

LASERFICHE TUTORIAL

RESEARCHING DANE COUNTY SURVEY RECORDS

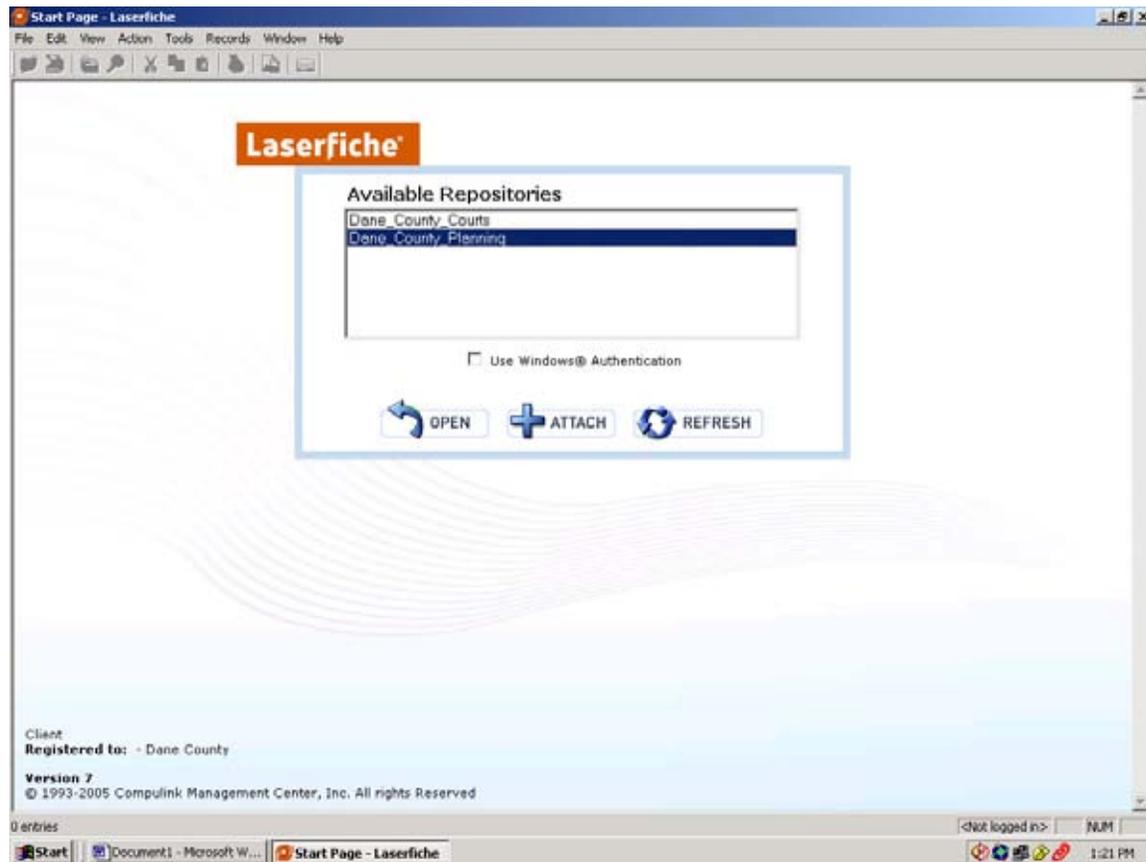
PREPARED BY
DANIEL FRICK, DANE COUNTY SURVEYOR
09-13-06

SURVEYOR TERMINAL COMPUTER START UP SCREEN

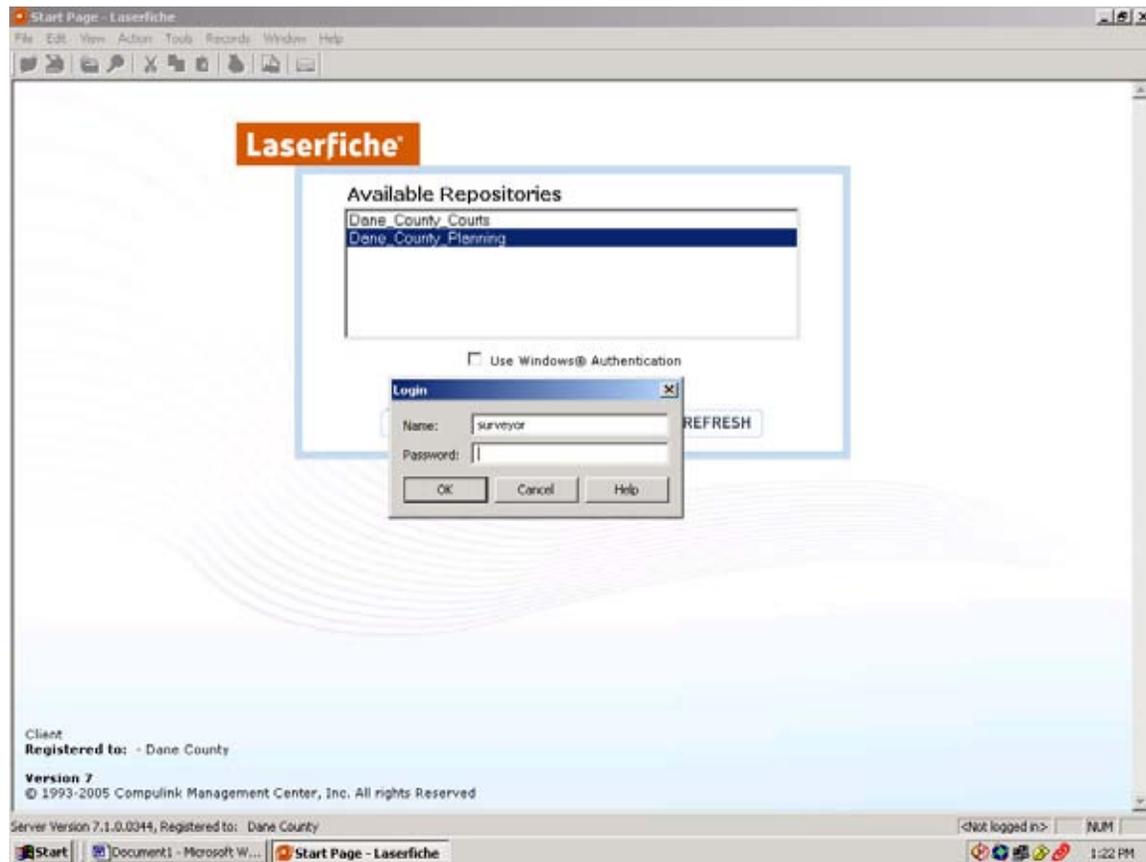
The orange hurricane looking symbol (Laserfiche Client 7.1) is the Dane County Survey Records database software. Double click to run program.



