPlus Software **(Page 33)**

## **Installing the new PvPlus Remote Desktop Application**

**\*If you are an existing customer, your first step will be to uninstall your previous version of UniPrint. You may do this by going to Add or Remove Programs in your control panel and removing UniPrint. After removing, you must shut down your computer and then restart the operating system.**

**\*If you are a new subscriber, please continue on and disregard the above.**

### **Installing the remote desktop application:**

You will receive a link to click on that will direct you to the PvPlus remote app download. It will then ask you if you want to open or save, click save; Save the file to your desktop. Once the file is saved, go to your desktop and open the pvplus zip folder. In the folder you will see the pvplus\_installer. Double click on this, it will then start running. It is going to install a PVPlus icon on your desktop; this is your new remote desktop application. It will look like this:



### **Logging into the new remote desktop application:**

To login to the desktop application, all you need to do is double click on the icon. The first time you are logging in it may give you a box asking “Do you trust the publisher of this remote connection?” You can check “Don’t ask me again for remote connections from this publisher” and then hit connect. You will then get the screen asking for your login credentials. Here you will put in your username and password. **Make sure that you put PVPLUS\ before your username, EX: PVPLUS\johndoe.** If after this first login you get a second one, a little gray box in the center of your screen, you do not have to put the PVPLUS\ in front of your username here. Once you have logged into the service, the program is going to function the same as before. There are a couple features that have been added to the program, they are detailed below.

### **\*If you have entered your credentials incorrectly and saved them\***

Right click on the PvPlus icon, select edit, and in the “PvPlus RemoteApp logon settings” box you will see where you can edit or delete your credentials so that you can start over with the correct credentials.

## **Installing the new UniPrint 5.0 on a XP or Newer**

Before preparing to install you need to make sure that you have administrative rights on the computer you are working on, administrative rights are needed to install UniPrint.

\*PvPlus **must** be closed while installing UniPrint or it will not install properly.

You will receive a link that will direct you straight to the UniPrint download. When you click on the link it's going to ask you if you want to open or save, save the file to your desktop. Once finished, locate the file on your desktop, click to open. Once open click on the UniPrintClient50 file, it will pop up a box that says Welcome to UniPrint Client 5.0 Installation Wizard. This screen may sit there for several moments appearing to not do anything, but it is preparing to run. You will then click next and see a license agreement, select I Accept the License Agreement and keep clicking next until the following option comes up. It is going to ask you if you want to install this application for anyone who uses this computer or only for me; you want to select anyone who uses this computer, then continue clicking next and will start installing. You will know it is complete when it says UniPrint Client 5.0 has been successfully installed, hit finish to exit.

After you login to the service, you will see the UniPrint icon in your running programs on your toolbar. You can double click on the icon to change your user settings, same as before. If you do not see the UniPrint icon in your running programs, it will be in the program tree of your start menu, you may click on it to launch. The new UniPrint icon will look like this:



## Installing the new PvPlus Remote Desktop Connection on a Mac Computer

**\*\*Before logging into the Remote Desktop Connection please install and have the UniPrint Client 4.0 running.\*\***

### **Installing the Remote Desktop Connection:**

You will receive a link to click on that will directly download the Mac Setup file to your computer.

Open the downloaded file (if it does not automatically open); you will see the Remote Desktop Connection file. Open the file to begin the installation; it will look like a cardboard box. A new box will appear; agree to the licensing, and go through the installation steps. Once the installation is complete, a box labeled Remote Desktop Connection for Mac will appear. If the Remote Desktop Connection box does not appear after installation or you close out of it, you can locate the Remote Desktop Connection by going to your Applications folder.

You will need to change your preferences by going to the top left hand corner of your computer where the apple icon is and it reads RDC. Click on RDC, then on preferences. Once you're in preferences, you will need to change your credentials. **Make sure that you put PVPLUS\ before your username, EX: PVPLUS\johndoe or you will not be able to login.** Your domain will be: **caifarm.pvplus.com:1494** Click on Add user information to your keychain and click OK at the bottom.

Now you can click on the connect button on the Remote Desktop Connection for Mac box. (If you were unable to save your preferences and it did not put caifarm.pvplus.com:1494 in the space after Computer on the RDC for Mac box, you will need to type it in and then click Connect. You could then be prompted to enter your username and password; example shown above.) Please wait a few seconds for PvPlus to load. A larger box will appear and will pop up the black PvPlus program screen.

### **Logging into the Remote Desktop Connection:**

To login after the initial installation, please go to your applications folder and open the Remote Desktop Connection application. You can choose to place the application on your dock for easy access in the future. Your login credentials should be saved so you should just be able to click on connect and the program will appear.

## **Installing UniPrint 5.0 on a Mac Computer**

**\*\*The UniPrint Client will need to be running before logging into the Remote Desktop Connection.\*\***

You will receive a link to click on that will directly download the UniPrint Mac file to your computer.

Open the downloaded attachment; you will see five files including the UniPrint Client for Mac 5.0.dmg file. Open the dmg file to begin the installation. You will need to agree to the licensing; after agreeing, another box will appear telling you that if you want to install the UniPrint Client simply drag the UniPrint Client 5.0 Folder onto the Applications Folder. You can then open the Applications Folder to click on the UniPrint Client 5.0 Folder. Once you click on the UniPrint Client 5.0 Folder, click on the UniPrint Client Icon. It will start running the client on your computer and should put the icon on your dock. You will see a Desktop Icon labeled UniPrintDrive once UniPrint is successfully installed and running; it is important not to eject the drive because UniPrint will not work without it. Once you log out of PvPlus the drive should disappear from your desktop; if not, right click on the UniPrint Icon on your dock, click options and then quit.

## Setting PvPlus up on MAC: (Newer operating systems)

### #1 Downloading the Remote Desktop App

Launch the Mac App Store app.



Run a keyword search for “Microsoft Remote Desktop”.



