

webREsearch™ 2.1 (TMK)

Quick Reference Card

Connecting to webRE

To connect for the first time using a computer which has internet access—

- 1) Using Internet Explorer 5.0 or higher as your Web browser, logon to the internet in your usual way, i.e. click the icon for your Internet Service Provider (ISP) or click your homepage icon, etc.
- 2) Enter
http://www.hawaiiinformation.com
in the Internet Explorer address box like this-

Address	<i>http://www.hawaiiinformation.com</i>
---------	-----------------------------------------

- 3) Hit **Enter**, and ride the Web to the HIS homepage
- 4) Choose the option for Subscriber Login
- 5) Enter your Username and Password
- 6) Congratulations, you're in

Optional-Make it easier to find webRE in the future by addressing your way to *http://www.hawaiiinformation.com*, and

- A) Dropping down your Favorites menu and choosing Add to Favorites, and/or
- B) Dropping down your File menu and choosing Send-Shortcut to Desktop. (This places an icon on your desktop which you can double-left-click to return to webRE.)

Getting Help

Contact HIS Technical Support by phone or email

599-4224 (Oahu)

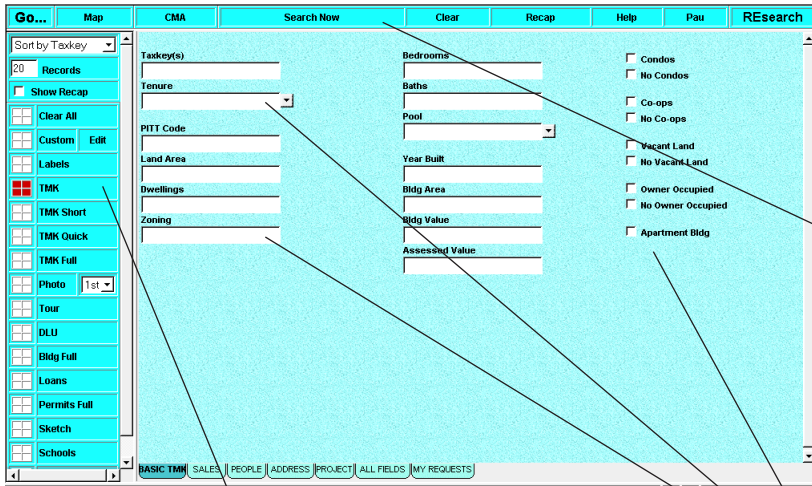
1-800-628-3121 (Neighbor Islands)

service@hawaiiinformation.com (General comments and questions)

Expect the best-and get it!

Building a search—a 3-step process

Enter search instructions in the rectangular area on the right of webRE's Search Screen. (Clicking any of the **Tab**s along the bottom of the search request box brings up a set of thematically grouped fields for easy selection.) Pick your display format/s from the scrollable list of choices on the left. Tell webRE to begin searching with a mouse click on the Search Screen Toolbar's **Search Now** button.



Step 2

Step 3

Step 1 Enter search parameters

Your instructions to find properties and listings

Step 1

Step 2 Select a format

Your instructions for displaying the information

Step 3 Click the **Search Now** button

Instruction to begin search

Viewing search results—many choices

If setting up searches in webRE is easy, working with search results is like a trip to a candy store. The annotations below identify some of the features on the Search Results Screen and describe some ways of working with the records which your search finds.

