

# How to Access Tulare County Surveyor's Office Maps and Documents using the Questys Web Client.

## Internet Browser Compatibility:

For best results use one of the Internet web browsers listed below:

- Firefox version 47 or higher (download at <https://www.mozilla.org/en-US/firefox/new/>)
- Chrome version 51 or higher (download at <https://www.google.com/chrome/browser/desktop/>)
- Internet Explorer version 11 or higher

## JavaScript:

JavaScript must be enabled in the Internet browser to access and download files from the Questys Web Client. The instructions to enable JavaScript in Microsoft's Internet Explorer can be found at: <https://support.microsoft.com/en-us/kb/3135465>

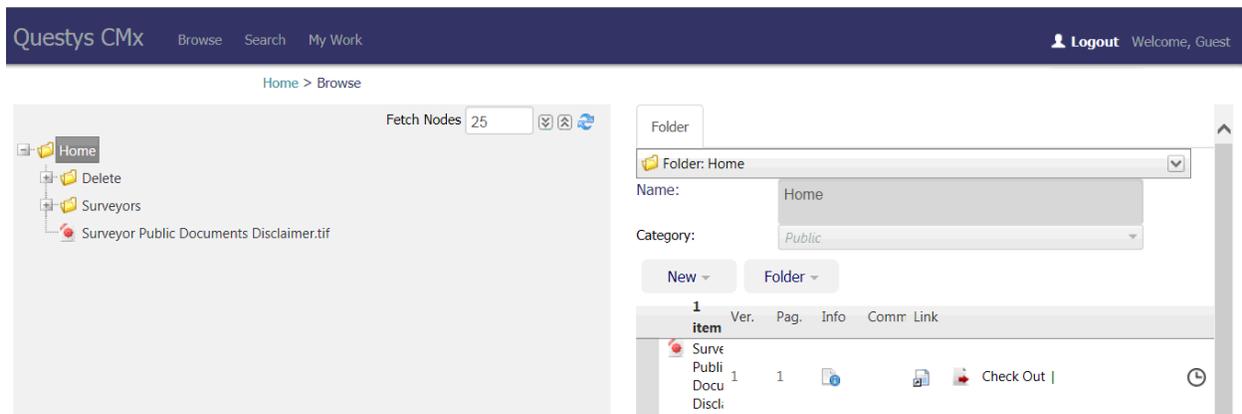
## To Access Questys:

The Questys Web Client is accessed from the following address:

<http://publicdocs.co.tulare.ca.us/Questys.CMx.Surveyorweb/Browse/Default.aspx>

The Questys Web Client is shown in Figure 1 below.

Figure 1 - Questys Web Client



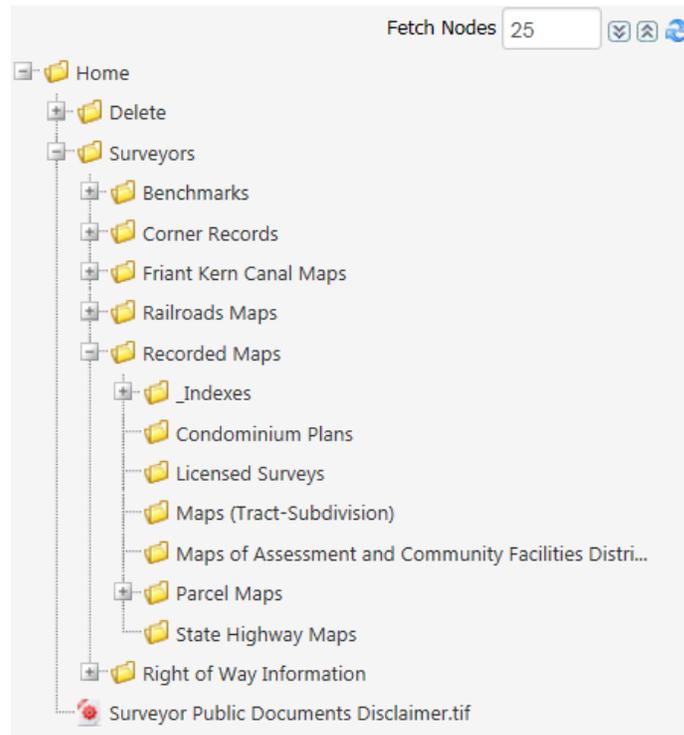
## Surveyor's Files (Documents):

**Note:** The terms “file” and “document” are used interchangeably, but have unique meanings. “File” refers to an electronic file which contains an image of a document, which file formats include “pdf”, “tif”, “jpg”, and “txt”. A “document” can be a map, corner record, benchmark, etc. The Questys Web Client manages the electronic “files” under the Surveyors folder, shown below in Figure 2, and can display the image of a document in its Image Viewer, from which the document can be downloaded.