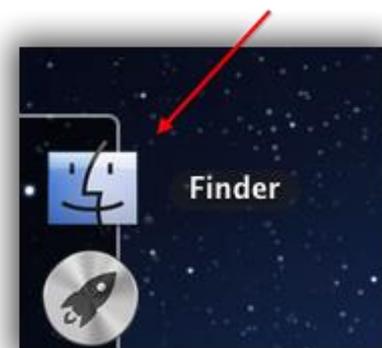
Click the *free* download button. *In my example I already had the app installed.*



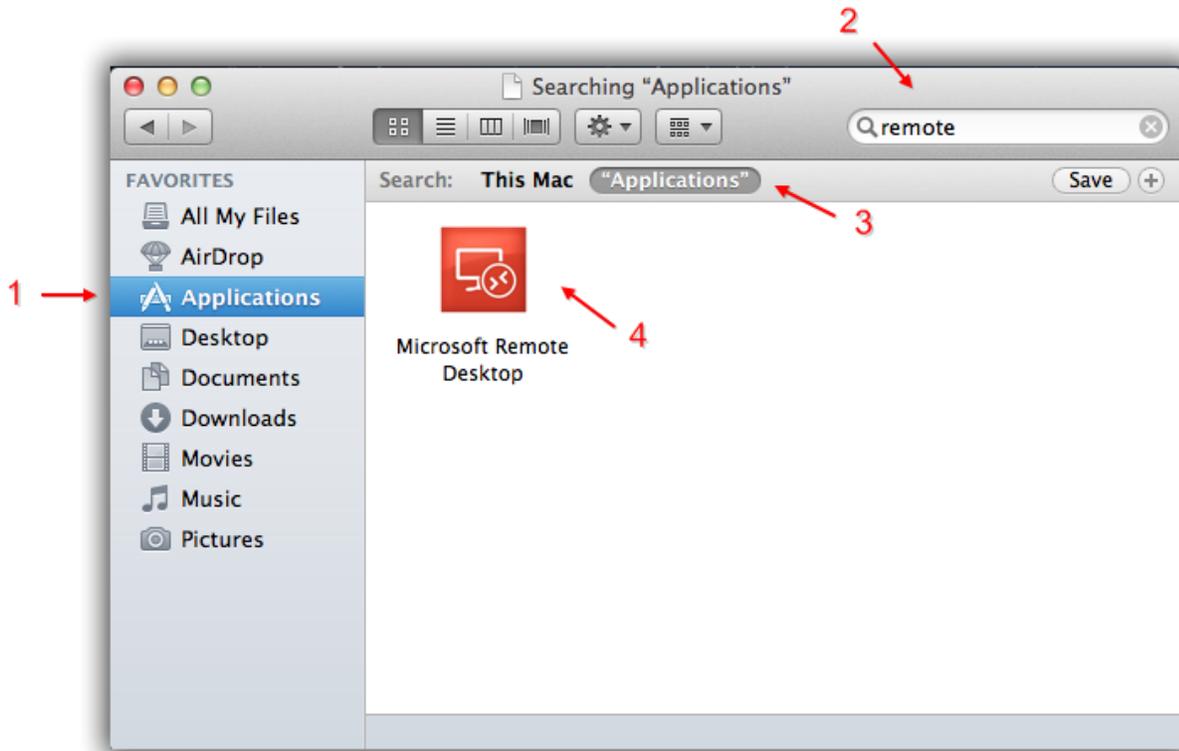
Enter your **Apple ID** and proceed with the download. (If Prompted)



Open the **Finder**



Navigate to **Applications**, search “Remote” in the search box, and double-click on the **Microsoft Remote Desktop App** to launch the program.



Once the app is launched we suggest keeping it in your **dock**. Right-click the app > Options > Keep in Dock.



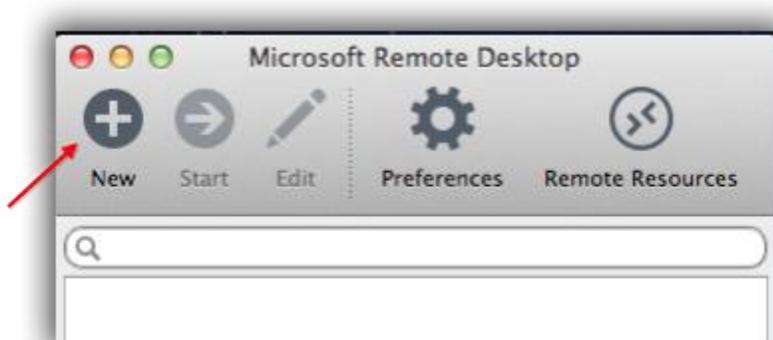
Now click on your new icon to begin setting up the PvPlus connection.

## #2 Create and Configure a New Remote Connection

When you first launch the app it will look like this:



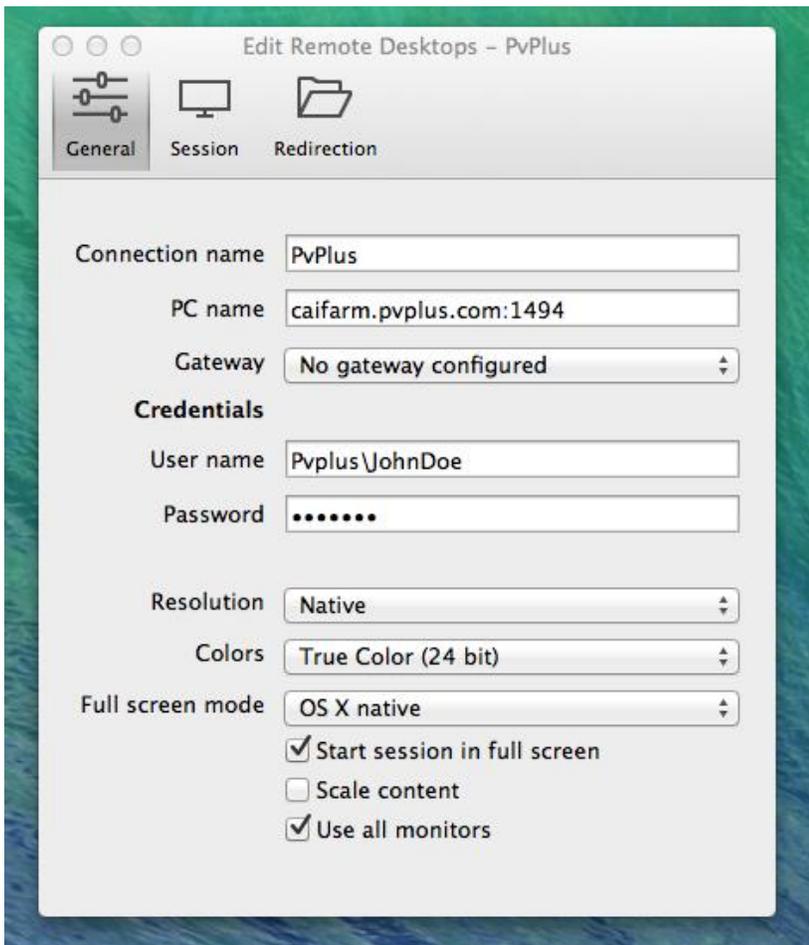
Click the **(+)** **New** button.



This will open the **General** tab of the **Edit Remote Desktops – Screen**.