TMK Data							TMK Bldg Data		
Taxkey	St#	Street	Assessed value	Land area	Last price	Last sold	Last Instr	Beds	Bldg living area
1-3-9-21-1	0654	POIPU DR	\$450,600	10,122 sqft	\$465,000	7/2/1993	DEED	5	2232
1-3-9-21-2	0646	POIPU DR	\$469,400	10,434 sqft	\$47,900	8/20/1987	DEED	5	2352
1-3-9-21-3	0640	POIPU DR	\$401,800	10,467 sqft	\$495,000	7/24/1991	DEED	5	1400

PUBLIC RECORD DATA
 TMK # 1-3-9-21-3 --- 640 POIPU DR
 Owner: BUNK,LOUIS A/ANN Y
 Loan Amount: \$390,000
 Type: CO
 Lender: BANK OF HAWAII
 Recorded: 0
 Document: 0
 LCD: 0

PUBLIC RECORD DATA
 TMK # 1-3-9-21-3 --- 640 POIPU DR
 Owner: BUNK,LOUIS A/ANN Y
 1-3-9-21-3 Building 1
 Main
 B
 C

- A GO** Click to get to *Manage Listings and Photos, Roster, Pocket Real Estate, Entry, Tours, Statistics*
- B Map** webRE offers 2 sets of maps including: A) a seamless set of GIS maps which show parcels as bounded areas and plats as multicolored patches which underlay the parcels, and B) a set of plat maps like the ones that appear in TMK map books. (See separate Quick Reference Card for Map Instructions.)
- C Highlights** With highlights toggled on, click on records to highlight them in yellow. Highlight options allow you to view the tagged records mixed in among all others, or by themselves with all others excluded. You also may elect to exclude the highlighted records.
- D Modify/New Search** Choose **Modify** to revise your search, or **New Search** to clear all parameters and begin again.
- E Recap** Click the **Recap** button to open a window showing your search parameters. (Always leave Recap on, unless you need screen room for maps and photos.)
- F Help** Brings up display of program help topics. (Click on hyperlinked topic label to see an explanation and field entry examples)
- G Pau** Click to terminate your webRE session. Clicking **Pau** clears your session from the system and allows another user of your account to logon)
- H Active Record Selector/Indicator** Only the formats for the active record show in all the search display quadrants. (In this example, that means that the sketch and loan report show only for the property with the highlighted red dot. Click the green dot next to any property's TMK number in the upper window to make that property active.)
- I Hyperlinks** Hyperlinked TMK numbers bring up TMK Full and Full reports when clicked.

Two ways to display search results

Click on one, or more, names in the **format selection strip** (on the **left** side of webRE's Search Screen) to select the type of information you want to view for found properties. (A format is selected when at least one of the quadrants in the windowpanes next to its name shows red.)

View #1—all 4 quadrants selected for each format

format selection strip:

- TMK
- TMK Short
- TMK Quick
- TMK Full
- Photo (1st)
- Tour
- DLU
- Bldg Full
- Loans
- Permits Full
- Sketch

PUBLIC RECORD DATA

Owner: MANGHANI,MURLI H
Tax Payer: MANGHANI,MURLI H
Tax Bill: 556 POIPU DR., HONOLULU, HI 96825 USA
Assessed Value: \$0
Land: \$145,800
Total Building: \$145,800

Exemption: \$0
Size: 13,031 sq ft
1599 sq ft

Buildings: 1
PIFT Code: 100
Land Use: 11

Tenure: Fee Simple
Semi-Annual Tax: \$659.49
Duellings: 1
Zoning: R-10
Nhood Code: 1931

SALES

8/24/1987 AS MANGHANI,MURLI HUMEERA M \$46,165 B/P 21049745
3/31/1999 TRANSD MANGHANI, MURLI HUKUMAL, Single Person or Individual (Tenants in Severalty) \$0 Doc 99-048640

Loan Amount: \$145,200
Type: CO
Mtg Type: BANK
Lender: AMERICAN SVB BANK
Recorded: 9/26/1999
Document: 90048640
LED: 0

1-3-9-21-54 Building 1

Diagram labels: C, B, Main, 21, 24, 25, 14, 11, 28, 16, 25, 25, 14, 11, 28, 16, 25, 25, 14, 11, 28, 16

This quadrant configuration results in the selected formats **stacking** on top of one another, in sequence, for each found property. Stacking formats in this way is especially useful when **printing** search results because the selected formats display in **order** for each property

