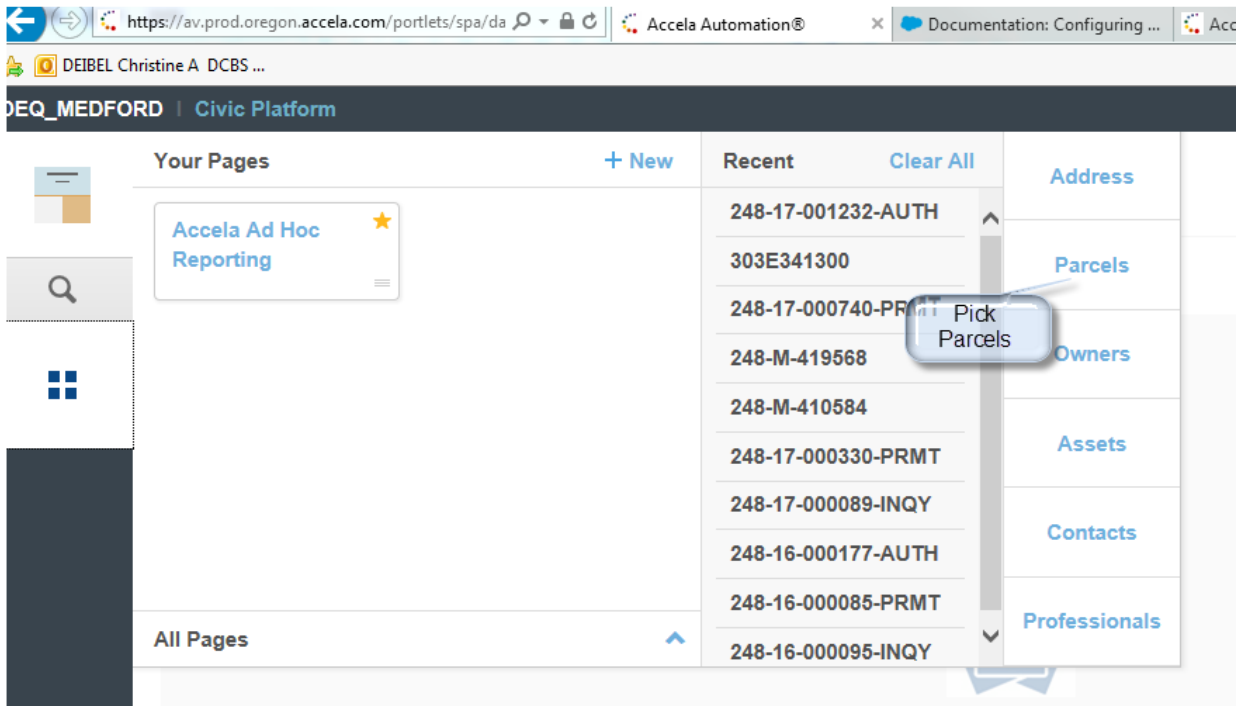


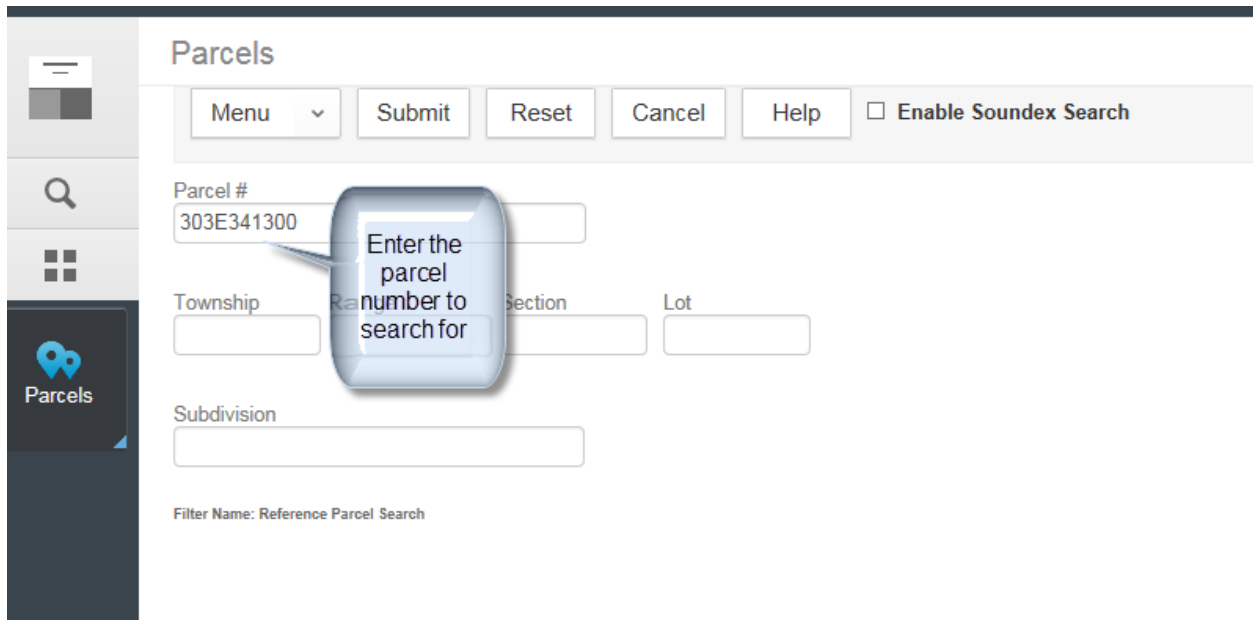
## Instructions for Adding Documents to a Parcel

1. Documents can be added to parcels. To add a document pick parcels in the reference section.



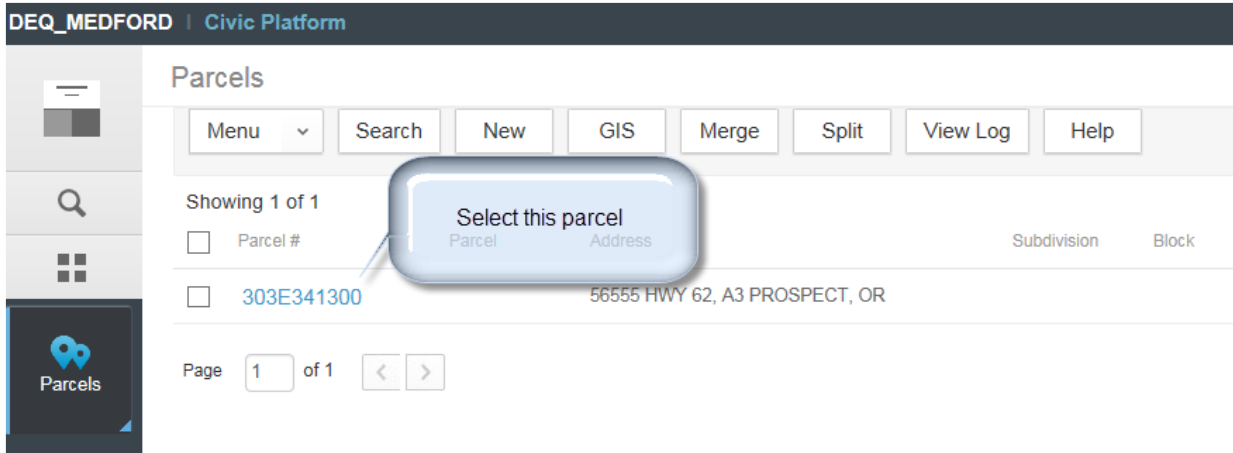
The screenshot shows a web browser window with the URL <https://av.prod.oregon.accela.com/portlets/spa/da>. The user is logged in as DEIBEL Christine A DCBS ... The page title is "DEQ\_MEDFORD | Civic Platform". The main content area is divided into "Your Pages" and "Recent" sections. The "Your Pages" section contains a link for "Accela Ad Hoc Reporting". The "Recent" section displays a list of parcel numbers: 248-17-001232-AUTH, 303E341300, 248-17-000740-PRMT, 248-M-419568, 248-M-410584, 248-17-000330-PRMT, 248-17-000089-INQY, 248-16-000177-AUTH, 248-16-000085-PRMT, and 248-16-000095-INQY. A callout box labeled "Pick Parcels" points to the list. On the right side, there is a vertical navigation menu with links for "Address", "Parcels", "Owners", "Assets", "Contacts", and "Professionals".