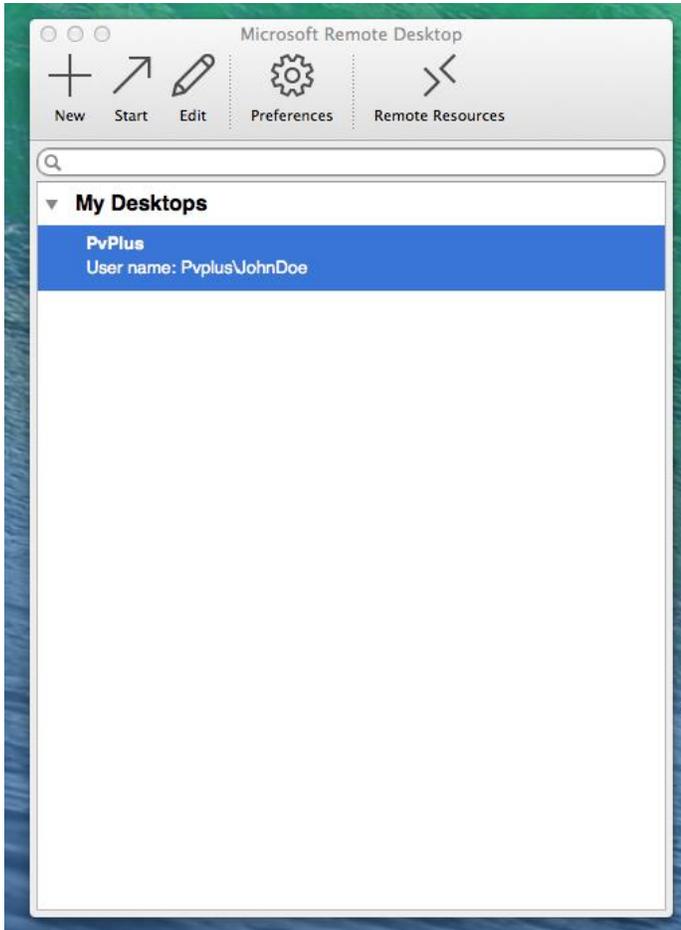
- **Connection name:** PvPlus
- **PC name:** caifarm.pvplus.com:1494
- **User name (example):** PvPlus\johndoe (Must use backslash)
- **Password:** is chosen by customer and will be case sensitive.

Do NOT edit the settings below the password field.



\*You can now click the red close button in the upper left of the screen to finish adding the new remote connection.\*

Your new “Desktop” will now display.



You may now click on the connection to launch PvPlus!

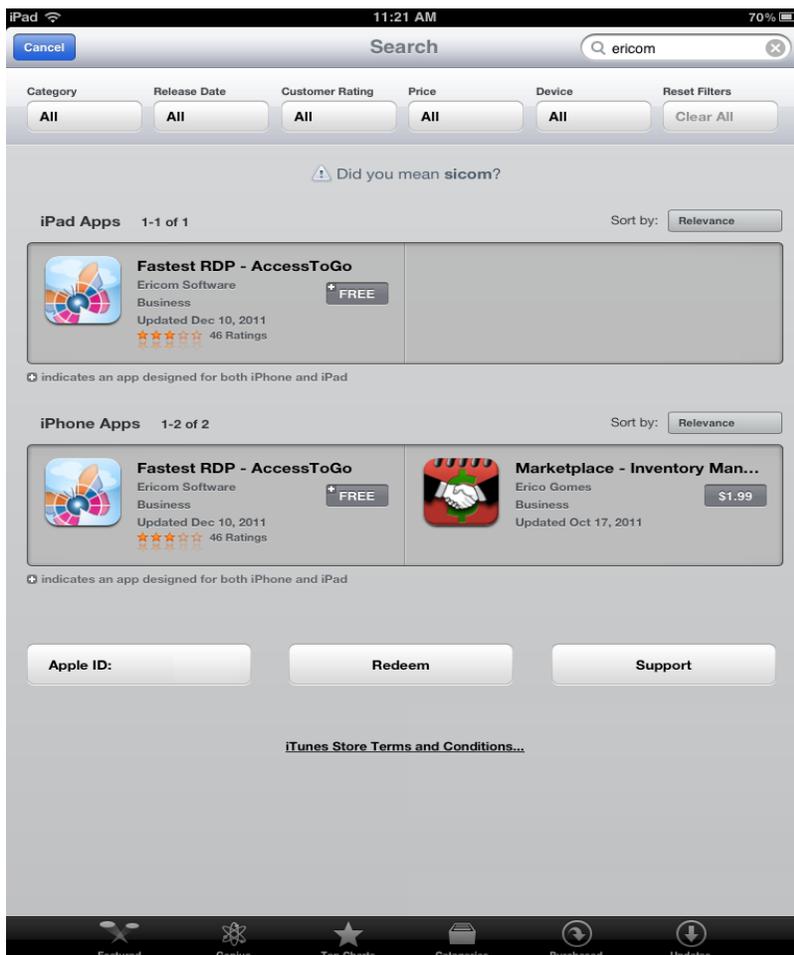
## Installing PvPlus on an IPAD

PvPlus is now accessible on IPAD using an RDP App.

\*We have tested it with the following app but any RDP app should work.

Seach "Ericom" on the app store.

Locate the Faster RDP- AccessToGo free app and install.



After it has installed, click on the app and accept the license agreement.

You will choose New Connection.

Under the RDP (Free Client) you will type in the Connection Name: PvPlus

Then the Computer: caifarm.pvplus.com:1494

In the User Name field be sure to type PVPLUS\ before your username.

Then enter your password, it will be case sensitive.

Leave the rest of the settings as is and hit OK to connect

RDP (Free Client)

Connection

Connection Name pvplus

Computer caifarm.pvplus.com:1494

User Name pvplus\

Password

Use Ericom Secure Gateway OFF

Ericom Secure Gateway None

Blaze - RDP Acceleration OFF

Blaze - Acceleration / Quality

Q W E R T Y U I O P

A S D F G H J K L return

↑ Z X C V B N M ! ? ↓

.?123 .?123

# PvPlus Help Document

## OVERVIEW:

We have compiled the Assessor's records, of all **77** counties in the State of Oklahoma, in an effort to provide real estate professionals with a solution to finding and acquiring information. PvPlus was first released in 1998 on CDs with only a handful of counties available. Since then we have underwent several changes both in the way the program works and the way in which you access the service. As the service grew we went from CDs to a direct dial-in service to the full featured Internet accessed product that is now available. The program has also continued to evolve to keep pace with the needs of our users. In 2004, the second major reversion of PvPlus was deployed adding many new features. 2011 saw minor updates and enhancements while the third complete rewrite was released in 2019 with a new look and feel.

