



WASHINGTON STATE DEPARTMENT OF
NATURAL RESOURCES
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UPDATED

WebXtender Users Guide

Version 3.1 2.8.2019

Introduction

Welcome to the Washington State Department of Natural Resources Public Land Survey Office (PLSO) **WebXtender** database.

Whether you are an experienced computer user or new to on line search engines, you will find the PLSO WebXtender program easy to use and a very reliable research tool. The PLSO WebXtender provides:

- High Quality Scanned Images
- Easy Search Queries
- Simple Results Window
- Download and Save Capabilities
- Printing Options

The Public Land Survey Office (PLSO) is a service of state government that identifies, preserves and maintains a statewide repository of land boundary information. Established in 1951, the office collects land boundary data — currently more than 1,000,000 documents — many of which were privately held by corporations and individuals and are not available to the public. Keep in mind that not all of the documents are in WebXtender.

Through the Survey Recording Act of 1973, the State Legislature authorized the PLSO to collect all surveys. The office also continues to collect pre-1973 property records which are considered "historical" but valuable in establishing new surveys.

This Desk Reference is written for you, regardless of your level of expertise. It has been written to assist you in every aspect of the WebXtender program. WebXtender is a very simple database with unique entry fields. It's as simple as entering a Township, Range and Section to get a results set, as well as doing an advanced search for a specific results set.

Before using WebXtender, please understand this is a basic manual that has been created by the PLSO and has been written to make navigating through the program as simple as possible using the PLSO conventions. Each section has been written as a step-by-step process to help you with ease and accuracy.

Note: While this version of WebXtender supports the use of any internet browser, for the best results Internet Explorer 11 is recommended. This Desk Reference was written using IE 11 and the PLSO doesn't support the use of any other browser.

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TERMS, CONDITIONS & DISCLAIMER

TERMS

The Department of Natural Resources Public Land Survey Office (PLSO), research website will be termed the site for discussion purposes below. Images and data will be termed data and user of the site will be termed user.

ADDITIONAL RESEARCH RESOURCES

Not all data in the PLSO repository is indexed into this database. Current recorded survey maps are indexed upon receipt from the county recording offices, but are not necessarily up to date. For a list of the extent of records in the database click [here](#). Research of maps/documents not indexed in the WebXtender database and therefore not available on WebXtender, will be fee based. For additional research of records in our repository please contact the PLSO research staff at plso@dnr.wa.gov or 360-902-1190 / 888-902-1190 (toll free). Research by staff members is charged at the rate noted on the [PLSO website page](#).

LIABILITY/DISCLAIMER

This research site is provided as a service to our customers. The DNR PLSO make no warranty or guarantee regarding the accuracy or reliability of the content of this site or other sites to which we are linked. All data contained herein is subject to change without notice.

By using this service, in any form, the user agrees to indemnify and hold harmless Washington State Department of Natural Resources, the Public Land Survey Office, its employees, agents, representatives and anyone involved in storing, retrieving, or displaying information made available on this site for and from any claim for or damage of any type caused or allegedly caused by using this research site to retrieve information over the Internet or by using the information retrieved by use of this search site.

Users should remember that the index herein provided is a guide to the information contained within the documents referenced and should not be relied upon in making any decision or determination regarding the underlying document. The user shall determine applicability of the data to their purpose. The PLSO makes no guarantees of accuracy or completeness of data obtained on this site.

MODIFICATIONS

The PLSO reserves the right, in its sole discretion and without notice, to correct any errors or omission in any portion of the site, or to deny access to the site to anyone at any time The PLSO has the right to modify, suspend, or discontinue the site or any portion thereof at any time, including the availability of any area of the site, including without limitation, the user fee and pricing structure (currently, no charge).

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SECTION ONE - PLSO WebXtender Login and Logout

1.1 WebXtender Login Page

From the Desktop: double click on the Internet Explorer icon shown below:



From Internet Explorer window: enter the URL address shown below:

<https://plso.dnr.wa.gov/> NOTE: For ease of access, add this page to your favorites.

You will be directed to the webpage shown in Figure 1a. Read through the information on the page explaining the terms and conditions for access to the online database (WebXtender). Click on the button at the bottom of the page to go to the login page shown in Figure 1b. The user name and password have been populated so by clicking the “Sign In” button you will be directed to the query page as shown in Figure 1c.