View #2—different quadrants selected for each format

format selection strip:

- TMK
- TMK Short
- TMK Quick
- TMK Full
- Photo (1st)
- Tour
- DLU
- Bldg Full
- Loans
- Permits Full
- Sketch

PUBLIC RECORD DATA

Owner: MANGHANI,MURLI H
Tax Payer: MANGHANI,MURLI H
Tax Bill: 556 POIPU DR., HONOLULU, HI 96825 USA
Assessed Value: \$0
Land: \$145,800
Total Building: \$145,800

Exemption: \$0
Size: 13,031 sq ft
1599 sq ft

Buildings: 1
PIFT Code: 100
Land Use: 11

Tenure: Fee Simple
Semi-Annual Tax: \$659.49
Duellings: 1
Zoning: R-10
Nhood Code: 1931

SALES

8/24/1987 AS MANGHANI,MURLI HUMEERA M \$46,165 B/P 21049745
3/31/1999 TRANSD MANGHANI, MURLI HUKUMAL, Single Person or Individual (Tenants in Severalty) \$0 Doc 99-048640

Loan Amount: \$145,200
Type: CO
Mtg Type: BANK
Lender: AMERICAN SVB BANK
Recorded Document: 9/26/1999
LED: 0

1-3-9-21-54 Building 1

Diagram labels: C, B, Main, 21, 24, 25, 14, 11, 28, 16, 25, 25, 14, 11, 28, 16

This information has been supplied by third parties and has not been independently verified by Hawaii Information Service and is, therefore, not guaranteed.

Selectively designating quadrants (left) produces the above view which displays the same formats as are selected in View #1. In this view, however, webREsearch displays those formats in the pattern of the red window panes showing in the format selection strip (left). This view is especially useful for **screen work** since the user, by designating the **Active Property**, controls which property's information appears side-by-side in the lower quadrants.

Working with search results

WebREsearch users do **3** things with the results of their searches: **1) View** them onscreen, **2) Print** them out, and **3) Copy and Paste** them into other programs. **View** search results onscreen in the current version of webREsearch, as in previous versions, by scrolling the horizontal or vertical bars that appear when the displayed results overflow the available screen area.

Print and/or **Copy** search results by choosing one of the options that appear when the cursor is hovered over the **Blue Action Triangle**. **▼Note:** This triangle only displays when using **Internet Explorer 5.5 or higher**, and it is not available when search results display in either of webREsearch's **1-line** formats, **Custom** formats, **CMA** reports, or in **Labels**. Whenever the blue triangle does not display, use the **right-click method** to issue **Select All**, **Copy**, **Paste**, and **Print** commands.)

PUBLIC RECORD DATA

TMK # 1-3-9-21-3 640 POIPU DR

<p>Owner: BUNK, LOUIS A/ANN Y Tax Payer: BUNK, LOUIS A/ANN Y Tax Bill: 640 POIPU DR, HONOLULU, HI 96825 USA</p>	<p>Tenure: Fee Simple Semi-Annual Tax: \$623.79</p>
------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------

Copies this record to clipboard for pasting into Word or some other program

Adds this record to the Basket (see below)

Prints all records on this page

The Basket

WebREsearch's **Basket feature** allows you to accumulate search results for later copying and/or printing. Adding specific records, or whole pages of search results, to the **Basket** enables users to retain selected records through successive searches.

The first time you choose **Add to Basket** in any webREsearch login session, a **Basket Window** opens with its own toolbar (A). A Windows button icon (C) also appears at the bottom of the screen next to, or in the same area as, the standard webREsearch button (B). From this point on, toggle between the normal webREsearch view and the **Basket view** by left-clicking the appropriate Windows button, i.e. by left-clicking on either (B) or (C). Minimize, Maximize, or Close the Basket by clicking on the windows tools in the upper right corner of the Basket window.