While each county has differences within their systems, we have standardized the records so that you the user will have seamless access to all counties. It should however be noted that different counties will input data differently from each other and sometimes differently within the county itself. An example would be owner names: while all counties put the name in alpha order (last name first) some counties will put a comma between the last and first names, some counties will put only a space, while others will put a colon between the last and first names. Another example would be addresses. Some street names are spelled out (Twelfth) while others may be numeric (12<sup>th</sup>). If your search doesn't reveal results one way, try another.

You can print subdivision lists off of our website at <http://www.countyassessor.info>. Click on the counties tab and click the county on the map and it will bring up their subdivision list (pdf). We update the subdivision lists at the beginning of each year. It is helpful to print off the subdivision list(s) in the county(s) that you work in frequently. The list will give you all of the subdivisions in the county along with the numbers associated with that subdivision.

## Getting Started:

After logging into the program you will have the option to choose your county from the list on the right side of the screen.

Once you have selected a county the first record in account number order will be displayed. From here, you will be able to view assessment data, select queries, owner lists, and mapping (depending on your subscription package).

The main user interface contains the most commonly viewed information, including owner name, mailing address, situs (property address), assessed and taxable values, homestead amounts, school district, levy and estimated taxes, legal description, basic land information and some commonly requested building elements.

The screenshot shows the Rogers County software interface with the following components and callouts:

- 2**: File View Search ReSize menu bar
- 3**: County to Display at Startup dropdown (Tulsa)
- 4**: Photos (5), Sketch (3), Sales (0) statistics
- 5**: Owner Detail section (SMITH, VERNON S TRUSTEE)
- 6**: Navigation buttons: < BACK <, > NEXT >, LEGAL, SKETCH, PHOTO(S), SEARCH, SALES-QC, SALES-DB, QUIT
- 7**: Building Screen 1 of 1 section
- 8**: Mapping and Map-It icons
- 9**: Property Information section (15255 E 600 RD)
- 10**: Taxable Values table
- 11**: Select County dropdown menu (Rogers selected)
- 12**: Land Screen 1 of 2 section

**Property Information:**  
 15255 E 600 RD  
 19N16E-01-3-00000-000-0000  
 UNPLATTED TWP-RNG  
 19N-16E  
 -T19-R16 BLK: 0 - LOT: 0  
 Land Use: RURAL AG

Lots	Acres	Land Sf	Width	Depth
0	6.5	0	0	0

**Taxable Values:**

	666	73	INOLA RURAL
Land	666	73	INOLA RURAL
Improved	239833	26382	School Levy
Mobile	0	0	83.48
Total	240499	26455	
Exemption		0	Estimated Taxes
Taxable		26455	2208.46

**Building Screen 1 of 1:**  
 Type: Single-Family Residence  
 Style: One Story  
 Design: N/A  
 Quality: Average  
 Roof: N/A  
 Composition: Shingle  
 Ext Wall: Frame, Siding, Wood  
 Foundation: 8" Concrete Block Walls  
 Beds: 3 Baths: 2.5 Total: 0  
 Heat: Warmed & Cooled Air  
 Air: N/A  
 Fireplace: N/A  
 Garage: 30X35DET. GAR FAIR  
 Garage SF: 1050  
 Porch: Raised Slab Porch  
 Porch SF: 158  
 Basement: N/A  
 Bsmt SF: 0  
 Yr Bilt: 1982 Eff Age: 19  
 Remodeled: 0  
 Main SF: 4141

**Land Screen 1 of 2:**  
 Description: HECTOR STONY SANDY LOAM  
 TMBR  
 LxW: 0x0 Units: 4.5

**Misc Items 1 of 9:**  
 Description: SHOP/UTILITY FAIR  
 YrBlt: LxW Units: 2400

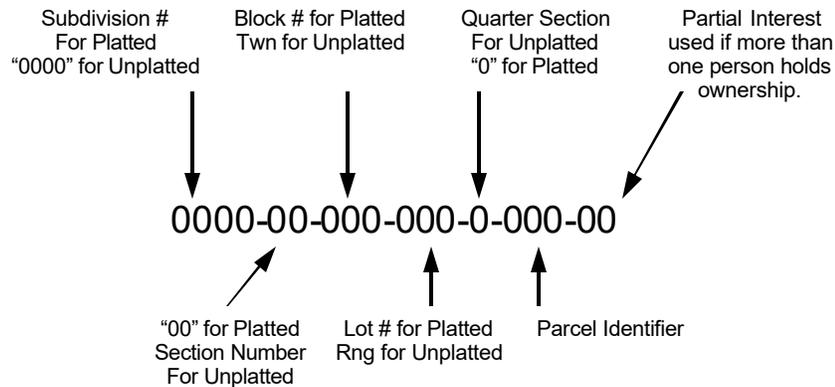
1. Select County. County will highlight in dark blue once selected. \*You can also set a certain county to be displayed on startup using the check box at the top of the screen.
2. Menu bar:
  - a. **File:** Print card, change print output to print to PDF, or close the program.
  - b. **View:** Photos, sketches, mapping, map current property, toggle through records on display, and email saved file from print to PDF feature.
  - c. **Search:** Access to all search options.
    - i. Account: search by the assessor's account number
    - ii. Owner: search by owner name. Also has the option to create a savable owner list.
    - iii. Mailing Address: search by mailing address, also used as additional owner name.
    - iv. Situs: search by property address, this has not always been entered by the counties.
    - v. Subdivision Name:
    - vi. Subdivision Number:
    - vii. Township & Range
    - viii. Database Query: Complex queries based on multi criteria. Allows you to save queries you have created. Reports range from basic to very detailed.
    - ix. Quick Comps: The quickest and easiest way to find comparable sales. Allows you to print reports with or without photos. You also have the option of printing just the property record card on a selected property.
  - d. **Resize:** Resizes the program window for personal preference.
3. The number of Photos, Sketches, and Sales for the displayed property.
4. Preview of sketches and photos for the displayed property.
5. Owner detail, property information, & Tax information.
6. Navigation buttons. Here you can toggle between properties, view legal description, view sketches, view photos, start a basic search for a property, open up quick comps report, open up the database query, and exit the program.
7. Building elements.
8. Quick Comps/Comparable sales
9. Sales Database Query
10. Map Features
  - a. **Mapping:** Detailed search-able mapping. There are multiple layers grouped in 7 categories.
    - i. Cities - city name
    - ii. Transportation - highways, county roads, streets, railroad, and census tract.
    - iii. Base-map - township lines and numbers, section lines and numbers.
    - iv. Plats - subdivision lines and names, blocks, and lots.
    - v. Parcel - owner detail and building detail.
    - vi. Sales - color coded sales 0-12 months, 12-24 months, and 24-36 months.
    - vii. Water - lakes and water. (rivers)
    - viii. Aerials - most current aerial photography, topography, land and soil use.
  - b. **Map-It:** When available, will zoom you to a plat of the current record.
11. Sales history: many counties have sales histories dating back to the late '80s.
12. Land information & miscellaneous information.