Figure 1a

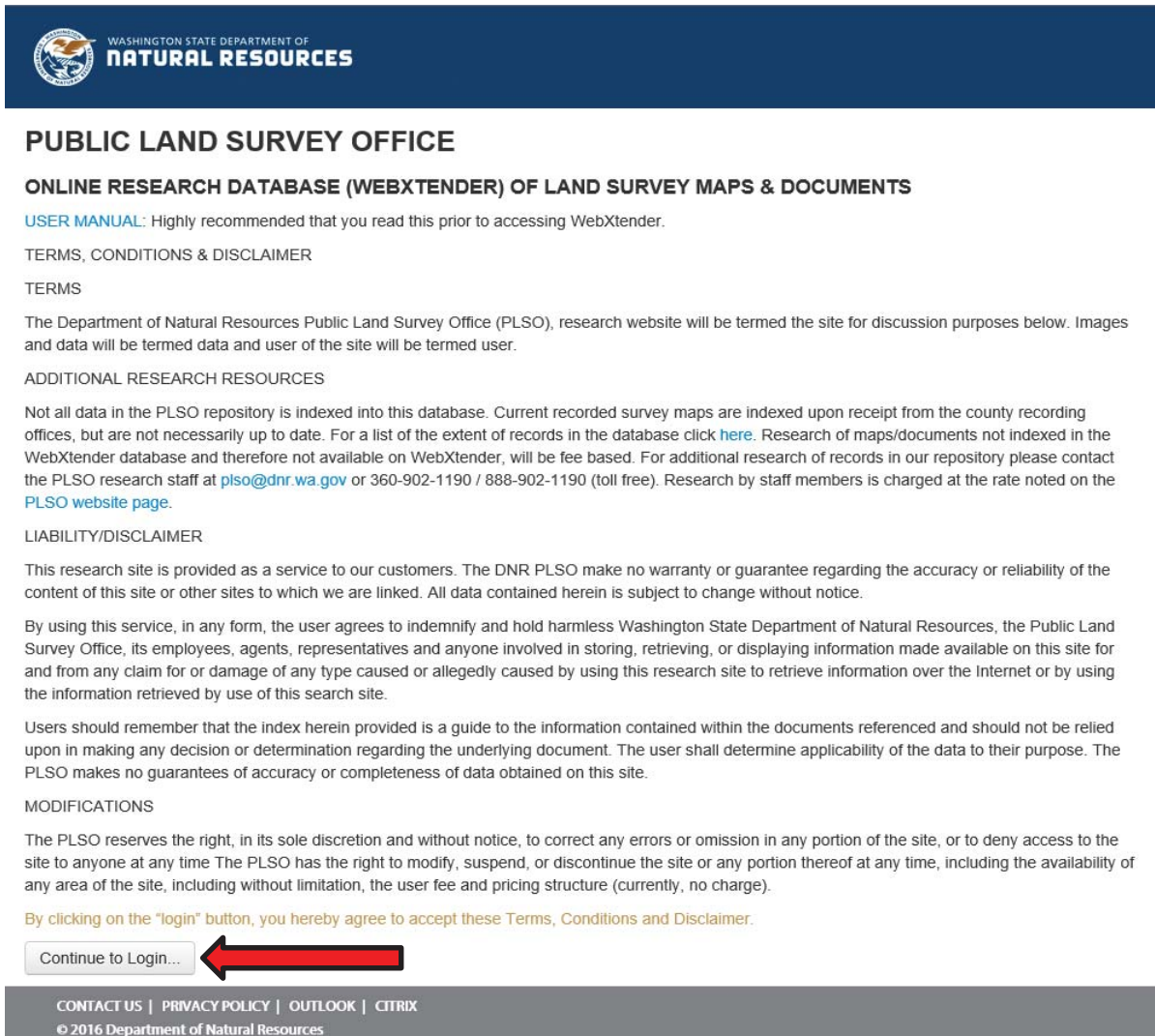
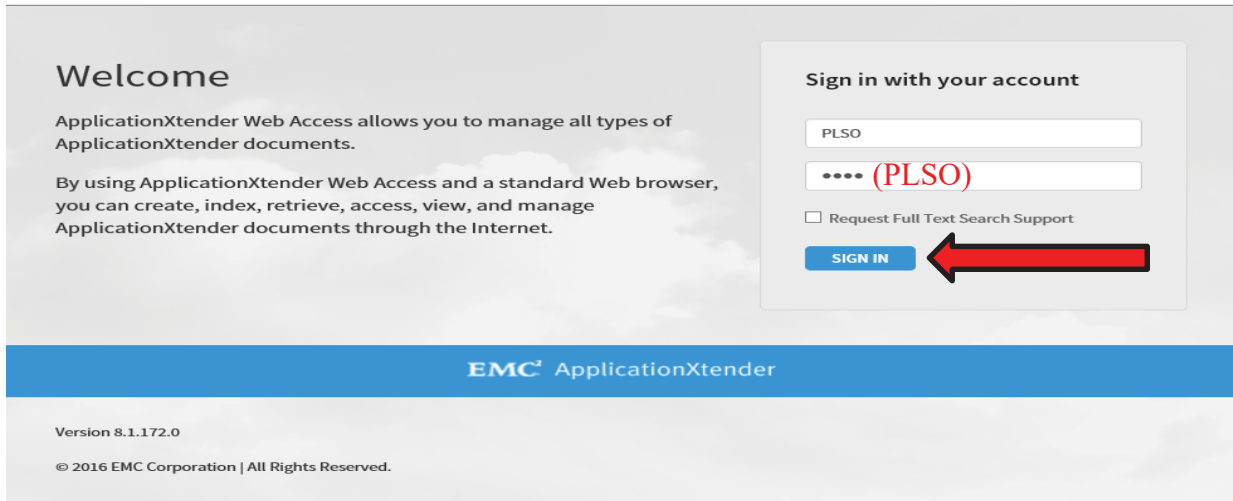
The screenshot shows the top of a website. At the top left is the logo for the Washington State Department of Natural Resources. Below the logo is the text 'WASHINGTON STATE DEPARTMENT OF NATURAL RESOURCES'. The main heading is 'PUBLIC LAND SURVEY OFFICE'. Below that is 'ONLINE RESEARCH DATABASE (WEBXTENDER) OF LAND SURVEY MAPS & DOCUMENTS'. There are several links: 'USER MANUAL: Highly recommended that you read this prior to accessing WebXtender.', 'TERMS, CONDITIONS & DISCLAIMER', and 'TERMS'. A paragraph of text follows, explaining the site's purpose and terms of use. Below that is another paragraph about additional research resources, including contact information for the PLSO research staff. Another paragraph discusses liability/disclaimer. A final paragraph explains that users should remember the index is a guide and not to be relied upon for legal decisions. At the bottom, there is a button labeled 'Continue to Login...' with a red arrow pointing to it from the right. The footer contains links for 'CONTACT US | PRIVACY POLICY | OUTLOOK | CTRIX' and '© 2016 Department of Natural Resources'.