To find the file (document) of interest:

First, maximize the window of the browser to fill the screen, which will maximize the view of the Questys Web Client. Next, select the “Surveyors” folder in the left pane of the Questys Web Client. The folder tree will be displayed in the left pane of the Questys Web Client as shown in Figure 2 below.

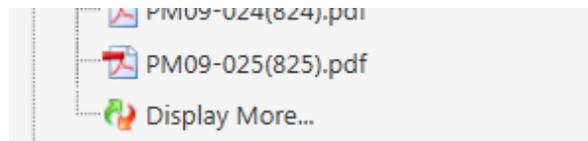
Figure 2. – Surveyor’s Folders and Files



To expand the folder tree to view its sub-folders and files select the folder name.

**Note:** The maximum number of files displayed for a folder is 25. To display additional files within a folder (which has more than 25 files) select the “Display More...” item at the bottom of list as shown below in Figure 3 – Display More...

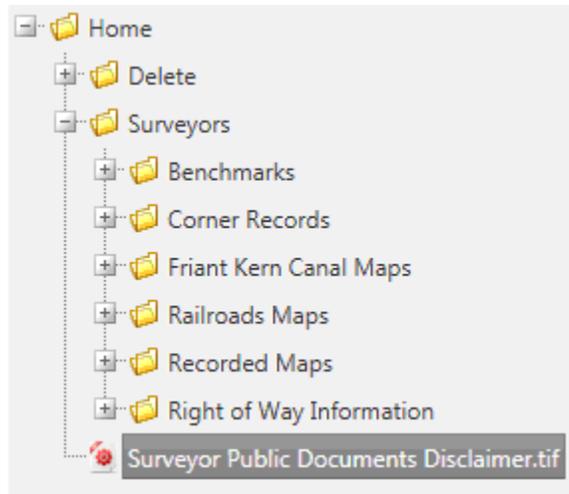
Figure 3 – Display More...



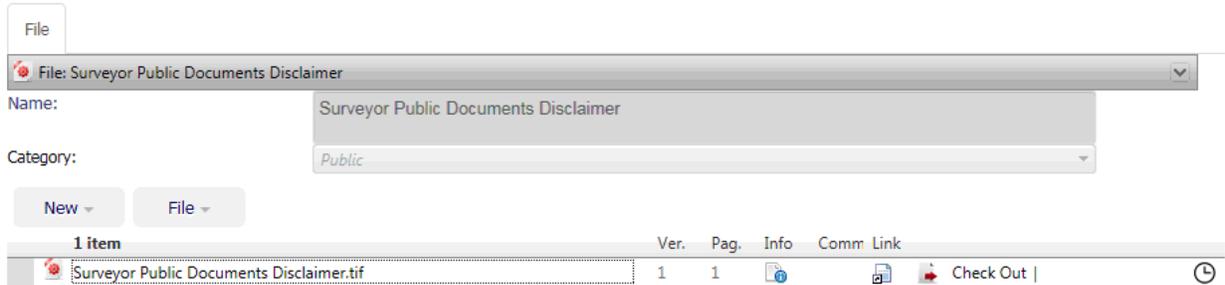
#### To Download a File (Document):

To download a file (document), navigate the folder tree in the left pane of the Questys Web Client to the desired file and select it. The file will be displayed in the right pane of the Questys Web Client.

As a quick example, select the “Surveyor Public Documents Disclaimer.tif” file shown at the bottom of the list, which is highlighted below.