**Note: many of the options within PvPlus are based on your current level of subscription and may not be available to all users.**

## Searches:

**Account (Ctrl + A):** Search parcels using the assessor's account number. Click the search button on the left side of the screen or on the menu bar then click "Account Number".(Hot key: Ctrl-A) The account number format is unique to each county system.

In the counties where the parcel number format is "0000-00-000-000-0-000-00" you may use the account number search to locate property by legal description.



**Owner Name (Ctrl + O):** Search parcels using the owner's name. Click the search button on the left side of the screen or on the menu bar then click "Owner". (Hot key: Ctrl-O) Enter the search name by following the example below. *When you search by owner name the records are sorted alphabetically. Example: Smith\*John* (If the first match that is displayed is not the one you are looking for press the right arrow until the correct John Smith is displayed.)

**Mailing Address (Ctrl + D):** Search parcels using the mailing address. Click the search button on the left side of the screen or on the menu bar then click "Address". (Hot key: Ctrl-D) Enter the search mailing address by following the example below.

*Example: 2115\*Woodward* (to search 2115 SW Woodward Blvd)  
(Avoid using prefixes or suffixes, ie SW, Blvd's, Street and Ave.)

*The first line of the Mailing Address is also used for additional owner information. So, if you don't find the owner you are looking for searching the Owner Field try searching the Mailing Address.*

**Situs (Property Address - Ctrl + P):** Search parcels using the property address. Click the search button on the left side of the screen or on the menu bar then click 'Situs'. (Hot key: Ctrl-P) Enter the search property address by following the example below.

*Example: 2115\*Woodward (to search 2115 SW Woodward Blvd)  
(Avoid using prefixes or suffixes, ie SW, Blvd's, Street and Ave.)*

**Subdivision Name:** Search parcels using the subdivision name. Click the search button on the left side of the screen or on the menu bar then click 'Subdivision Name'. Enter the search subdivision name.

**Subdivision Number:** Search parcels using the subdivision number. Click the search button on the left side of the screen or on the menu bar then click 'Subdivision Number'. Enter the subdivision number.

**TwN-Rng (Section, Township, & Range):** Search parcels using the section, township, and range. Click the search button on the left side of the screen or on the menu bar then click S-T-R and type your search into the Sec-Twn-Rng section.

**Grantor /Grantee:** Search parcels by the Grantor or Grantee. Click the search button on the menu bar then click Grantee/Grantor Search and type in your search.

## **HELPFUL HINTS:**

-You have the option of wildcard searches off both ends, either end or not at all. You may also find the first record that matches your search or ONLY the records that match your search. This is where you create the owner list. It creates a PIPE "|" delimited text file that is still saved to the users download folder

-When doing a name search, don't type in the full name. Type only as much as is necessary. Example – when finding Jimmy and Vickie Hamm, type the following: Hamm\*J and hit enter. His name might be listed as James or Jimmie or something else. You can also search by mailing address for a name. There are 4 lines used for owner and address information and sometimes if there are multiple owners, contract for deed information or trust information it may be typed on the mailing address line.

-Database Query: School District: You can type just part of the school district you want to search instead of selecting from the drop-down box. Example: Rogers County: typing just "foyl" will search the Foyil Schools district codes along with Chelsea/Foyil Fire and Sequoyah/Foyil fire.

-Comp Sales Viewer: You can toggle the current sale to the main screen by using hot keys "CTRL C" You can then return to viewing the subject or original record by using hot keys "CTRL J"

-Photo: Clicking the photo on the main screen will enlarge it (F12 still works too). Double clicking the photo box will expand it to full screen, double clicking again returns to original size. Same thing for sketches.

-When conducting an address search, don't use street suffixes such st or pl or ave.

-Use the asterisk freely when putting in an address. Examples for finding 311 S. 6th Street might be: 311\*S\*6. Some counties might spell the 6 out as Sixth. If your search doesn't yield any results one way then try another.

## Printing:

**Property Record Card: (F9)** To print the property record card either press [F9] (print hot key) or click the drop down arrow on the File button then click print. With the print box displayed you are able to select which photo and sketch you want to attach to the property record card. If there are multiple photos for the same building you can pick the best one. On records with multiple buildings you can select which photo and sketch goes with each building.

## Reports (Only available from DQ or QC viewer):

**Improved Detail:** This allows you to print a report with building elements, sales, land and owner information along with area name, lot, block, subdivision, section, township and range when available. Also included in the report are the property address (situs) and legal description. The report prints 4 records per sheet and is limited to 50 records. The Report Summary has average, minimum and maximum for Square Footage, Year Built, Sale Price and Dollars per Square Foot.

**Improved List:** The Improved List Report includes Account Number, Building Type, Style, Design, Bedrooms, Bathrooms, Year Built, Square Footage, Sale Date, Sale Price and Dollars per Square Foot. While the Improved List Report doesn't offer as much information as the Improved Detail Report it does print approximately 30 records per page. You are limited to a 200 record maximum. The Report Summary has average, minimum and maximum for Square Footage, Year Built, Sale Price and Dollars per Square Foot.

**Land List:** The Land List Report includes Account Number, Building Type, Year Built, Square Footage, Sale Date, Sale Price and Dollars per Square Foot, Land Use, Length x Width, Acres, Dollar per Acres, Land Square Footage, Dollar per Land Square Foot. The Land List Report prints approximately 30 records per page. You are limited to a 200 record maximum. The Report Summary has average, minimum and maximum for Square Footage, Year Built, Sale Price, Dollars per Square Foot, Acres and Dollars per Acre.

## Photos & Sketches:

To print just the photo or sketch, display the photo, click file then print.

*\*You can also save any printable document from the print preview screen. Make sure "Enable Document Preview" is selected in your UniPrint settings. UniPrint is a separate program which allows printing from PvPlus. You can find UniPrint in your icons located where your date and time are displayed on your desktop. (You may need to display hidden icons) Right click the icon and choose settings. If you are having issues printing from PvPlus you may need to un-install and re-install UniPrint. Like any other program, you do this from your computers control panel. You can then grab a clean copy of UniPrint from [WWW.PvPlus.com](http://WWW.PvPlus.com) under the PvPlus tab then choose "Download" from the left.*

## **Emailing saved records to yourself:**

When using the service, any files that used to be saved to your PvPlus Download folder such as photos, sketches etc. will now be saved to your Email Files, you will now email the files to an email address using our new email feature; If you wish to do the same with property cards and reports created you may also do this.