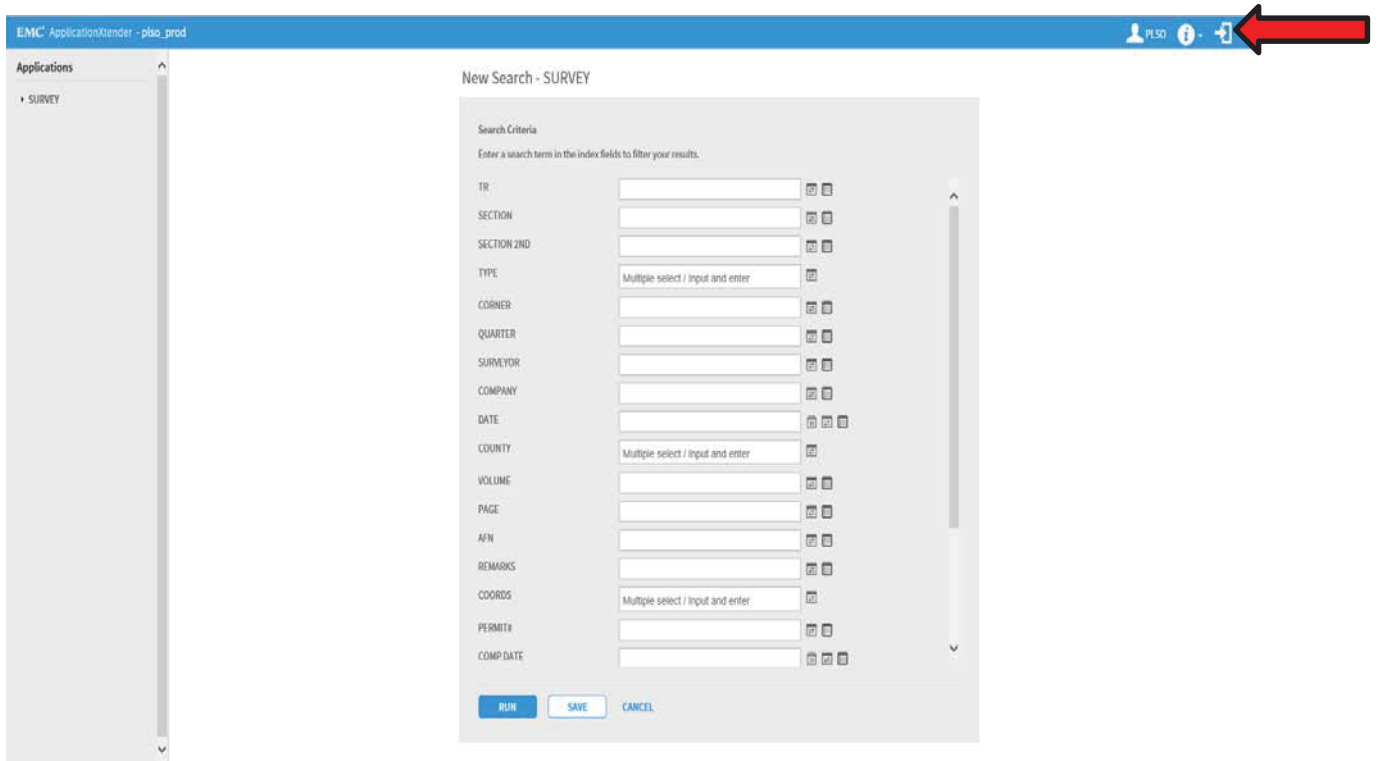
Figure 1b



1.2 Logging Out

To Logout, click on the menu button as shown in Figure 1c.

Figure 1c



SECTION TWO – Instructions for Researching in WebXtender

2.1

Important Notes:

In building this database, we have used indexing conventions that are unique, compared to other survey research sites. This is a function of the need to capture, and display, indexing information from a wide variety of documents, recorded and unrecorded, that come to us in all formats, from a wide variety of sources, from all over the state, and ranging from pre- statehood to current times. We recommend that you print these research instructions and keep them close to your computer, so they can be easily referenced when doing research.

You must enter your search values using the same conventions that are used for indexing, or your results will be inaccurate.

Each field has a recommended search mode(s) which is based on the experience of PLSO staff. Deviations from the recommendation may result in inaccurate search results.

Leading zeroes are ONLY used in the Section, Corner, Date, Comp Date and Create Date fields for the numbers 1 thru 9. They are NOT used in the TR, Volume, Page, Remarks, Permit # fields.

Searches that occur along township lines, range lines or in township corners must be conducted on both sides of the line using appropriate search parameters for each township involved. Be aware that surveys indexed as type "X" do not have information entered in the fields Corner, Quarter, Surveyor and Company. These fields will be completed as time permits.

2.2

Wildcard symbol definition:

The wildcard character is the ASTERISK (*) symbol. WebXtender supports the use of the asterisk symbol * as a wildcard in queries. When text strings are bounded by an asterisk on either side, it becomes a “includes statement” i.e. look for this text string anywhere in this field, in any record in the database.



2.3


Mandatory use of the wildcard symbol:


You can use the wildcard in any field and it is highly recommended. To do an accurate search in the fields you must use the wildcard symbol, *.* (enter an asterisk before and after the search string). This is useful if you know only part of the information you want to search for. For example: if you are searching in the Surveyor Field and you don't know how to spell the entire name, like Sprouffske, you can enter *sprouf* and you will get a hit list with the entire name, (first initial and last name). The Section, Corner, Quarter and Remarks fields have strings of information in them. If doing a List of Values search, you must **also** use the wildcard in the list. The fields that have a default asterisk in them will not accept the wildcard symbol.

2.4

Customized search features:

The Expanded Search Features are available by clicking on the   buttons on the right side of the search field.