Use the Basket toolbar's **Print** and **Copy** tools to output the accumulated results. (Collecting records in the Basket before copying and pasting makes it unnecessary to continuously leave and return to webREsearch when building a report in another program.)

▼

[Copy](#)
[Print](#)
[Add to Basket](#)

[Copy All](#)
[Print All](#)
[Add All to Basket](#)

The Basket Window

The screenshot shows the 'Basket Window' with a toolbar at the top containing 'Copy', 'Print', and 'Close' buttons. Below the toolbar is a search bar and a 'Research' button. The main content area displays a list of public record data entries, each with a header 'PUBLIC RECORD DATA' and a TMK number. The first entry is for TMK # 1-3-9-21-1, 654 POIPU DR, owned by TANIKA ANDREW K/ANN HAN H. The second entry is for TMK # 1-3-9-21-2, 646 POIPU DR, owned by TYLER ROBERT THIBESSE P. The third entry is for TMK # 1-3-9-21-3, 640 POIPU DR, owned by BUNK, LOUIS A/ANN Y. At the bottom of the window, there are two buttons: 'REsearch - Microsoft Inter...' (labeled B) and 'My REsearch Basket ...' (labeled C).

Common Questions

Can I still Print and Copy the in the old way, or do I have to use the Blue Action Triangle?

HIS recommends that, whenever you have the choice, use the **Action Triangle**. You can still, however, always right-click in the center of the frame you wish to be active and use the menu that appears on your cursor, or left-click and choose an option from I.E.'s **File** or **Edit** menu.

How do I E-Mail data from webREsearch™?

Once the search results have displayed, either **(A)** choose Copy or Copy All from the **Blue Action Triangle** menu, and paste into the body of an HTML compatible email program such as Outlook 2000, **(B)** copy the contents of the **Basket** using the toolbar's Copy tool, and paste them into a HTML compatible email program, or **(C)** Right-Click in the center of the frame you wish to copy. Left-Click on Select All in the **drop down menu**, right-click again and select Copy. Click the Mail button located on the Internet Explorer toolbar. Select New Message from the drop down box. Click Paste in the body of the e-mail. **Note:** email format must be set to Rich Text (HTML).

An **alternative approach** is to copy and paste into an HTML compatible **word processing program** such as Word 2000 and attach the saved file to an email message.

Tips

Buttons-	Help Button	Alphabetical list of help fields located on the Toolbar. USE IT!
	Recap	Click to show current search parameters. Always have it on!
	Special Functions	Click appropriate Toolbar Button to activate Maps or CMA .
	Clearing Search Parameters	Click on the CLEAR or NEW SEARCH buttons on the Toolbar.
	Clearing Selected Formats	Click CLEAR ALL button near top of Format Selection Strip.
Labels-	Label Format	Label type (usually Avery 5160 3 column White)
	Label Margins	Go to Internet Explorer File menu; Choose Page Setup -(Set Left and Top margins to .5 , and set Right and Bottom margins to .2)
	Label Type	Taxpayer (tax bill address), All Residents (Property address of both owners and renters), Resident Owners (Property address of owners), Current Resident (property address and all labels show the words "Current Resident")
Tabs-	All Fields Tab	Contains alphabetical lists of ALL searchable fields in webREsearch.
	My Request Tab	Use to name and save your current search for later use.
Misc-	Display Screen	Resize the frames by clicking and dragging gray divider lines.
	Hover Help	Activate help on a specific topic by hovering over a field name and left-clicking when question mark appears. Use to obtain help in understanding fields and how to structure search requests.
	Index Quadrant	For large searches, always put a small format (such as MLS, TMK, MLS Quick, or TMK Quick) in the top left frame (Index Quadrant). Remember , the top left frame shows ALL matches and the others show only the property with a red dot (selected one).
	No Properties Found	Open RECAP to see why!
	Records	By default displays search results in groups of 20 properties or listings at a time. Change this to any number or to the word ALL .
	Printing	Use the Blue Action Triangle to Print.