- The first step is to select to print to pdf; you will do this by going up to file, selecting print output and clicking on "print to pdf". Or you can just hit CTRL + F9 and it will automatically select this option for you.
- It will ask you if you want to save this as your default, by selecting yes, this option will always stay selected for you. If you select no, it will stay selected during this login session but you will have to reselect it each time you login thereafter.
- You will then go up to File then Print, A box will pop up asking if you want to print or cancel, click print. It will then tell you that your print job has been saved.
- Now go up to the top and click "View", then "Email saved files". This will pop a box up to the left that says "Manage Saved Files", this is where you will see the files that you saved. The first time you use this feature it will prompt you to save an active email address, you want to put an email address in that you are going to want your files sent to. It will save this email address for each time you use the feature, but if you want to change it just click Edit, enter a new email address and hit update.
- To email yourself a file, you will click on the file(s) to select them and hit the send icon. A box will pop up letting you know that your files were successfully sent and ask you if you want to delete the sent files; it is best to say yes to keep it cleaned out.
- You may save as many files as you would like, but may only email up to 10 at one time. If you keep the Manage Saved Files box up while you continue working and keep saving files, you will just need to go up to file on this box and select Refresh, or hit the F5 key.

## Quick Comps:

Quick Comps is exactly that...a quick way to find comparables.

Once you have searched for your subject property click the "Sales-QC" button to the left of the screen or click search on the menu bar then Quick Comps.

If you wish to use the default settings click the Run button.

The number of matches found will appear in the Sales Selected box.

If you want to modify the setting for the Quick Comparison just change the values in the Search Options section and if you want to specifically pull comparisons outside of the immediate area click your selection in the Search Area section.

**Subdivision:** The subdivision that the subject is located in. Most effective for platted property.

**Sec-Twn-Rng:** The Section, Township and Range of the subject property. Will not always work for platted property since section/township/range is not always available. When you select this option the S/T/R button will be activated allowing you to change the Section, Township and Range to search.

**Twn-Rng:** Township-Range of subject. Works best for unplatted property.

**Area:** Area within the county that the subject is associated with. Could be a Town, Platted, Unplatted, Assessing District, etc.

**School District:** School district subject is located in. This is a good option for sparsely populated areas.

**County Wide:** Searches County Wide.

Quick Comps assumes certain basic criteria such as, land use and building type. When your subject has a land use of Rural Residential and a building type of Single Family Quick Comps only returns records that are Rural Residential, Single Family.

**Year Built:** You can select a year built range within 5 to 25 years (+ or -). Or Select All.

**Main Area:** Square foot range of 100 to 1000 sf. (+ or -). Or Select All.

**Sale Price:** There are several sale price breakouts from \$1,000-\$50,000 to \$500,000 and over. Or Select All.

**Sale Date:** Select a sale date from the last 6 months to the last 3 years.

**Override:** Or you can double click on the Search Options Label to override the information (or got to “File” & “Over ride”). Override allows you to enter your own search criteria, if you feel the county has miss measured, missed the year, etc. you can then adjust the search criteria to match what you have verified through inspection.

Running the quick comps with the default ‘subdivision’ setting will look in the same subdivision. You can change the area to search by clicking Sec-Twn-Rng, Twn-Rng, Area, School District or County Wide. To select a specific Sec/Twn/Rng select Sec-Twn-Rng in the Search Area then click the S/T/R button (shown upper right). Enter the section, township and range in the appropriate boxes click Accept, Close and Run. Reset will begin your search again.

### **View Selected Sales:**

To view the comparables click the Viewer button, the selected comparable sales can be viewed one at a time. You can toggle between properties on the main screen from your viewer by using hot keys Ctrl+J for your subject property or Ctrl+C for your comparable property. You can also do this from the view button. To export your Comp sales to your saved files got to File then Export. (You can access these from your main screen under View then Email saved files.)

### **Printing Sales:**

**Print Property Record Card (Viewer Only):** To print a property record card for a comparable, click print on your menu bar or (F9).

**Reports (Viewer Only):** You can print a report of the comparables by clicking on Pint then Report and selecting Batch print cards, Improved Detail, Detail w/ photos, Improved list, or Land List.

*Example:* Tulsa County – Arrow Springs Subdivision – Acct# 78170-84-26-38830  
Search 78170\*38830

- Click the "Sales-QC" button to the left of your screen or go to Search on your menu bar and Quick Comps.
- Using default settings Click Run – The number of sales selected will be displayed.
- Change criteria to sale date 18 months – The number of sales selected will be displayed.
- Click Viewer and you will see the 1st of the sales selected.
- Click next to view each sale.

- Using the Print button on your menu bar and then clicking print card or (F9) you can print the property record card.
- To save or print photos and sketches from the property on your viewer, you'll need to send it to the main screen (Ctrl+C) or View then view comp. From the main screen you can open your photos or sketches and go to File then Save or Print. This will save it to your PvPlus saved files under the View button.

## Database Query:

Complex queries based on multi criteria. Allows you to save queries you have created. Reports range from basic to very detailed. Click "Sales-DB" from the buttons on the left or under search on your menu bar.

**Sale Data:** These choices include Area List, School Districts, Sub Numbers, Sale date range (YYYYMMDD), sale price range (no commas), Section Range, Improved or vacant sales (depending on county), and Deed: Book\Page. The area list box will give a list of the county area. Select the area and the subdivisions will load in the box below and become your beginning and ending search range. You have the option to select your own beginning and ending search range by clicking on one. The School Districts button will list the school districts for the county. Clicking on a school district will select it for searching.

**Building Elements:** These choices include Year built Range, Land Use, Occupancy, Stories/Style, Design, Construction Quality, Condition, Roof Type, Roof Cover, Exterior Wall, Foundation, Heating, Cooling, and Garage Type.

**Area (SF):** These choices include Land Units (Acres & SF), Garage SF Range, Basement SF Range, and Porch SF Range.

**Misc Items:** These choices include Other Improvements, Year Built and Units. This section is used for finding properties with unusual features. Examples of this would be swimming pools, chicken houses, etc.

### ***Mayes County Example:***

The lending company provided you with 1604 Hawthorn Court, Pryor, as the address for the subject property.

Select Mayes County – Search by Property Address (Ctrl P)

**1604\*Hawthorn**

Print Property Record Card

You now have the information you need to find sales in the database query:

**subject property – 1508 sq.ft. built in 1985**

\*You may want to keep your first search very broad and then narrow it down depending on how many sales you find.

**First Search:**

- Open the Database Query Window
- Click the 'School District' dropdown. Then scroll down and click 'Pryor City'.
- Click the 'Sale Date Range' check box and enter "20180701" (YYYYMMDD) in the beginning date box.
- Click the 'Sale Price Range' check box and enter "1000" (to eliminate sales with no value) (no commas used)
- Run Query (F8)
- The results can be viewed using F7 or go to View then View Sales.