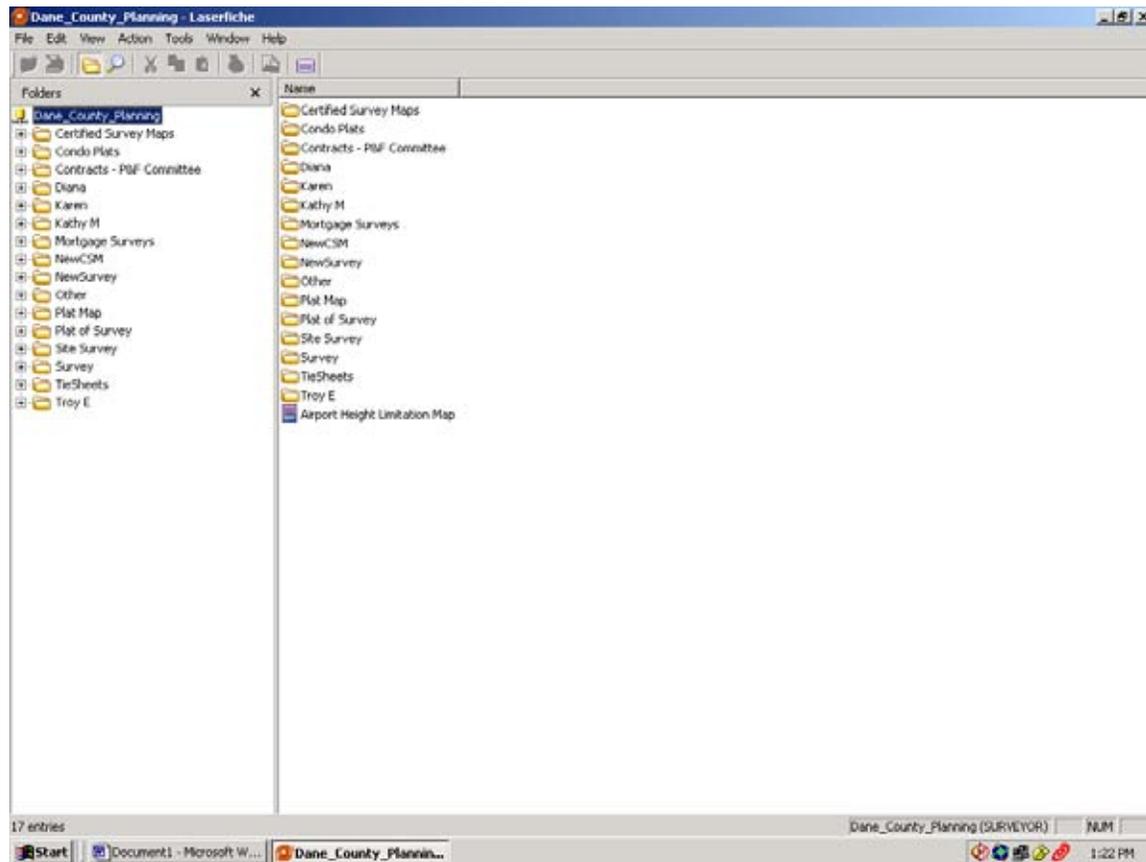
Be sure the “Dane County Planning” repository is selected and click the open icon. This will open the login and password.



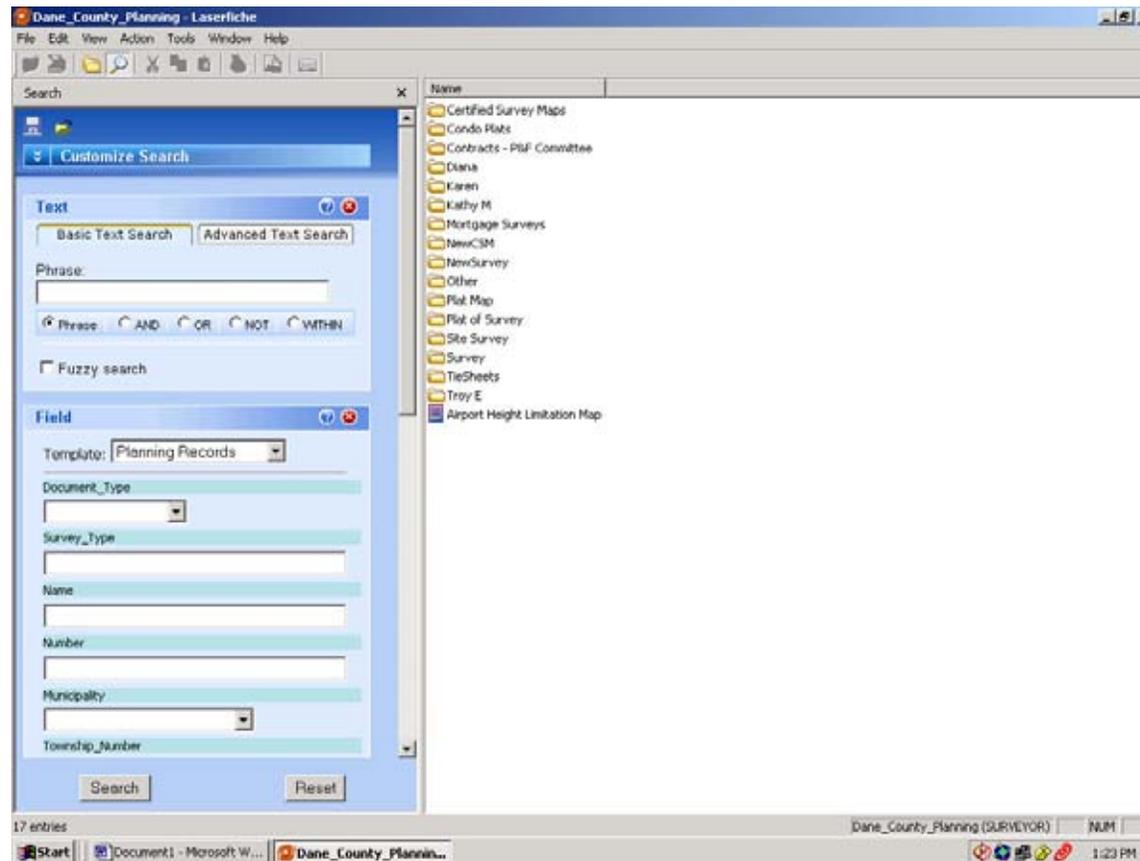
The login name for general use is “surveyor” and no password is associated with it. Select OK



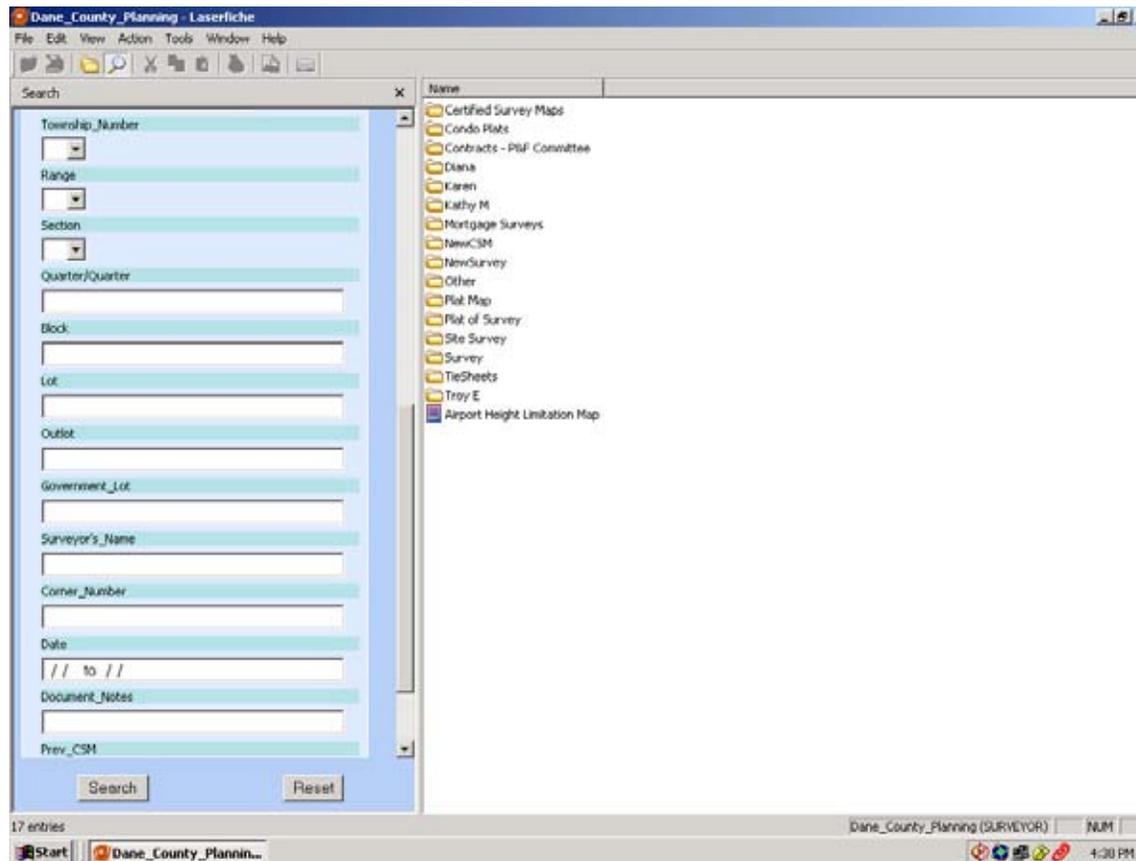
The magnifying glass button will prompt the search fields screen.