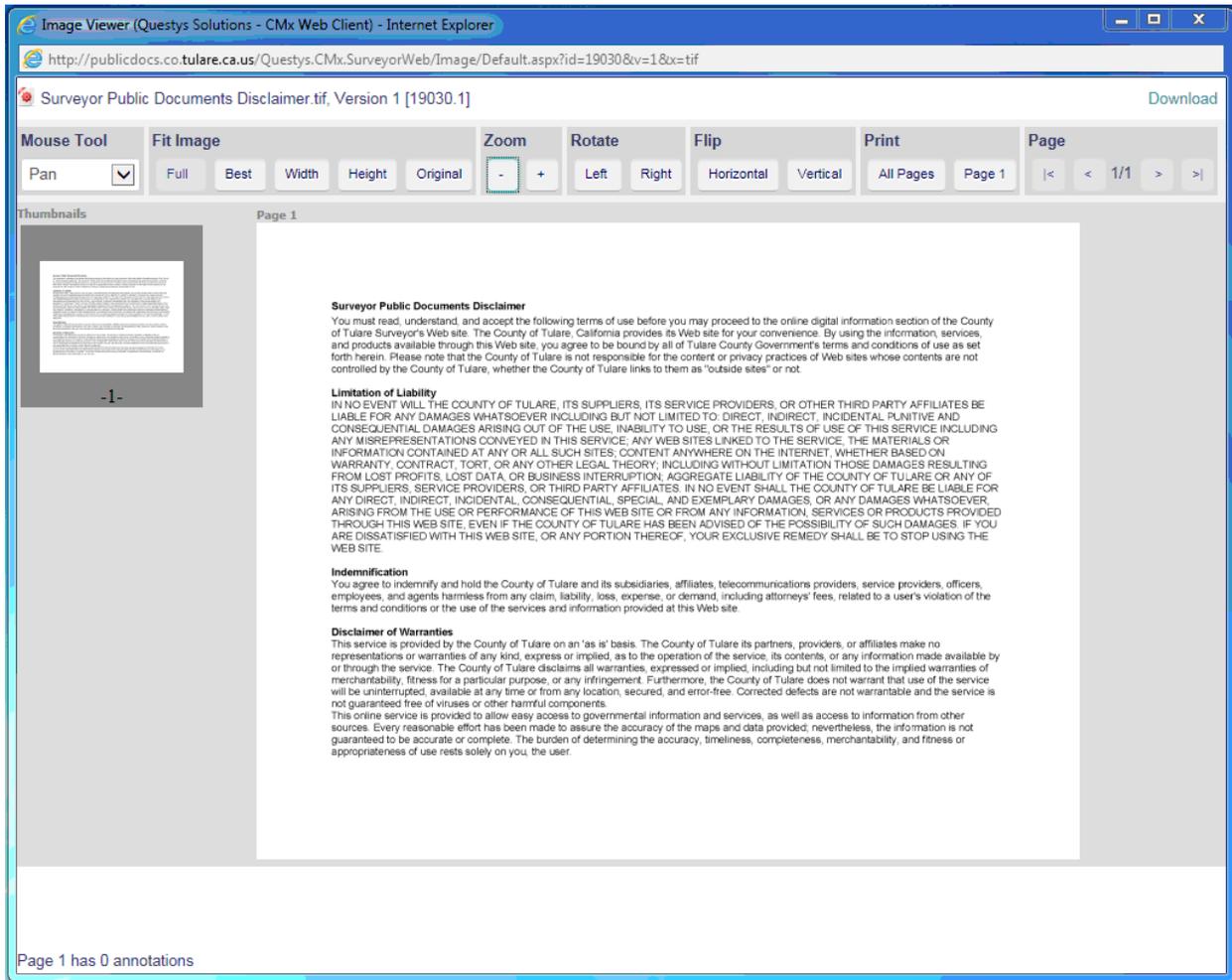
The selected file is displayed in the right pane of the Questys Web Client, as shown below.



To view information about the file, select the file item at the top of the right pane, or select the drop-down arrow on the top right.

To view the contents of the file (the image of the document), select the file name at the bottom of the right pane. A new window will display as shown below in Figure 4. – Image Viewer.

Figure 4 - Image Viewer



The options at the top of the Image Viewer are used to modify the view of the image of the document. A thumbnail image of the selected document is displayed on the left side of the Image Viewer. If the document has multiple pages, thumbnails of each page will be displayed. The first page of the document is displayed in the right / center area of the Image Viewer. To download the document select the “Download” item at the top right of the Image Viewer.