2. On the Parcel Search screen enter the parcel number that will have documents attached.

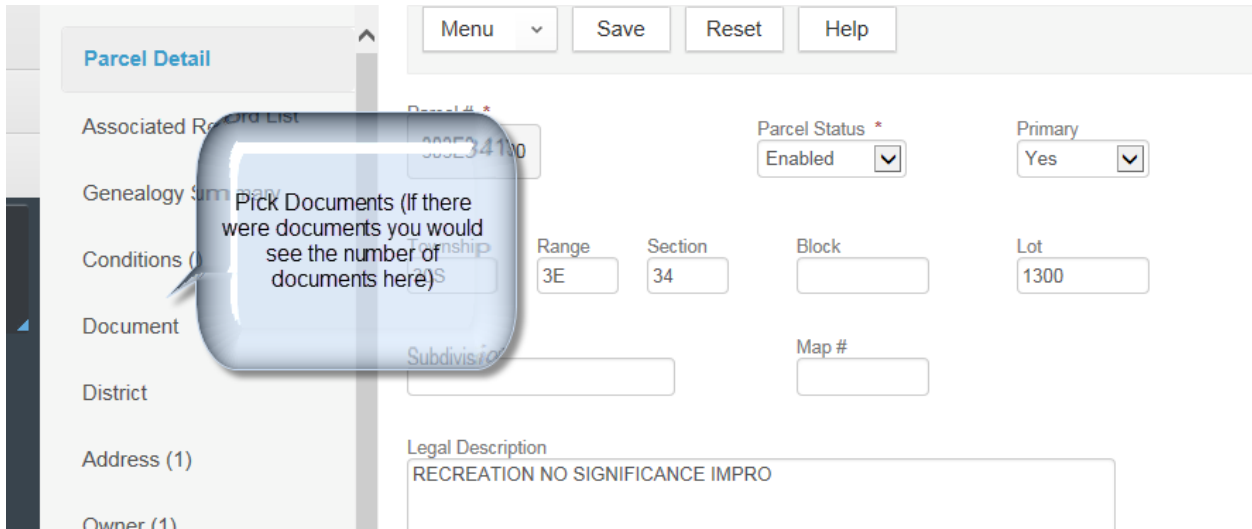


The screenshot shows the "Parcels" search screen. The page title is "Parcels". At the top, there is a navigation bar with buttons for "Menu", "Submit", "Reset", "Cancel", and "Help", and a checkbox for "Enable Soundex Search". The main form contains the following fields: "Parcel #" with the value "303E341300", "Township", "Range", "Section", and "Lot" (all empty), and "Subdivision" (empty). A callout box labeled "Enter the parcel number to search for" points to the "Parcel #" field. At the bottom, there is a "Filter Name: Reference Parcel Search" label. The left sidebar contains a "Parcels" link.

3. Select the parcel that will have documents attached.



4. In the Parcel Detail area select Document. If there are already documents attached to the parcel the document count will appear in parenthesis after the word Document.



5. Here, documents can be added to parcels using New, Downloaded, Deleted or Copied.

DEQ\_MEDFORD | Civic Platform

< Parcel #: 303E341300

Parcel Detail

Associated Record List

Genealogy Summary

Conditions (0)

Document

Menu New Download Info Delete Copy

Manage documents here

<input type="checkbox"/>	Actions	File Name	Entity ID	Category
<b>0 record(s) found.</b>				