The fields shown on the left of the screen are the fields you will populate to perform your search. You will need to leave the “Template” field set to Planning Records. It is typically best to leave the Document Type, Survey Type, and Municipality fields unpopulated. Fields you will typically be searching by are Number, Name, or a combination of Township Number, Range, Section and Quarter Section.



There are many other fields that may be populated. I recommend not using them in most cases. A very important rule to remember when using this database is, **always search with vague information to return many related results.** You are able to refine your search or reorganize it into groups with the fields in the result window. Examples to follow.



Subdivision plats and Certified Survey Maps can be quickly retrieved by entering the appropriate number in the Number field. If entering only the number, it will need to be an exact match. This particular plat has five records because it is in five sections. Due to the software specifications a separate record is entered for each section. This allows for a record to be returned if searching by only one section.

The screenshot shows a software window titled "Search Results - Laserfiche". The search criteria on the left are as follows:

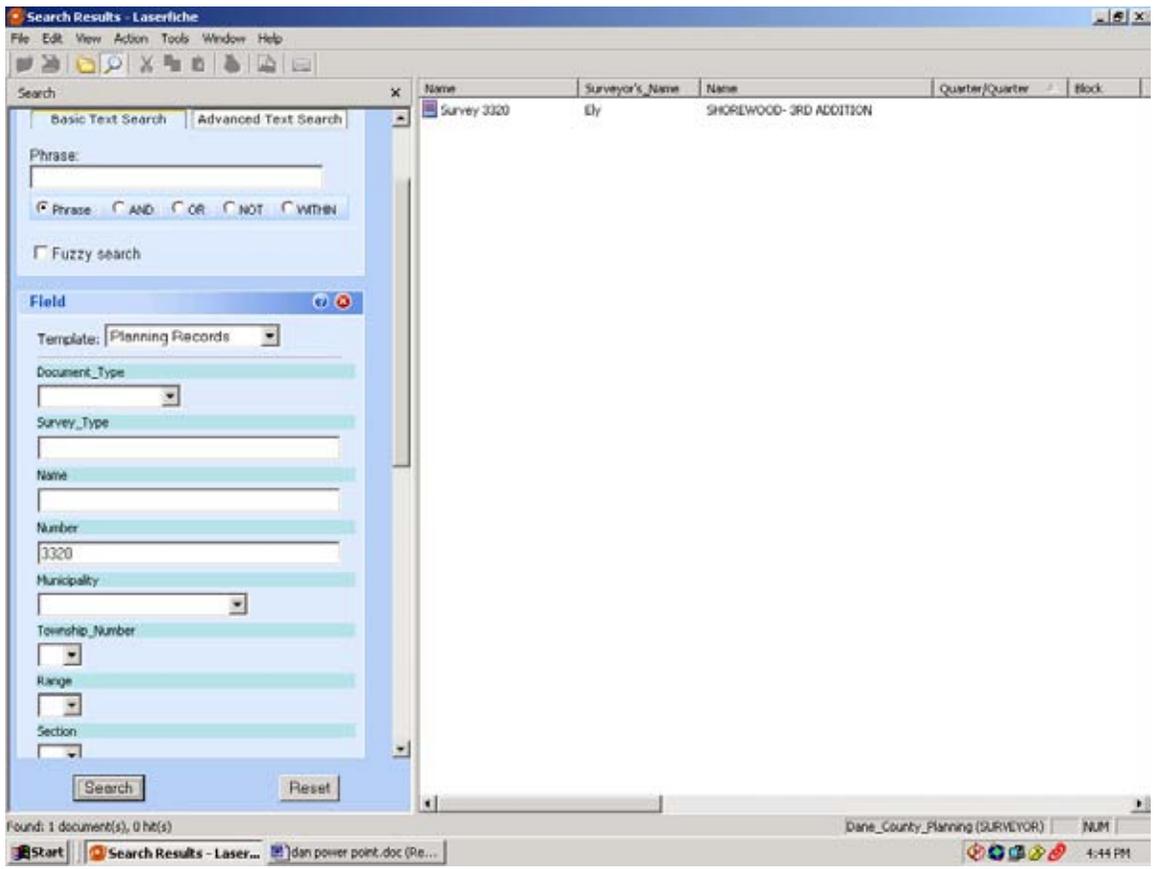
- Search: Basic Text Search (selected), Advanced Text Search
- Phrase: (empty)
- Phrase: Phrase AND OR NOT WITHIN
- Fuzzy search:
- Field: Planning Records (selected)
- Document_Type: (empty)
- Survey_Type: (empty)
- Name: (empty)
- Number: 122600
- Municipality: (empty)
- Township_Number: (empty)
- Range: (empty)
- Section: (empty)

The search results table on the right contains the following data:

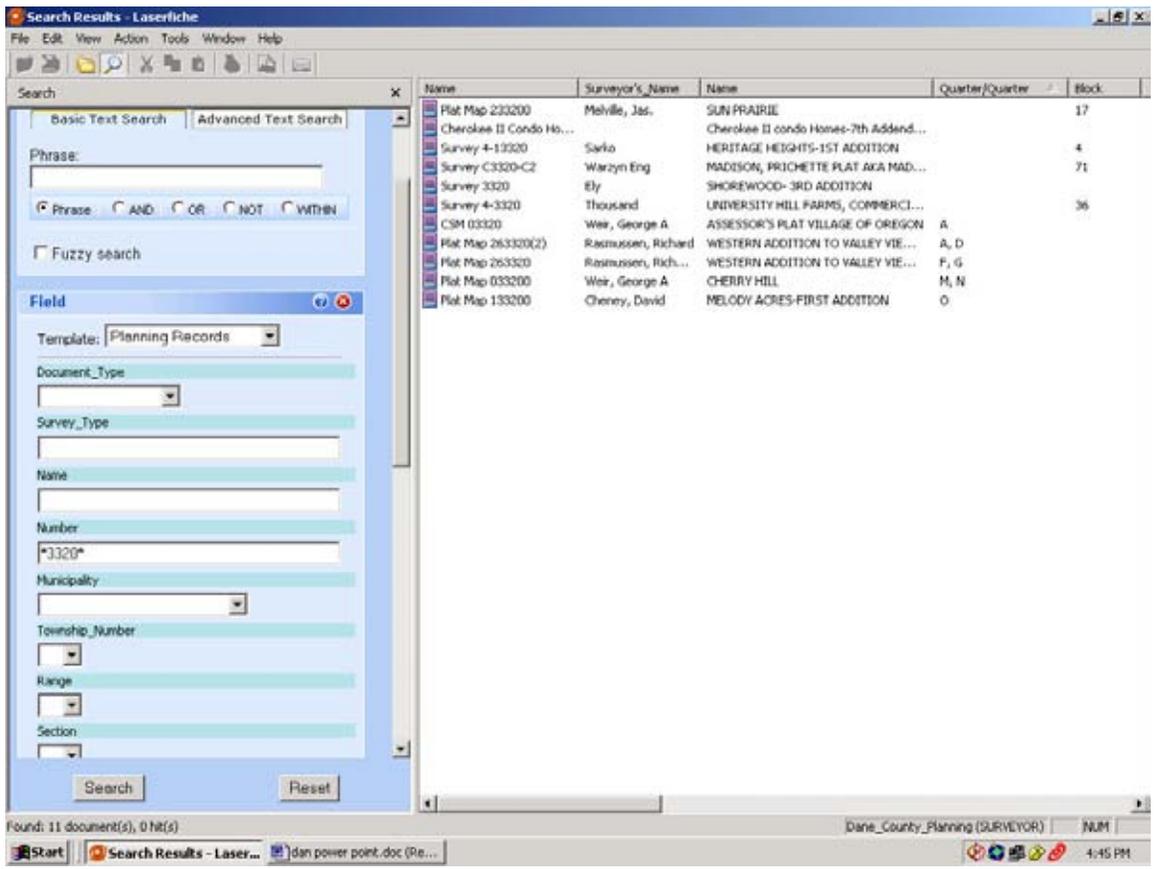
Name	Surveyor's Name	Name	Quarter/Quarte	Block
Plat Map 122600	Seymour, William	MADISON, PLAT OF-CAPITOL OF WE	A, B, C, D, E, G, H, ...	
Plat Map 122600(3)	Seymour, William	MADISON, CAPITOL OF WISCONSIN	A, B, C, D, M, N	
Plat Map 122600(4)	Seymour, William	MADISON, CAPITOL OF WISCONSIN	E, F, G	
Plat Map 122600(5)	Seymour, William	MADISON, CAPITOL OF WISCONSIN	E, F, G, H, I, J	
Plat Map 122600(2)	Seymour, William	MADISON, CAPITOL OF WISCONSIN	L, M, N, O, P	