**Refine the Search:**

- Click the Year Built check box.
- Enter 1975 in the first box and 1990 in second box.
- Run Query (F8)
- View Sales (F7)

**Refine the Search further:**

- Select Single Family under the Occupancy drop down (to eliminate commercial property)
- Change 'Main SF Range' to '1300' to '1900'
- Run Report (F8)
- Print Reports

***Okmulgee County Example:***

You have received a request for an appraisal on an 80 acre tract with the following legal description: W1/2 NE in Section 14, Township 15N, Range 11E in Okmulgee County.

Select Okmulgee County – Search by Account (Ctrl-A)  
14\*15N\*11E\*A (NE quarter)

This will begin your search with the first account number in the Northeast quarter of 14-15N-11E, continue clicking arrow to right until you find the account with a legal description that matches your subject property. Print property record card by clicking File then Print or by pressing F9 on the keyboard.

**Search for Comparison Sales:**

- Vacant or Improved Sales: Select Vacant (not all counties use a V/I indicator)
- Land Units (Acres): 40-120
- Sale Date Range: Enter 201707 (YYYYMM) in the beginning date box and leave ending date with 9's
- No Area Selected (Run for entire county)

- Sale Price Range: \$1000 (to eliminate sales with no amount) (no commas used) leaving the maximum price with 9's
- Run Query (F8)

**Refine the Search:**

- Sale Price Range: Enter 75000 in the 'minimum price' box and leave the maximum price with 9's
- Run Query (F8)
- View Sales (F7) While viewing the Assessment Data you can print a property record sheet (F9), or you can click print then reports to print your desired report.

\*Remember, you can always broaden or tighten your criteria to eliminate or expand your sales.

*Don't forget to refer to the online help if you have any difficulty using PvPlus*

**Comanche County Example:**

You have received a request for an appraisal on Blk 1, Lot 6 in Country Club Estates in Comanche County.

- Select Comanche County
- Search by Subdivision Name (Search then Subdivision)
- Type Country\*Club\*Est in your search bar.  
This will begin your search with the first account in the Subdivision matching your search criteria, continue clicking next until you find the account with the legal description that matches your subject property.
- Print property record card (F9)

**Search Database Query:**

- Area List: Lawton
- Beginning Search Range: Country Club Estates, Ending Search Range: Country Club West
- Beginning Sale Date: 201807 (YYYYMM)
- Minimum Sale Price: \$1000 (to eliminate sales with no value)(no commas used)
- Main SF Range: 1450 – 1700
- Year Built Range: 1960 – 1970
- Run Query (F8)

**Refine the Search:**

- Sale Price: \$50000 (no commas used)
- Run Query (F8)
- View Sales (F7)
- Print Report: Click Print then Report (located at the top of the viewer window) and then click the report that you wish to view/print.

## ***Tulsa County Commercial Example:***

Subject Property: Account# 12055-94-18-34200 Tulsa County (the account # is the only information you received)

- Select: Tulsa County – Search by Account # (Ctrl + A)
- Type 12055\*34200 (When searching by account in Tulsa County, enter the first and last numbers of the account number)
- Print Property Record Card (F9)
- Open Database Query
- Style: Fast Food Restaurant
- Sale Price Range: enter '250000' (no commas used) in the minimum price box
- Sale Date Range: enter '201707' (YYYYMM) in the beginning date box.
- Run Query (F8)
- View Sales (F7).
- Print Report(s) in the Comp Sales Viewer window from the Print menu.

## **Export Sales:**

If your query results in 50 or less records you can save the details of the query to a pipe "|" delimited text file which can be opened in a spreadsheet program. (ie. MS Excel) This query, like all saving options throughout the program, is saved to your PvPlus Download folder that is saved within PvPlus ("View", "Email saved files" on PvPlus main screen).

*\*From Comp Sale Viewer got to "File", "Export", "Sales", name your file or leave it as the default name, go to main PvPlus screen, "View", and then "Email saved files".*

The fields that are included are as follows: account, situs, style, design, quality, exterior\_wall, foundation, bedrooms, bathrooms, total\_rooms, heat, air, condition, garage, garage\_units, basement, basement\_sf, porch, porch\_sf, year\_built, eff\_yr\_blt, SF, roof\_type, roof\_cover, land\_use, acres, landsf, area\_type, date1, date2, date3, date4, price1, price2, price3, price4, subname, and area.

The File can be opened in any spreadsheet.

## **Owner List:**

PvPlus's Owner List search option can generate an owner list perfect for mail merging into labels, envelopes, or form letters. This search is limited to 500 records. Your search options include: Owner Name, Property Address (situs), Legal Description, Subdivision Name, Subdivision Number or Township/Range.

*\*To create an owner list click search on the PvPlus main screen (Button on the left or select from the menu bar), select your criteria (Owner name, Address, etc.), type in your search subject, click "Find" or enter key, your number of results will appear on the bottom left of your search screen. From here you can rename your file under "File Name", then select "Export", this will save your file to the "Email saved files" under "View" on your main screen, lastly you will email your file to the desired email and open your file in your preferred spreadsheet software for viewing/editing.*

## **Downloading Files:**

PvPlus allows a user to save certain items from our system to yours. Examples are photographs & sketches (if available), and reports. \*You can save anything printable to your computer as well with the save option located in your print preview.

### Photos & Sketches:

When viewing a photo or sketch click on the File then Save Button to open the save to file window. The default file name is the account number, you can change it to anything you would like. After you have named the file click the Save Button, to save the current image to your Saved Files.

### Mailing List:

See Owner List

### Reports:

See Export Sales

## Mapping: (currently available for 77 counties in Oklahoma)

*Mapping is available to Gold Level subscribers only.* Mapping is available from the Mapping or Map-It button located on the left side of your screen. Once you click “Mapping” a complete map will show on your screen. Layers can be activated or deactivated by checking the corresponding boxes next to each layer. Expand the tree to view all layers.

### Search Fields Available:

**Owner** – From the mapping window click Search then Owner. Enter the owner name in the search string box. Click File and Find or F8. This search is used the same as the search boxes in the assessment data (example in Mayes Co: long\*gary). This search will list all of the matching records. Double click the record you would like to view and it will zoom to that parcel.

**Parcel Number** - Choose Search then Parcel Nbr. Enter account # in search string box. Click File and Find or F8. Results will be displayed. Double click the record you would like to view and it will zoom to that parcel. (example in Mayes Co.: 0000-09-21N-19E-2-002-00)

**Situs** - Choose Search then Situs. This search is used the same as the search boxes in the assessment data. Enter physical address in search string box. Click File and Find or F8. Results will be displayed. Double click the record you would like to view and it will zoom to that parcel.