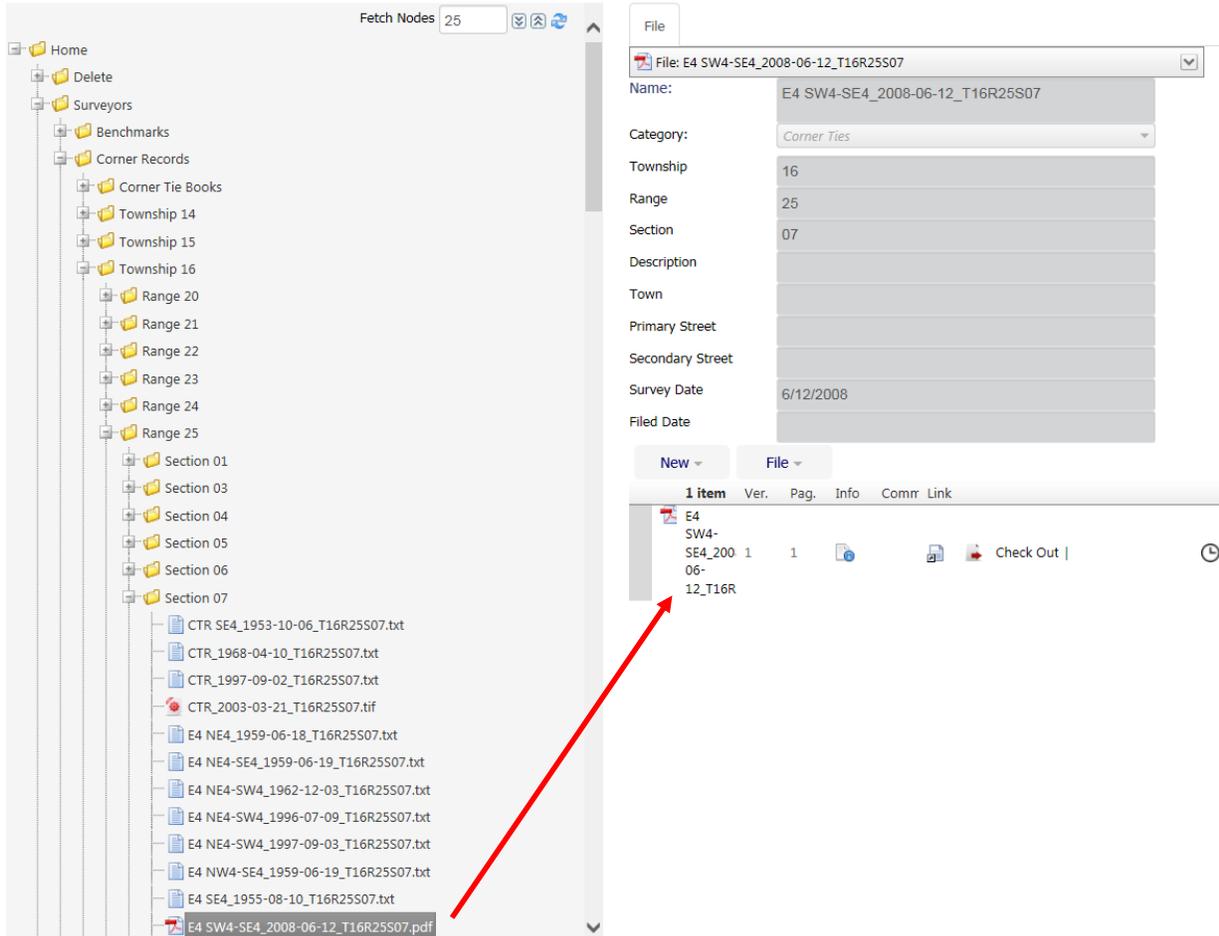
#### Example of how to find, view and download a Corner Record:

The following instructions are provided for a particular Corner Record file (document). The Corner Record, for this example, has the file name “E4 SW4-SE4\_2008-06-12\_T16R25S07.pdf”. The physical location of the corner is in Township 16 South, Range 25 East, Section 7, in the southwest quarter of the southeast quarter, and is the east quarter corner. The Corner Record was filed in the Tulare County Surveyor’s Office on June 12, 2008. (The file naming convention is used for all corner records.)

As described above, use the Internet address to access the Questys Web Client. Select the folder names in the following order: “Surveyors”; “Corner Records”; Township 16”; “Range 25”; “Section 07”; and file “E4 SW4-SE4\_2008-06-12\_T16R25S07.pdf”.

The corner record file is highlighted as shown below in Figure 5 – Corner Record Document:

Figure 5 - Corner Record Document



Select the file in the left pane. The file will be displayed in the right pane as shown in Figure 5, above. To view the document select the file name.

The selected file will be displayed in the Image Viewer, just as described in the quick example above. The features of the Image Viewer can be used to view the image of the document, print, and download the document.

**Note:** If the selected file is not displayed in the right pane, try the following:

- Select the clock icon in the right pane and select the file in the pop-up dialog as indicated in Figure 6 below.

*Figure 6 - Alternate File Selection*



#### Further Assistance:

If further assistance with the Questys Web Client is required to access the files, please contact us at: (559) 624-7152 or by email at [ddwyer@co.tulare.ca.us](mailto:ddwyer@co.tulare.ca.us).

Before contacting us, it is requested that you have properly installed one (or more) of the Internet browsers listed above, have enabled JavaScript, and have properly configured the browser. We are unable to assist you with issues related to your computer.

#### Please use the Questys Web Client:

Your requests for maps and documents are appreciated. The Questys Web Client provides a fast and convenient way to obtain documents which are posted for public access. The County Surveyor's Office encourages you to use the Questys Web Client.