At the bottom of the window, it states "Found: 5 document(s), 0 hit(s)". The taskbar at the bottom shows the Start button, the search results window, a power point document, and the system clock at 4:43 PM.

When entering a name or a number to retrieve records, it may be beneficial to enter an asterisk before and after the number. This indicates that you want to retrieve any records containing that number. Here I am searching for CSM 3320. Notice in this slide that the specific number is entered in the search Number field. Only one record is returned for a Plat of Survey.

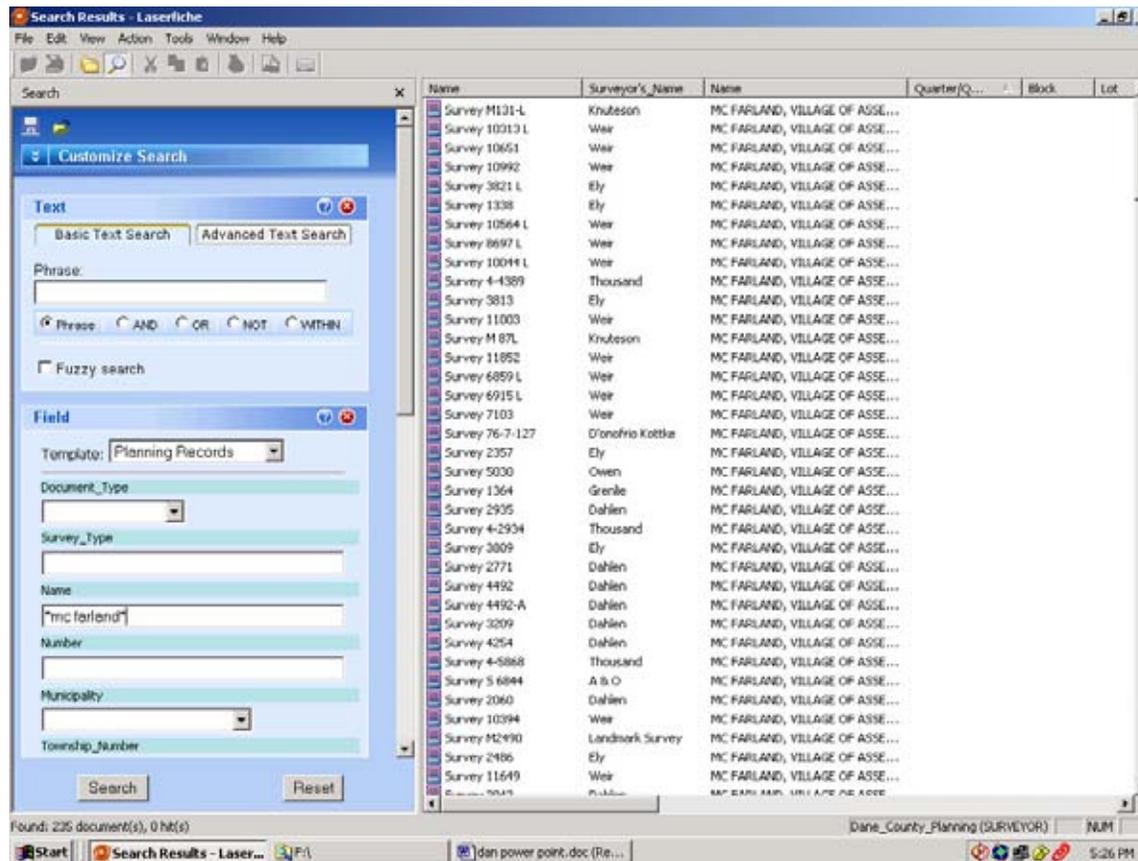


Using the same number with the asterisk in front and back will return any record containing that number. Now the CSM is retrieved along with a few other maps. The CSM did not appear in the other search because of the zero in front of the number. The asterisk is a very important feature for this software.

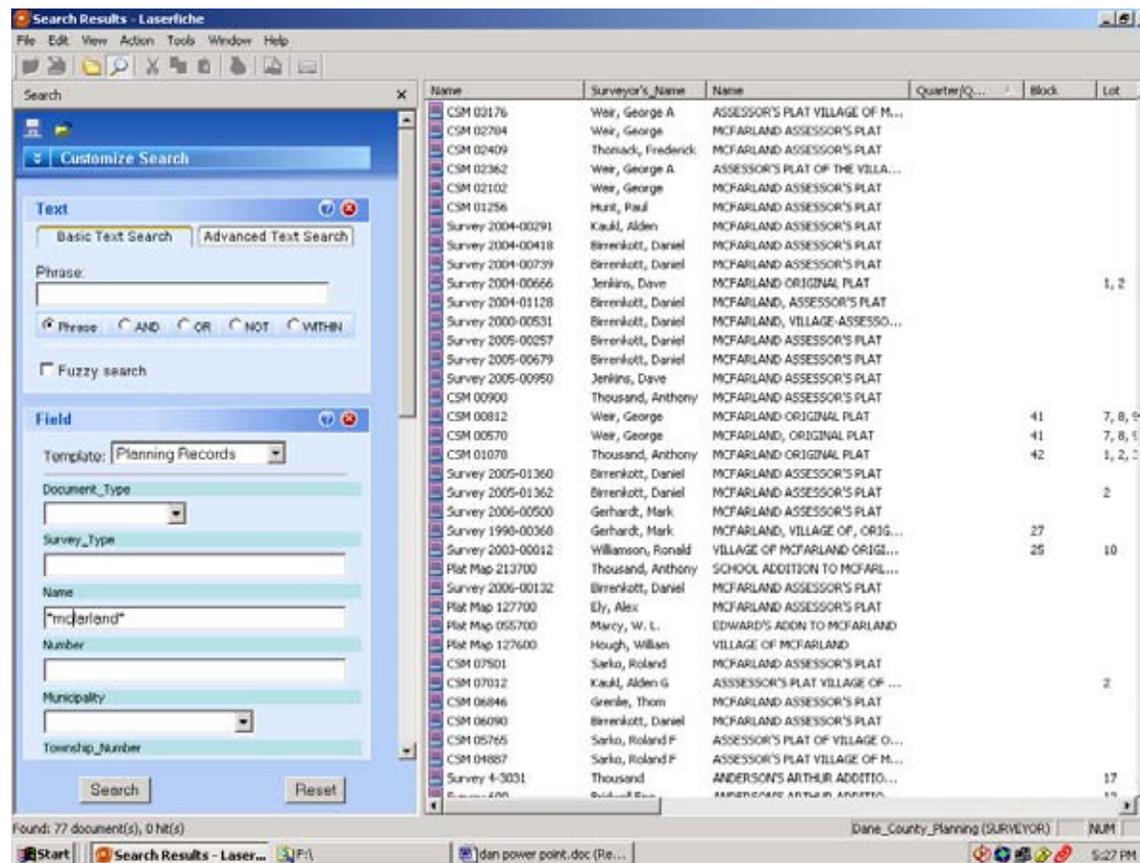


If you need to research an area within an existing plat, the best way to search is by using the Name field. This is where the vague input rule really applies. Many surveyors want to enter all the specific information for the plat they they are working in. The more information you give Laserfiche the less chance of an exact match in the database. It is logical to think that by giving the system more specific information you would be narrowing the search, but you are excluding more records from being “exact matches” that may pertain to your work. The information entered into the database is subject to ambiguity, error and typos. Every additional detail you give it, introduces more possibility for error. Keep it simple.