The **Search List**  allows you to string together several search items, in one field at one time. For example: if you want to search on several Sections at one time, enter the Section, using the (*) wildcard feature, then click the Add button. i.e.: *12*. Repeat this step until you have entered all the Sections necessary for your search then click the OK button.

The **Search Range**  gives you six choices for searching the database. They are: Between, Greater than, Greater than or equal, Less than, Less than or equal, and Not equal to. When you have entered the Value necessary for your search, click the OK button.

2.5

Text Formatted Numbers:

Text formatted numbers do not behave the same as real numbers where 2 is smaller than 10. In systems using text formatted numbers, as in the case with WebXtender, 2 is larger than 10 since all numbers starting with 1 will display before the number 2, and so forth. You will note this during sorts of fields employing text formatted numbers. In these cases, you probably want to sort your data using the DATE field. This will result in numeric order, more or less, a result of the chronology of recording events.

2.6

Date fields: Entries must be in a standard date format with the Month-Day-Year e.g., 01/01/2018.

2.8

Annotations:

PLSO staff has added annotations in the margins of some maps. These are usually related to errors in indexing or recording information found on the map. The format of the note is "PLSO NOTE:" followed by error information. When errors are discovered, staff will index the document to the correct information if possible.

Be sure to uncheck "Hide Annotations" as seen in Figure 6b on page 17.

SECTION THREE - Researching Fields and Their Search Conventions:

3.1

TR (Township/Range): Recommended search mode: Type in the specific value desired; do not use leading zeroes. Do not search multiple townships at one time; it produces inaccurate results. Specific details for this field are:

For Township, enter only the number; do not use T or N. Leave a space between the township and range. For range, enter the number and E or W; do not use R. Half townships or ranges are designated by .5. Examples: **18 3W** or **6 2E** or **3 7.5E**.

Sections adjacent to a township or range line are indexed only in the township in which the survey is located, not across the line. Research must be done on both sides of the line.

3.2

SECTION and SECTION 2ND: Recommended search mode: These fields have a string of values in it. Type in the specific value desired, including leading zeroes for the numbers 1 thru 9; you **must** add the wildcard to the entry; e.g., *03*. If you want to search on more than one section at a time you **must** do a **List of Values** search; anything else is inaccurate, including Relational Expressions. Use the wildcard symbol for each entry in the list. Specific details for this field are:

All of the sections impacted by a document are identified in a string of entries. They are listed in ascending order; beginning with leading zeroes. They are grouped by whether they are primary (those sections in which the survey is located) or secondary, (those sections which are adjoining to the primaries). A "P" precedes the primary sections and an "S" precedes the secondary sections followed by a space. Do not use the "P" or "S" when searching, they are simply a visual aid when reviewing the results list.

3.3

TYPE: *This is a very useful field.* Recommended search mode: Select the specific value desired from the drop down list. List of Values and Relational Expressions are not available. Leave the field blank if you want all of the types at one time. Specific details for this field are:

- **S** Surveys of all types, unrecorded and recorded (ROS's, plats, short plats, etc.)
- **R** Recoveries (includes unrecorded and recorded recovery notes, permits, LCRs etc.).
- **I** Index Sheets (Most are section sheets from the microfilming done before the imaging system. For most recorded maps, these overlap the imaging system. There are some indexes from private companies, no longer in business.)
- **M** Master index sheets (cover index sheet from the microfilm indexing).
- **H** Historical material (not necessarily survey related).
- **F** Field book notes or pages.

3.4

CORNER: Recommended search mode: This field has a string of values in it. Type in the specific value desired, including leading zeroes for the numbers 1 thru 9; you **must** add the wildcard to the entry; e.g., *A03*. If you want to search for more than one corner at a time you must do a Search List; anything else is inaccurate, including Relational Expressions. Use the wildcard symbol for each entry in the list. Specific details for this field are:

- Corners shown on the document are identified by the alpha-numeric code. Entries are restricted to GLO corners that fall on the section lines and sixteenths corners. It makes no difference whether the corner position is shown as part of the survey or in a separate section breakdown, or whether it is calculated and not monumented; all corners shown are identified.
- Single digit numbers must have leading zeroes; there is no space between the alpha
- and numeric; the corners are listed in ascending alpha-numeric order. If there are more entries than the field can hold, additional indexing lines were created to capture it all.
- Some GLO corners (such as DLC, HES, Mining Surveys, etc.) fall in the middle of a 1/4-1/4, and are difficult to code using alpha-numeric, so they were described with text; such as DLC 38 COR 2; or, BAXTER DLC.
- Some permits or lot surveys show only street monuments or plat monuments, and
- are difficult to code using alpha-numeric, so these are described with text.

3.5

QUARTER: Recommended search mode: *None, do not search on this field, the results will be incomplete.* Review this field after the response list is produced to determine a document's general impact before retrieving images. *Use this field with caution!* Specific details for this field are:

- Only the specific quarter(s) in which the survey is located is entered here. The entries are not to the quarter-quarter. If there are multiple sections, they are shown by: SW05 SE06 NE07 NW08, etc.

3.6

SURVEYOR: Recommended search mode: Type in the specific value desired; use the Search List or use the wildcard *.*. Relational Expressions does not work well with this field. The surveyor's first initial and last names were entered, in that order. When duplications of the last name from two different surveyors were found, the complete first name was entered for the second duplication. If you are uncertain of the spelling, or uncertain of the first name, a wildcard search using a partial spelling of the name is usually successful as shown in Section 2.

3.7

COMPANY: Recommended search mode: Type in the specific value desired; use the Search

List ; or use the wildcard *.*. Relational Expressions does not work well with this field. In the original indexing, the company names were entered without such additional words as "& Assoc.", "Inc.", "Engineering", "Surveying" etc. If you are uncertain of the spelling, a wildcard search using a partial spelling of the name is usually successful as shown in Section 2.4.

