San Diego County
SRS Tip Sheet
Website Link: https://srs.sandiegocounty.gov/

Do a search on the map… using Zoom and Pan tools:
- **Zoom In** on map location.
- **Zoom Out** on map location.
- **Pan** map to desired location.

Use Area of Interest (AOI) tools to define specific document search area at desired map location:
- Draws user defined rectangle search shape.
- Draws user defined polygon search shape.
- Draws user defined circle search shape.

After search shape is drawn on map, document results will be represented by blue dots on the map and the number of records found will appear on top left.

View Search Results:

The buttons above are located on the upper right, and are from left to right ‘Map View’, ‘Thumbnail View’ and ‘List View’. The ‘List View’ is recommended when several documents are found by a map search. Map documents can be viewed and added to the user’s shopping cart from any of the 3 view options described above by clicking on the document thumbnails.

**Clear Search** removes AOIs and search results.

Search by parcel number… opens map with field to enter Assessor’s Parcel Number (APN)
- **Locate** - Zooms map to APN, use AOI tools to search area.
- **Search Area** - Automatically searches APN area.

Use **as described above to view results.**

Do a quick Document search… opens ‘List View’ and left panel displays all documents available in system with quantities by ‘Document Type’.

Clicking any ‘Document Type’ on left panel reduces ‘List View’ to only those records, and ‘Document Number’ and other any other relevant search fields appear on left panel. A specific ‘Document Number’ can now be entered to refine the search. Search results can be displayed via any desired view using:

Clicking in the ‘Document Type’ field on the left panel allows the user to add additional ‘Document Type’ records from a pulldown menu.

Use **to update the query results.**

**Note:** When viewing documents, a watermark may be present, but is removed after purchase and download.

Do a search by address… opens map with address fields displayed.

Enter address in fields provided and then use:
- **Locate** - to zoom to address, and AOI tools to search area, or
- **Search Area** - to automatically search location of address, view results as previously described using:

Other database query options can also be found under pulldown menus found under

**Area Of Interest**

**Search Criteria** found on the left panel.

For additional information about the search methods described on this tip sheet, as well details about other tools and features of the SRS website, refer to the User Guide found here:

SRS users can find and purchase documents as anonymous guests or create and/or log into existing user accounts that provide some added convenience features as described in the User Guide using the appropriate option found on the upper right side of the page here:

**For more in depth information about these features, please view the User Guide as described above**