Here I am looking for any survey records on a specific lot in the Village of Mc Farland Assessor's Plat. It is beneficial to pick out the most unique part of a plat name to search with. In this Case, Mc Farland is the most unique term. Searching here for Mc Farland using the asterisks to find anything containing Mc Farland in the name field, we find 235 documents.



Performing the same search but taking out the space between the c and F in Mc Farland, we find another 77 documents. Remember ambiguity and error in the database. Spaces in names and apostrophes seem to be the most frequent problems. The information is entered directly into the database from the surveys, as written. If a survey comes into the office and the heading or description reads **4th** Addition of a plat instead of **Fourth** Addition, that is how it will get entered. For this reason, it is typically a bad idea to use a number as a unique part of a plat name.



Using a unique partial word is a great way to search. This will solve the Mc Farland space problem. Here I have searched using only the *mc* and find 412 documents. The same is true for an apostrophe situation. To refine the search, use the fields at the top of the documents list to reorganize them. This is where you want to use your specific area information, such as plat name, lot, block or outlot.

Search Results - Laserfiche

File Edit View Action Tools Window Help

Search

Customize Search

Text

Basic Text Search Advanced Text Search

Phrase:

Phrase AND OR NOT WITHIN

Fuzzy search

Field

Template: Planning Records

Document_Type

Survey_Type

Name

mc

Number

Municipality

Township_Number

Search Reset

Name	Surveyor's Name	Name	Quarter/Block	Lot
Survey 2003-00012	Willanson, Ronald	VILLAGE OF MCFARLAND ORIG...	25	10
Survey 2003-00110	Marty, Michael	MCKAY CENTER		
Plat Map 126200	LICHT, HOWARD	MCKENZIE COMMERCIAL PLAT		
Plat Map 213700	Thousand, Anthony	SCHOOL ADDITION TO MCFARL...		
Plat Map 128400	Thousand, Anthony	MCNITT ASSESSOR'S PLAT		
Plat Map 127700	Ely, Alex	MCFARLAND ASSESSOR'S PLAT		
Plat Map 127300	Marcy, W L	MCCLE'S SUBDIVISION		
Plat Map 127100	Icke, John	MCCORMICK REPLAT		
Plat Map 126000	Owen, R S	MCKENNA PARK, SUBDIVISION ...		
Plat Map 127900	Owen, Roy	MCKENNA PARK		
Plat Map 055700	Marcy, W. L.	EDWARD'S ADDN TO MCFARLAND		
Plat Map 084600	Warner, H. M.	HALL AND MCEWEN'S ADDN BLA...		
Plat Map 127600	Hough, William	VILLAGE OF MCFARLAND		
CSM 07501	Sarko, Roland	MCFARLAND ASSESSOR'S PLAT		
CSM 07012	Kaul, Alden G	ASSESSOR'S PLAT VILLAGE OF ...		2
CSM 06846	Grenke, Thom	MCFARLAND ASSESSOR'S PLAT		
CSM 06090	Brenkott, Daniel	MCFARLAND ASSESSOR'S PLAT		
CSM 04887	Sarko, Roland F	ASSESSOR'S PLAT VILLAGE OF M...		
CSM 05765	Sarko, Roland F	ASSESSOR'S PLAT OF VILLAGE O...		
CSM 03176	Weir, George A	ASSESSOR'S PLAT VILLAGE OF M...		
CSM 02764	Weir, George	MCFARLAND ASSESSOR'S PLAT		
CSM 02409	Thomack, Frederick	MCFARLAND ASSESSOR'S PLAT		
CSM 02362	Weir, George A	ASSESSOR'S PLAT OF THE VILLA...		
CSM 02102	Weir, George	MCFARLAND ASSESSOR'S PLAT		
CSM 01256	Hunt, Paul	MCFARLAND ASSESSOR'S PLAT		
CSM 01070	Thousand, Anthony	MCFARLAND ORIGINAL PLAT	42	1, 2, 3
CSM 00900	Thousand, Anthony	MCFARLAND ASSESSOR'S PLAT		
CSM 00812	Weir, George	MCFARLAND ORIGINAL PLAT	41	7, 8, 9
CSM 00570	Weir, George	MCFARLAND, ORIGINAL PLAT	41	7, 8, 9
Survey 2004-00291	Kaul, Alden	MCFARLAND ASSESSOR'S PLAT		
Survey 2004-00418	Brenkott, Daniel	MCFARLAND ASSESSOR'S PLAT		
Survey 2004-00739	Brenkott, Daniel	MCFARLAND ASSESSOR'S PLAT		
Survey 2004-00666	Jenkins, Dave	MCFARLAND ORIGINAL PLAT		1, 2
Survey 2001-00716	Gerhardt, Mark	HALL AND MCEWEN'S ADDITION...	12	3, 6
Survey 2001-01128	Brenkott, Daniel	MCFARLAND, ASSESSOR'S PLAT		
Survey 2000-00531	Brenkott, Daniel	MCFARLAND, VILLAGE-ASSESSO...		

Found: 412 document(s), 0 hit(s)

Dane County Planning (SURVEYOR) NUM

Start Search Results - Laserfiche dan power point.doc (Re...) 5:27 PM

If you click on the plat name, the list will reconfigure by name in alphabetical order. Now we have a list with the different plats grouped together. We are now able to look at all of the surveys within a specific plat and look at the lot numbers associated with them.

Search Results - Laserfiche

File Edit View Action Tools Window Help

Search

Customize Search

Text

Basic Text Search Advanced Text Search

Phrase:

Phrase AND OR NOT WITHIN

Fuzzy search

Field

Template: Planning Records

Document_Type

Survey_Type

Name

Number

Municipality

Township_Number

Search Reset

Name	Surveyor's Name	Name	Block	Lot
Survey 795	Bridwell Eng	ANDERSON'S ARTHUR ADDITION TO VILLAGE O...		17, 20
Survey 4-3031	Thousand	ANDERSON'S ARTHUR ADDITION TO VILLAGE O...		17
Survey 690	Bridwell Eng	ANDERSON'S ARTHUR ADDITION TO VILLAGE O...		12
Survey 4-4127	Thousand	ANDERSON'S ARTHUR ADDITION TO VILLAGE O...		11
Survey 4-4065	Thousand	ANDERSON'S ARTHUR ADDITION TO VILLAGE O...		6
Survey 76-7-127	Burse	ANDERSON'S ARTHUR ADDITION TO VILLAGE O...		4
Survey 4-4179	Thousand	ANDERSON'S ARTHUR ADDITION TO VILLAGE O...		3
Survey 4-4359	Thousand	ANDERSON'S ARTHUR ADDITION TO VILLAGE O...		16
Survey 4-2521	Thousand	ANDERSON'S ARTHUR ADDITION TO VILLAGE O...		14
Plat Map 003400	Dohlen, Andrew	ARTHUR ANDERSON'S ADDITION TO THE VILLA...		
CSM 02362	Weir, George A	ASSESSOR'S PLAT OF THE VILLAGE OF MCFARLAND		
CSM 05765	Sarko, Roland F	ASSESSOR'S PLAT OF VILLAGE OF MCFARLAND		
CSM 06189	Weir, George A	ASSESSOR'S PLAT VIL OF MCFARLAND		
CSM 03679	Knutson, Gregor...	ASSESSOR'S PLAT VIL OF MCFARLAND		
CSM 04887	Sarko, Roland F	ASSESSOR'S PLAT VILLAGE OF MCFARLAND		
CSM 04256	Knutson, Gregor...	ASSESSOR'S PLAT VILLAGE OF MCFARLAND		
CSM 03176	Weir, George A	ASSESSOR'S PLAT VILLAGE OF MCFARLAND		
CSM 10584(2)	Jenkins, Dave	ASSESSOR'S PLAT VILLAGE OF MCFARLAND		
CSM 06919	Weir, George A	ASSESSOR'S PLAT VILLAGE OF MCFARLAND		
CSM 07012	Kauk, Alden G	ASSESSOR'S PLAT VILLAGE OF MCFARLAND		2
Plat Map 055700	Marcy, W. L.	EDWARD'S ADDN TO MCFARLAND		
Plat Map 173000	Weir, George	GEORGE PAULSON ADDITION TO VILLAGE OF M...		
Plat of Survey 94-0695	Miller	HALL & MC EWENS ADDITION BLACK EARTH	9	1
Plat of Survey 1997-0...	Walker	HALL & MC EWENS ADDITION BLACK EARTH	13	5, 6, 7...
Survey 712-1	Cherney	HALL & MC EWENS ADDITION BLACK EARTH	21	5, 6, 7
Survey 607	Grenle	HALL & MC EWENS ADDITION BLACK EARTH	21	4, 5, 6...
Survey 5926	Cherney	HALL & MC EWENS ADDITION BLACK EARTH	21	3, 4
Survey 3463	Ely	HALL & MC EWENS ADDITION BLACK EARTH	16	4, 5
Survey 712-1 (2)	Cherney	HALL & MC EWENS ADDITION BLACK EARTH	21	4, 5
Survey 62730	Cherney	HALL & MC EWENS ADDITION BLACK EARTH	21	3, 4
Survey C-73		HALL & MC EWENS ADDITION BLACK EARTH	20	3, 4
Survey 2609L	Ely	HALL & MC EWENS ADDITION BLACK EARTH	17, 26	
Survey M590	Knutson	HALL & MC EWENS ADDITION BLACK EARTH	17	
Survey 2058	Ely	HALL & MC EWENS ADDITION BLACK EARTH	16	5, 8
Survey 2413	Ely	HALL & MC EWENS ADDITION BLACK EARTH	16	3
Survey 87-02-101	D'Onofrio Kottke	HALL & MC EWENS ADDITION BLACK EARTH	14	3, 6, 7

Found: 412 document(s), 0 hit(s)

Dane_County_Planning (SURVEYOR) NUM

Here I have reorganized the same list by lot number. If I am only looking for a survey on Lot 6, I have just narrowed my search from 412 to 14 with one click of the mouse. The reoccurring theme here is pull a lot with your initial search and refine it in the results window.

The screenshot shows a software interface titled "Search Results - Laserfiche". On the left is a search configuration panel with the following settings:

- Search: Customize Search
- Text: Basic Text Search (selected), Advanced Text Search
- Phrase: (empty)
- Logic: AND (selected), OR, NOT, WITHIN
- Fuzzy search:
- Field: Planning Records (selected)
- Document_Type: (empty)
- Survey_Type: (empty)
- Name: "mc"
- Number: (empty)
- Municipality: (empty)
- Township_Number: (empty)

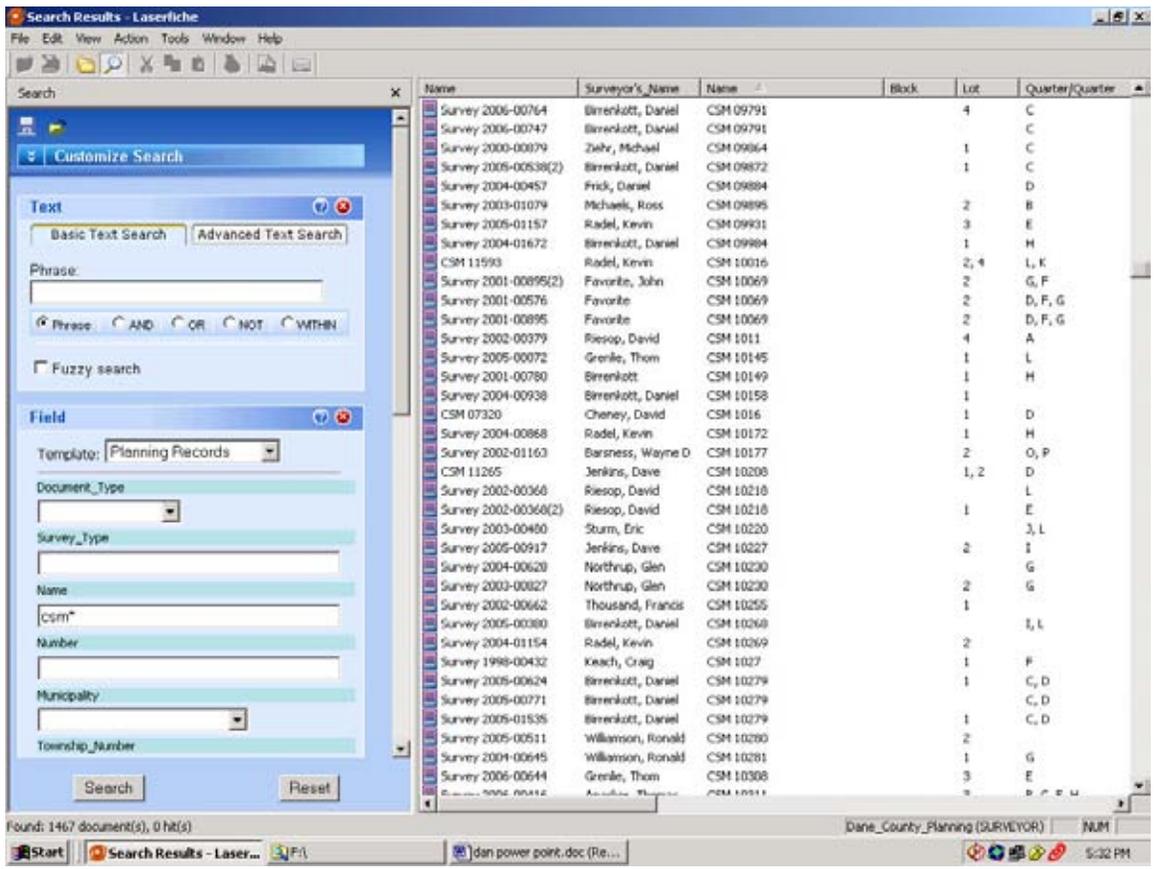
At the bottom of the search panel, it says "Found: 412 document(s), 0 hb(s)".

The main results area is a table with the following columns: Name, Surveyor's Name, Name, Block, and Lot. The results are sorted by Lot number, showing 14 entries for Lot 6:

Name	Surveyor's Name	Name	Block	Lot
Survey 1569	Ely	MC FARLAND, VILLAGE OF	42	5
Survey 3132	Ely	MC FARLAND, VILLAGE OF	24	5
Survey 11091 L	Weir	MC FARLAND, VILLAGE OF	24	5
Survey M867	Molina	MC KAY'S REPLAT OUTLOT "A"	4	5
Survey 2212	Ely	MC KAY'S REPLAT OUTLOT "A"	5	5
Survey 666	Dahlen	MC KAY'S REPLAT OUTLOT "A"	5	5
Survey H 118	Hirtz	MCKENNA PARK	8	5, 6
Plat of Survey 96-0699	Gerhardt	OUR MASTER'S LMC		5, 6
Survey 7124	Cherry	HALL & MC EWENS ADDITION BLACK EARTH	21	5, 6, 7
Survey 6018 L	Weir	MC FARLAND, VILLAGE OF	26	5, 6, 7
CSM 03462	Knutson, Gregory	MCFARLAND, VILLAGE	3	5, 6, 7
Plat of Survey 1997-0...	Walker	HALL & MC EWENS ADDITION BLACK EARTH	13	5, 6, 7...
Survey 2058	Ely	HALL & MC EWENS ADDITION BLACK EARTH	16	5, 8
Survey 4-1065	Thousand	ANDERSON'S ARTHUR ADDITION TO VILLAGE O...		6
Survey 1809 (2)	Ely	MC FARLAND, VILLAGE OF	41	6
Survey M762	Molina	MCKENNA PARK	6	6
Survey 5505	Owen	MCKENNA PARK	1	6
CSM 03958	Halverson, John	HALL AND MCEWENS ADDITION	15	6, 7
Survey H 73	Hirtz	MCKENNA PARK	7	6, 7
Survey 4-3735	Thousand	MC FARLAND, VILLAGE OF	2	6, 7
Survey FN8702101	D'Onofrio Kottke	HALL & MC EWENS ADDITION BLACK EARTH	14	6, 7
C.S.M. (664)		MC FARLAND, VILLAGE OF	41	7
Survey 1260	Bridwell Eng	MC CORMICK'S SUBDIVISION, ASSESSOR'S PLAT		7
Survey 4-13162	Sarfo	MC FARLAND, VILLAGE OF	25	7
Survey 564	Bridwell Eng	MC CORMICK'S SUBDIVISION, ASSESSOR'S PLAT	2	7
Survey 7067	Weir	MC FARLAND, VILLAGE OF	41	7
Survey 3094	Ely	MC CORMICK'S SUBDIVISION, ASSESSOR'S PLAT	1	7, 8
Survey 1013	Klain	MC FARLAND, VILLAGE OF	20	7, 8
Survey 3759-L	Ely	MC FARLAND, VILLAGE OF	41	7, 8, 9
Survey 5480	Weir	JOHNSON'S ADDITION, MC FARLAND	1	7, 8, 9
Survey 5504	Owen	MCKENNA PARK	4	7, 8, 9
CSM 00812	Weir, George	MCFARLAND ORIGINAL PLAT	41	7, 8, 9...
CSM 00570	Weir, George	MCFARLAND, ORIGINAL PLAT	41	7, 8, 9...
Survey 4-25030	Sarfo	MCKENNA PARK	5	8
Survey 6276	Cherry	JOHNSON'S ADDITION, MC FARLAND	1	8, 9
Survey 6521	Weir	JOHNSON'S ADDITION, MC FARLAND	1	8, 9
Survey 6276	st.	MC FARLAND, VILLAGE OF	4	8, 9

The taskbar at the bottom shows the Start button, the active window "Search Results - Laser...", and other open applications. The system clock shows 5:30 PM.

Similarly, you can do the same to find a survey record within a CSM. In the Name field enter CSM* to indicate to the software that you want anything with a name field beginning with CSM. The name field is typically taken from the heading or description on a survey. If you know the underlying CSM number you can look for subsequent surveys.



Researching survey records in unplatted areas is typically done by Town, Range, Section, and 1/4, 1/4. To have a simple unique identifier for each quarter quarter, Dane County developed a lettering scheme shown below. This list is always kept right at the computer terminal for reference.

Quarter/Quarter Translation

TOWN NAME	TOWN	RANGE
Albion	05	12
Berry	08	07
Black Earth	08	06
Blooming Grove	07	10
Blue Mounds	06	06
Bristol	09	11
Burke	08	10
Christiana	06	12
Cottage Grove	07	11
Cross Plains	07	07
Dane	09	08
Deerfield	07	12
Dunkirk	05	11
Dunn	06	10
Fitchburg	06	09
Madison	07	09
Mazomanie	09	06
Medina	08	12
Middleton	07	08
Montrose	05	08
Oregon	05	09
Perry	05	06
Pleasant Springs	06	11
Primrose	05	07
Roxbury	09	07
Rutland	05	10
Springdale	06	07
Springfield	08	08
Sun Prairie	08	11
Vermont	07	06
Verona	06	08
Vienna	09	09
Westport	08	09
Windsor	09	10
York	09	12

To search by USPLSS reference, populate the Township Number, Range, Section and Quarter/Quarter fields. Again you will want to use the asterisks on the quarter quarter identifier. This will return any documents that contain that quarter quarter. Without the asterisks, it will not return a document that is in multiple quarter quarters. Performing this same search without the asterisks would not return any documents because there are none that are only in the “i” quarter quarter. These surveys are all in multiple quarter quarters.

The screenshot shows a software window titled "Search Results - Laserliche". On the left is a search filter panel with the following fields:

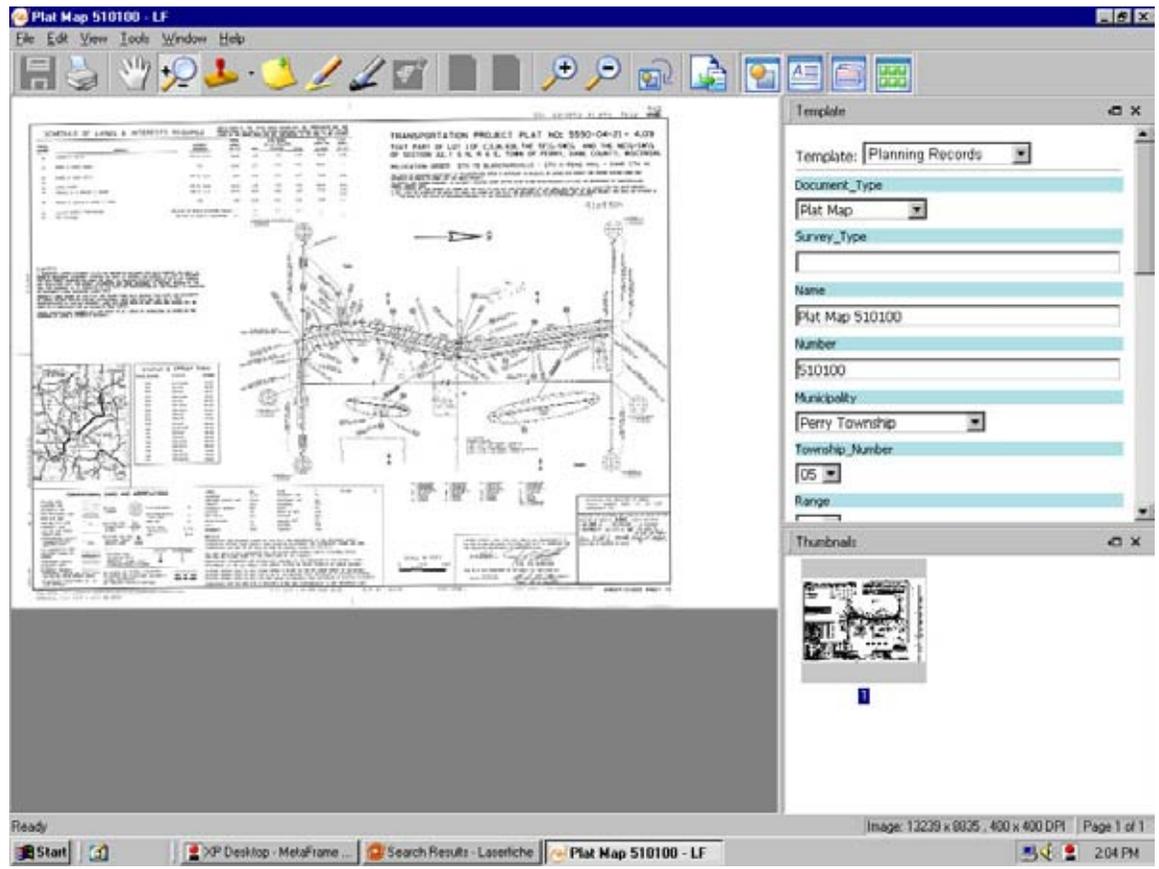
- Survey_Type: [Dropdown]
- Name: [Text Input]
- Number: [Text Input]
- Municipality: [Dropdown]
- Township_Number: [05]
- Range: [06]
- Section: [62]
- Quarter/Quarter: [I*]
- Block: [Text Input]
- Lot: [Text Input]
- Outlot: [Text Input]
- Government_Lot: [Text Input]

