HOW TO ACCESS 2021 REAPPRAISAL SALES INFORMATION ON-LINE

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

This document reviews how to:

- **Steps to select & export out sales data** – Make a selection of multiple sales & export the data

[Images and screenshots of the website interface are not transcribed.]

Disclaimer:
A Map Overview:

- **I want to... menu:**
  - Zoom in-out Control
  - Side Panel Swing-out Control
  - Important Control that leads to almost all functionality and searches
  - Search for map features Control
  - Overview Map Control
  - Current Lat/Long, Scale Control
  - Overview Map Control
  - Advanced Toolbar Control
  - Search for map features Control
  - Control

**MAIN CONTROLS**
- Important Control that leads to almost all functionality and searches

**Layers/Legend Information Panel**

**“I want to ...” menu:**

- Types of searches available to access a specific property report and zoom to the feature location on the map
Steps to access and display 2021 reappraisal sales:

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

![Subdivision search interface](image)

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

![Map zoomed to subdivision extent](image)
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 2021 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)