3.8

DATE (recording date or date of the document): Type in the specific value desired. The Date field is entered by Month-Day-Year e.g., 01/01/2018.

You can also use the calendar box, by clicking on the small calendar icon  on the right side of the field, to select a date.

A date of January 1, is used by indexing staff when the date is uncertain, but the year is known.

3.9

COUNTY: Recommended search mode: Select the county desired from the drop down list. List of Values and Search Expressions are not available. Type in the first letter of the county name and the list will adjust to that place in the alphabet.

3.10

VOLUME (or Book): Recommended search mode: Type in the specific value desired; use List of Values; or use the wildcard *.*. Relational Expressions do not work well with this field. Do not use leading zeroes. For ROS's, the volume number is entered by itself. For all other documents, an abbreviation is added after the volume number (no space between); e.g., **SP** - Short Plat; **BLA** - Boundary Line Adjustment; **C** - Condominium; **P** - Plat; **BSP** - Binding Site Plan; **LL** - Large Lots, etc. e.g., **1SP** is volume one of short plats. This field is also used to identify field book numbers, or project numbers.

3.11

PAGE: Recommended search modes: Type in the specific value desired or use List of Values. Relational Expressions does not work well with this field. Do not use leading zeroes. Specific details for this field are:

- For a multiple page document, *only the first* page number is entered.
- This field is also used to identify field book page numbers, or large project sheet numbers.

3.12

AFN: From 02/08/2018 all Auditor's File Numbers will be entered in this field. Recommended search mode: This field has a string of values in it. You **must** use the wildcard *.*. If you are doing a List of Values search, you must use the wildcard on each entry in the list. Relational Expressions do not work with this field. Enter numbers only e.g., *9602040128*.

3.13

REMARKS: Recommended search mode: This field has a string of values in it. You **must** use the wildcard *.*. If you are doing a List of Values search, you must use the wildcard on each entry in the list. Relational Expressions do not work with this field.

This field contains a variety of identifiers; specific details are:

- Plat names: Only the proper name is entered, such words as "Addition" and "Subdivision" are left off. A numbered addition is identified with a space after the name, then the number.
- Revisions are identified by "REV TO V-P"; e.g., "REV TO V25 P103".
- The original is edited with "REV BY...".

**** Prior to 02/08/2018 the AF# is entered here for Counties that have Volume and Page and AFN e.g., AF 9602040128**

If a survey is in a plat or short plat, the plat identifier is entered here.

This field may also contain GLO government lots, DLC information, DNR application numbers and various other indexing notes.

3.14

COORDS: (are there coordinates?) Recommended search mode: Type in Y or N. Y means there are coordinates on the document. N means there are not.

3.15

PERMIT # (monument removal permit): Recommended search mode: Type in the specific value desired or use List of Values or Relational Expressions. Leading zeroes are not necessary.

3.16

COMP DATE (completion date for a permit): Recommended search mode: Type in the specific value desired or use List of Values or Relational Expressions.

3.17

REPORT (is a completion report on file?): Recommended search mode: Type in Y or N. Y means a report is on file; N, means it is not. Some old permits, for which reports were never received, were grandfathered in. In these cases, a Y is entered here, but the lack of a report is noted in the Remarks field.

3.18

CREATE DATE (date indexed by PLSO staff):

Recommended search mode: Type in the specific value desired or use List of Values or Relational Expressions. This date is automatically entered by the system when the document is saved by the indexer.

Section Four – New Query and Search Results

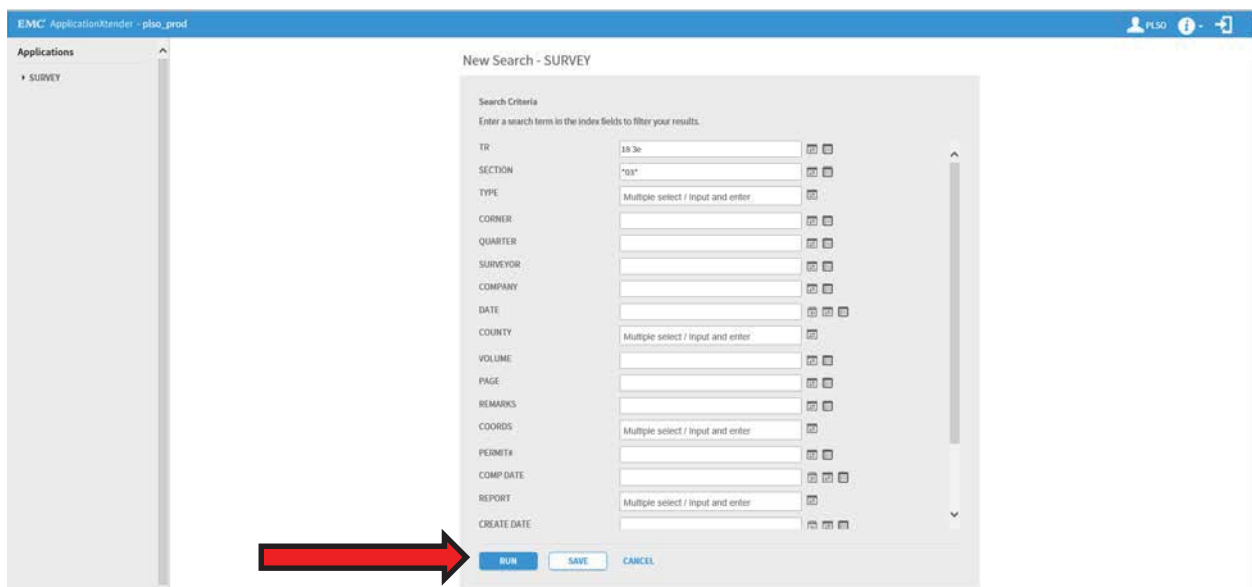
4.1

Open New Search

Upon login you will be automatically directed to the New Search page. Sections Two and Three of this manual explain how to enter research data into the fields. Take a moment to review these Sections for Important Notes and Instructions for Researching.