At the bottom of the filter panel are "Search" and "Reset" buttons. The main area on the right displays a table with the following data:

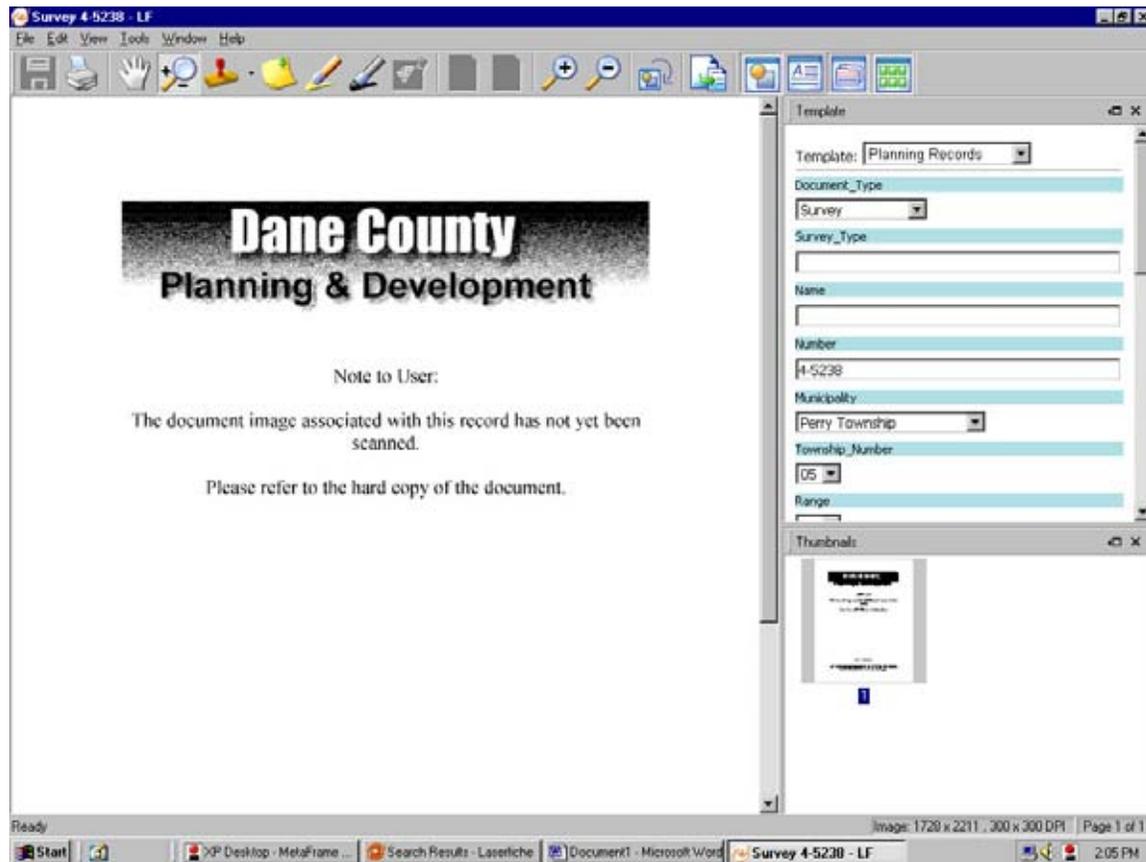
Name	Surveyor's Name	Name	Quarter/Q...	Block	Lot
C.S.M. (521)			I, J, K, L, M, N, ...		
Survey S 7865	A & O		I, J, K, L, M, N, ...		
Survey 0-606	Thousand		I, J, K, L, M, N, ...		
Survey 4-5238	Thousand		I, J, K, L, M, N, ...		
Plat Map 510100		Plat Map 510100	I, L		
Plat Map 510100A	Buchte, Jay	TPP 5590-04-21-4.09-1st Am	I, I		

At the bottom of the window, it says "Found: 6 document(s), 0 hit(s)". The taskbar shows the Start button, "Search Results - Laser...", "dan power point.doc (Re...", "Dane_County_Planning (SURVEYOR)", and "NUM". The system clock shows "4:49 PM".

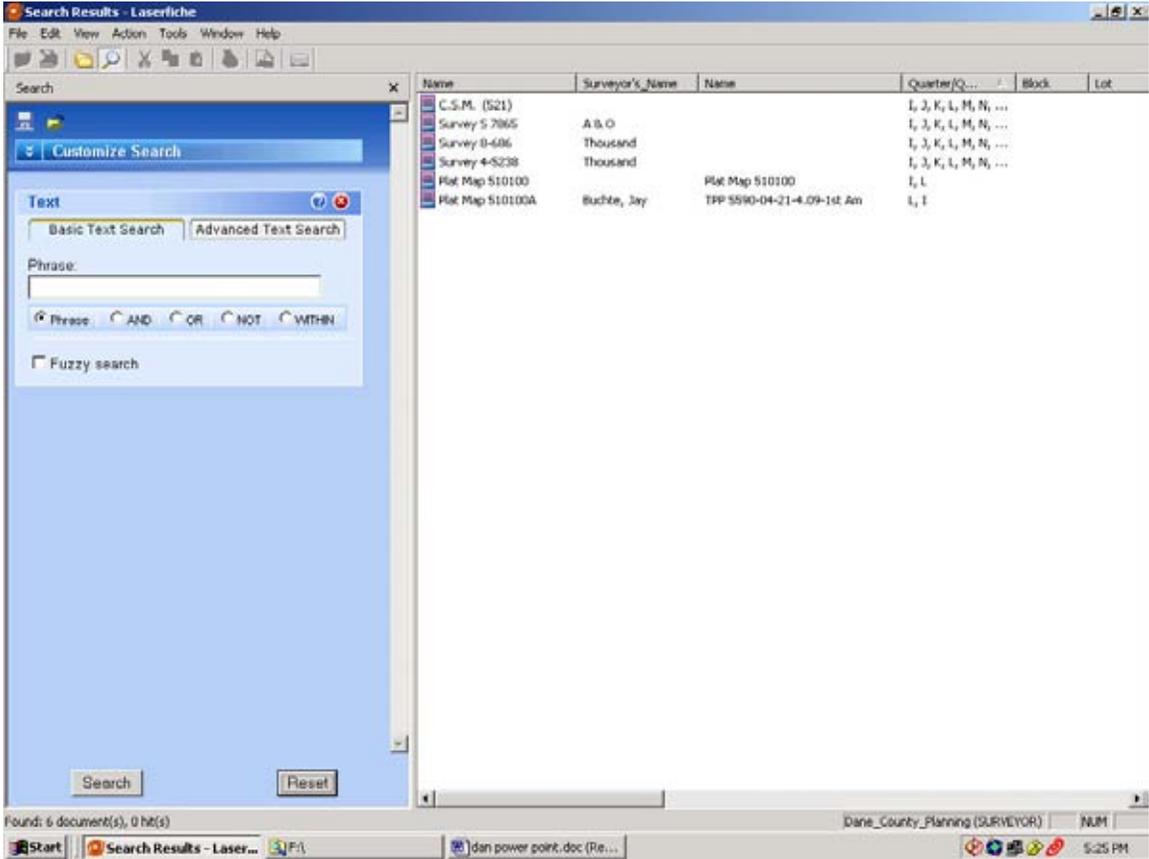
You may double click any of the documents, in the results window, to open the image. If the document has been scanned and indexed, you will see the image and may print the document. The default print settings are for large format on the plotter adjacent to the surveyor work area. **Please do not change any print settings for the large format plotter.** Larger format documents “should be” input properly to print without any rotation or paper size manipulation. If a problem occurs, please seek help from any of the Records and Support division staff. It may be necessary to manipulate printer selection and paper size to the small format printer. This printer is located on the surveyor work area table.



If you see the Dane County Planning and Development blank place holder, you will need to look up the paper copy. This indicates that the document has not yet been scanned and no image exists.



To clear search data, click the reset button at the bottom right of the search window. This will collapse the search fields as shown.



Pull down the customize search tab and select Field. The search fields will expand again.