**City** – Choose search then City. Note: this search is case sensitive so you must capitalize correctly. Enter city into search string box and click File and Find or F8. The map will zoom to that city.

### Owner Detail:

To activate the Owner Detail layer, check the box next to Owner Detail, under the Parcel Layer. When you are zoomed in, this will display the Owner name on the parcels.

### Sales Layers:

To activate the Sales layer, check the box next to Sales. Expand the Sales layer by clicking on the plus sign next to Sales. Sales are color coded for the last 3 years; 0-12 months, 12-24 months and 24-36. You can check the box next to one or all of the time periods to activate each layer.

### Changing the view of the Map:

Return to the full county view by clicking on the full extent button.  Go back to the previous view by clicking the back button  and then return to the previous image by clicking the forward button. 

### Zooming:

Zooming in and out is done by clicking on the zoom out  or zoom in  buttons. Choose one of the buttons and then click inside the map on the area that you want to zoom in on or out from. Each time you click to zoom the map will redraw so please allow a few seconds. You may also left click and drag a box around the area you wish to zoom in on. Pan the map image by clicking on the pan button  and dragging the map.

To get a quick view of an area, click on the magnifier button  then click inside the map. A magnifier window will pop up with a zoomed in image of the area. Close the window by clicking the x in the top right corner when finished.

**Click File on the menu bar or click the refresh button  to refresh the screen.**

### Printing:

You can select the print button  (or File and Print) to print the current view of the map image. (F9)

### Identify:

To view a list of the attributes of a parcel or feature, click on the identify button.  The identify window will pop up. Use the drop down list to choose which layer(s) will be identified (example- choosing the Owner Detail will display parcel number, owner name, mailing address, school district, acres/lots, land sf, situs, and legal) Then click or drag a box over a feature or place on the map that you want to identify. The attributes will be listed in the identify window. Press the SHIFT key to add features to the current list. The location field will give you coordinates of the location you click.

### Measure:

To use the measurement tool choose the measure button  and the measure window will pop up. Measuring a distance is the option that is available upon opening, to measure a distance, draw a line. To measure an area, click the 'Measure An Area' icon (hold your cursor over the icons to identify) then draw a polygon. To measure a feature, click the 'Measure A Feature' icon, then click a feature. Measurements will be displayed in the pop up window. To change the unit click on the 'Choose Units' icon and select from the list. You can also show totals and reset the results.

### **Saving a Copy of the Map:**

You can save your current view of the map from your print preview, just select "Print" then "Save As" once your print preview pops up. You can alternatively copy the current view of the map. Click on the copy to clipboard button  to copy the map image. You can now paste the image as needed.

### **Map-it:**

When the Map-it is available you can zoom straight to a plat of your subject just by clicking on Map-it from the left of the main PvPlus screen. If the parcel is not mapped then Map-it will return the complete county map. Once the map is displayed you may then zoom in and out.

## **Mapping Help Document**

### **Mapping Interface:**

Layers, labels and zoom settings: Cities: This layer is set to display at all times. The boundaries of the cities are in a dark red outline. If a city name does not appear zoom in closer for it to display. There are no other layers that you can expand to see in this group.

**Transportation:** By clicking on the plus sign next to "Transportation" it will expand all of the layers under this group. Included are: Highways, Roads, Railroads, and Census Tract. Highways and Railroads are set to display at all times, however their labels are not. You will need to zoom in at about the township level for those labels along with all of the Roads to display. For the Census Tract to display you will need to be zoomed into about a quarter section of a township. Once you zoom in close enough for the Roads and Census Tract layers to display you will notice that the gray check mark next to the layer turns to black. Highways: Red Line, Roads: Orange Line, Railroads: Black Rail Line, Census Tract: Purple Line.

**Basemap:** By clicking on the plus sign next to "Basemap" it will expand all of the layers under this group. Included are: Twn\_Num, Sec\_Num, Twn, Section. The Twn\_Num, Twn, and Section layer is set to display at all times. If a Twn\_Num does not appear zoom in closer for it to display. For the Sec\_Num to display you will need to be zoomed in more than at county level but not as close to township level. Twn: Dark Gray Outline, Section: Light Gray Outline.

**Plats (varies by county):** The Plats layers are turned off by default. By clicking on the plus sign next to “Plats” it will expand all of the layers under this group. Included are: Subdiv\_Name, Subdiv, Blocks, Lots. The Subdiv\_Name will display once you are zoomed in at about the township level. For the Subdiv layer to display you will need to be zoomed in more than at county level but not as close to township level. The Blocks and Lots will display about a quarter section of a township, their labels will display zoomed in at about a section. Subdiv: Thick Teal Green Outline, Blocks: Purple Outline, Lots: Light Gray Outline.

**Parcel Layer:** By clicking on the plus sign next to “Parcel Layers” it will expand all of the layers under this group. Included are: Owner Detail and Building Detail. Owner Detail is unchecked to increase performance. You can turn the layer on by checking the box next to Owner Detail. Both Owner Detail and Building Detail will display their shapes when you are zoomed in to see a few townships at a time. The Owner Detail labels will not show until you are zoomed into a few sections at a time. The parcel number of the parcel will display by moving your cursor over a parcel while the Owner Detail is checked no matter how far you are zoomed in. Owner Detail and Building Detail: Light Green Outline.

**Sales:** The Sales layers are turned off by default. By clicking on the plus sign next to “Sales” it will expand all of the layers under this group. Included are: 0-12 Months, 12-24 Months, 24-36 Months. The Sales layer is unchecked due to the time that it takes to draw the layers. You can view the sales layers by checking the box next to each sales layer. 0-12 Months is checked by default. Each sub layer can be expanded to show the colored icon that associates with the layer. The sales layers will display about a quarter section of a township. Each sales layer has a different color. 0-12 Months: Yellow Lines, 12-24 Months: Orange Lines, 24-36: Purple Lines.

**Water:** By clicking on the plus sign next to “Water” it will expand all of the layers under this group. Included are: Lakes, Streams. Lakes and Streams are set to display at all time, however their labels are not. You will need to zoom in at about the township level for those labels to display. Lakes and Streams: Blue Lines and Polygons.

**Aerials (varies by county):** The Aerial layers are turned off by default. By clicking on the plus sign next to “Aerials” it will expand all of the layers under this group. Included are: The most recent Aerial Photography, Topo, and Soils. All of the layers will display once you are zoomed into a township. The Soil label will display once you are zoomed into about 4 sections at a time. The Soil labels are in green. Soils: Nature colored polygons.

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