Final Step: Simply hit Enter or click on the RUN button at the bottom of the web page as shown in Figure 4a.

Figure 4a



The screenshot displays the 'New Search - SURVEY' web interface. The page title is 'EMC ApplicationXtender - plso_prof'. The left sidebar shows 'Applications' with a sub-menu for 'SURVEY'. The main content area is titled 'New Search - SURVEY' and contains a 'Search Criteria' section. Below this section, there is a list of search fields with corresponding input boxes and icons. The fields are: TR (input: '18 3e'), SECTION (input: '08'), TYPE (input: 'Multiple select / input and enter'), CORNER (input: ''), QUARTER (input: ''), SURVEYOR (input: ''), COMPANY (input: ''), DATE (input: ''), COUNTY (input: 'Multiple select / input and enter'), VOLUME (input: ''), PAGE (input: ''), REMARKS (input: ''), COORDS (input: 'Multiple select / input and enter'), PERMIT# (input: ''), COMP DATE (input: ''), REPORT (input: 'Multiple select / input and enter'), and CREATE DATE (input: ''). At the bottom of the form, there are three buttons: 'RUN', 'SAVE', and 'CANCEL'. A red arrow points to the 'RUN' button.

4.2

New Query Results

If there are images for your search, you will get a full data display of query results. A screen shot is shown in Figure 4b. Note: The bottom of the results screen displays the number of documents found, the number displayed, and the number of pages.

4.3


Sorting Query Results

WebXtender, by default, will sort the CREATE DATE field numerically and descending. You can sort any field by clicking on the field name at the top of the query screen.

A couple key notes: For Ascending, click the field name once. For Descending, click the field name twice and to see how the data was originally indexed in to WebXtender, click the field name three times. Also note, the same field will be sorted on a new query results list, even if you log out and back in again.

4.4

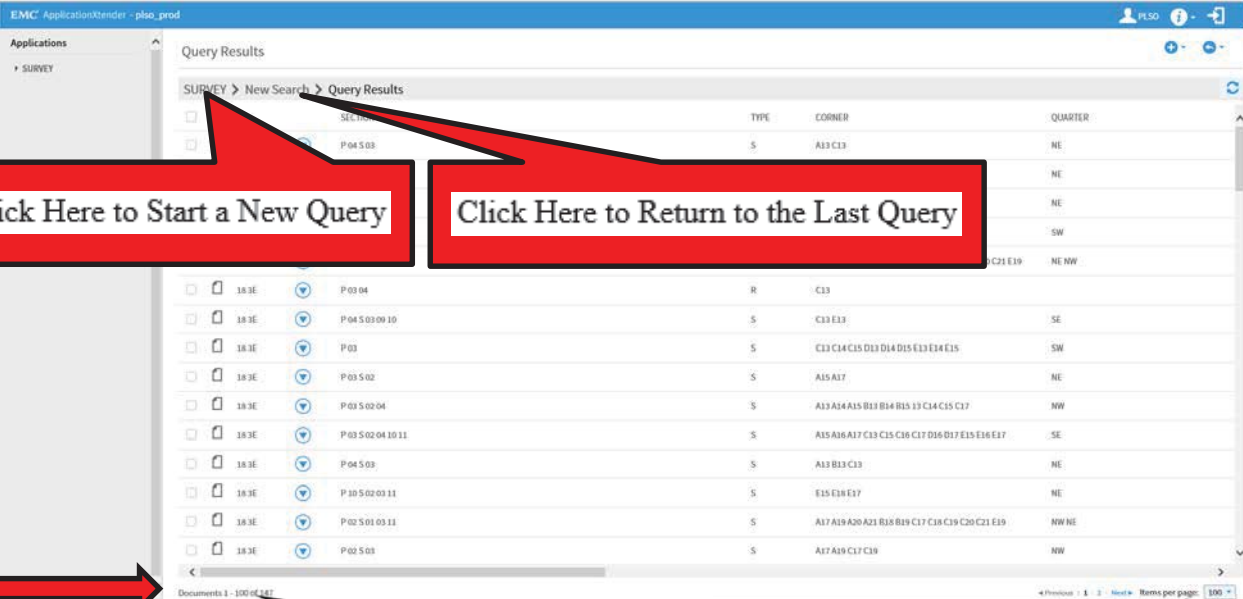
Modify Query & Scroll Between Pages (on the screen)

To start a start a New Query click on . Select “NEW QUERY” from the dropdown menu. This will return you to the New Query screen with all entries cleared.

To change your Last Query search click on . Select “Last Query” from the dropdown menu. This will take you back to the New Query Screen without losing your initial data entries.

Note: Alternate methods to start a New Query or Last Query are shown in Figure 4b.

Figure 4b



The screenshot displays the 'Query Results' page in the EMC ApplicationTender interface. The page shows a table of results with columns for TYPE, CORNER, and QUARTER. The table contains several rows of data, including entries for 'P03 04', 'P04 S 03 09 10', 'P03', 'P03 S 02', 'P03 S 02 04', 'P03 S 02 04 10 11', 'P04 S 03', 'P10 S 02 03 11', 'P02 S 01 03 11', and 'P02 S 03'. The interface also shows a sidebar with 'Applications' and 'SURVEY' options. At the bottom, there are pagination controls showing 'Documents 1 - 100 of 147' and 'Items per page: 100'. Red callout boxes highlight the 'New Search' and 'Last Query' buttons, and the document count and pagination controls.

TYPE	CORNER	QUARTER
S	A13 C13	NE
		NE
		NE
		SW
		NE NW
R	C13	
S	C13 E13	SE
S	C13 C14 C15 D13 D14 D15 E13 E14 E15	SW
S	A15 A17	NE
S	A13 A14 A15 B13 B14 B15 13 C14 C15 C17	NW
S	A15 A16 A17 C13 C15 C16 C17 D16 D17 E15 E16 E17	SE
S	A13 B13 C13	NE
S	E15 E16 E17	NE
S	A17 A18 A20 A21 B18 B19 C17 C18 C19 C20 C21 E19	NW NE
S	A17 A19 C17 C19	NW

The Query Results page displays the number of documents retrieved and the number of results per page at the bottom left side of the page. The number of pages necessary to return all of the results is displayed on the bottom right side of the page. See Figure 4b above.

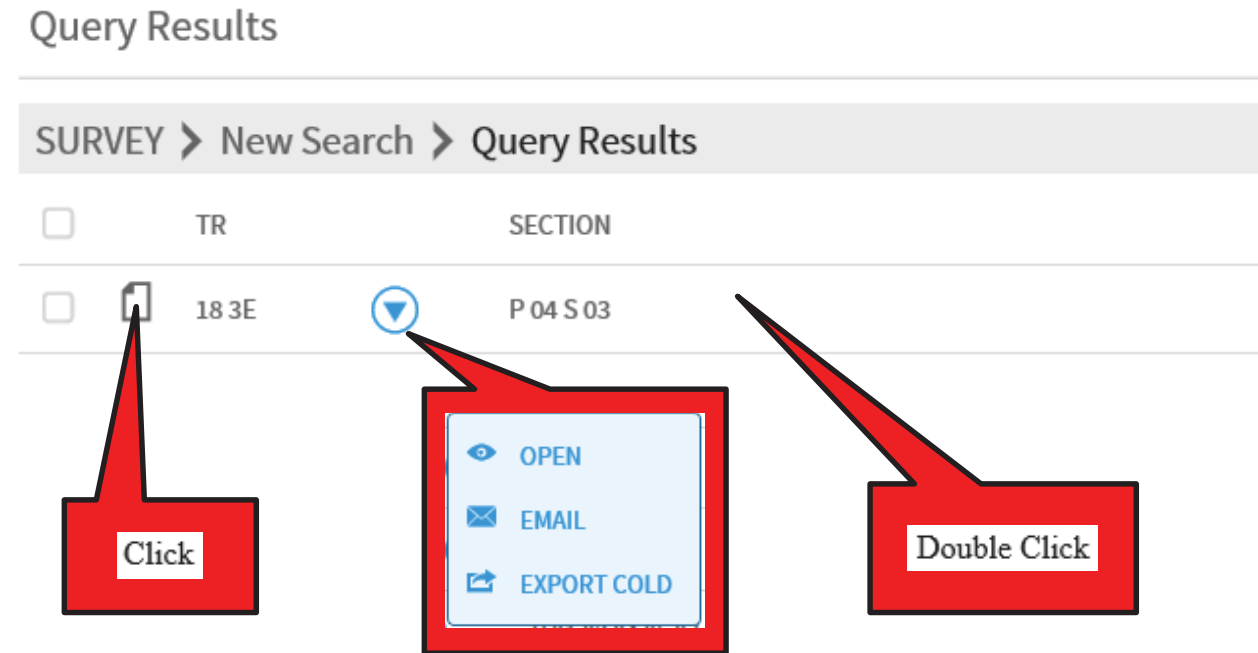
SECTION FIVE – Viewing Maps

5.1

How to View Maps

There are three options for viewing a map from the Search Results screen, as shown in Figure 5a.

Figure 5a



5.2

Previous Document/Next Document

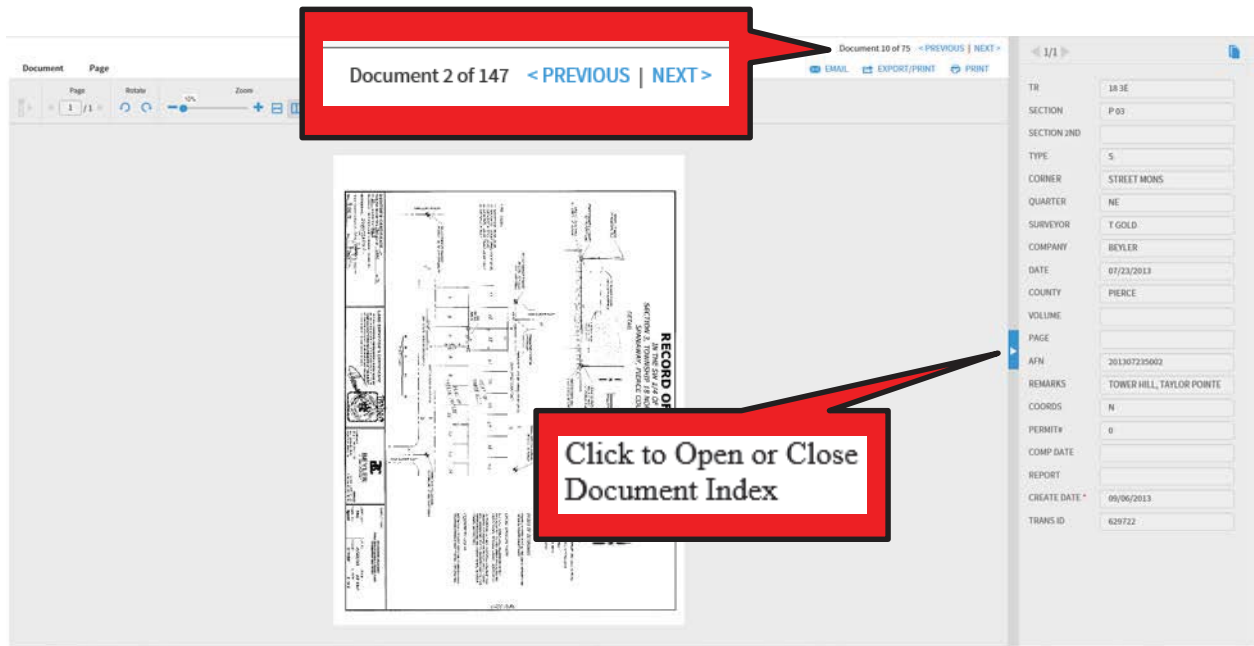
You can page between documents from the query list, without going back to the original query, by clicking on either one of the Previous or Next tabs as shown in Figure 5b.

5.3

Document Index

To display the Document Index, click on the tab as shown in Figure 5b. The index will show all the fields but will only show partial data in each field. To view the complete information, you need to go back to the Query Results screen. To close the Document Index from the screen, click on the tab again as shown in Figure 5b.

Figure 5b



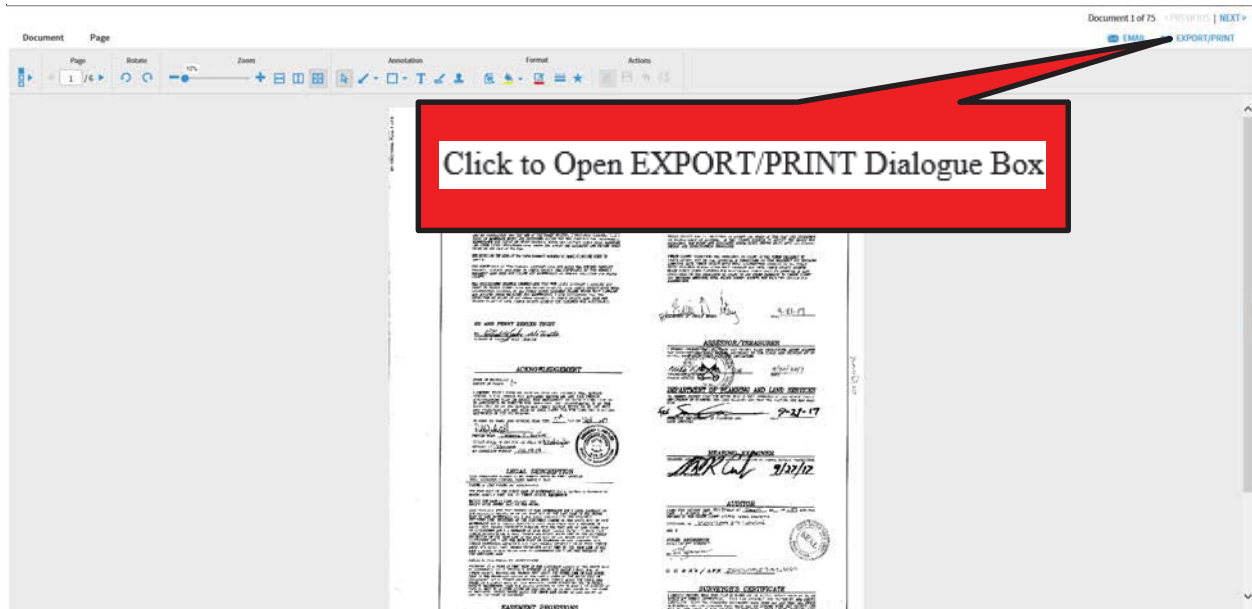
SECTION SIX – Exporting Images

6.1 Exporting a Page or Multi-Page Document

****Note: Batch Export/Print is not an option at this time.**

Once you have a document opened, you are able to export it to a file or folder of your choosing using the export icon, as shown in Figure 6a.

Figure 6a



Selecting Export (Figure 6b) opens the dialogue box as shown in Figure 6c. This is where you choose to open or save the exported document. Once you have navigated to the storage area, give the document a name and click save. The document will be exported as a .pdf, by default.

Figure 6b

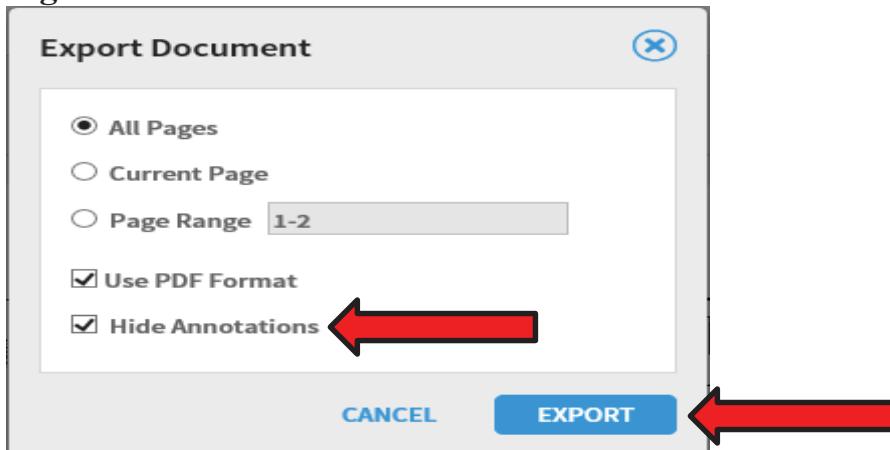
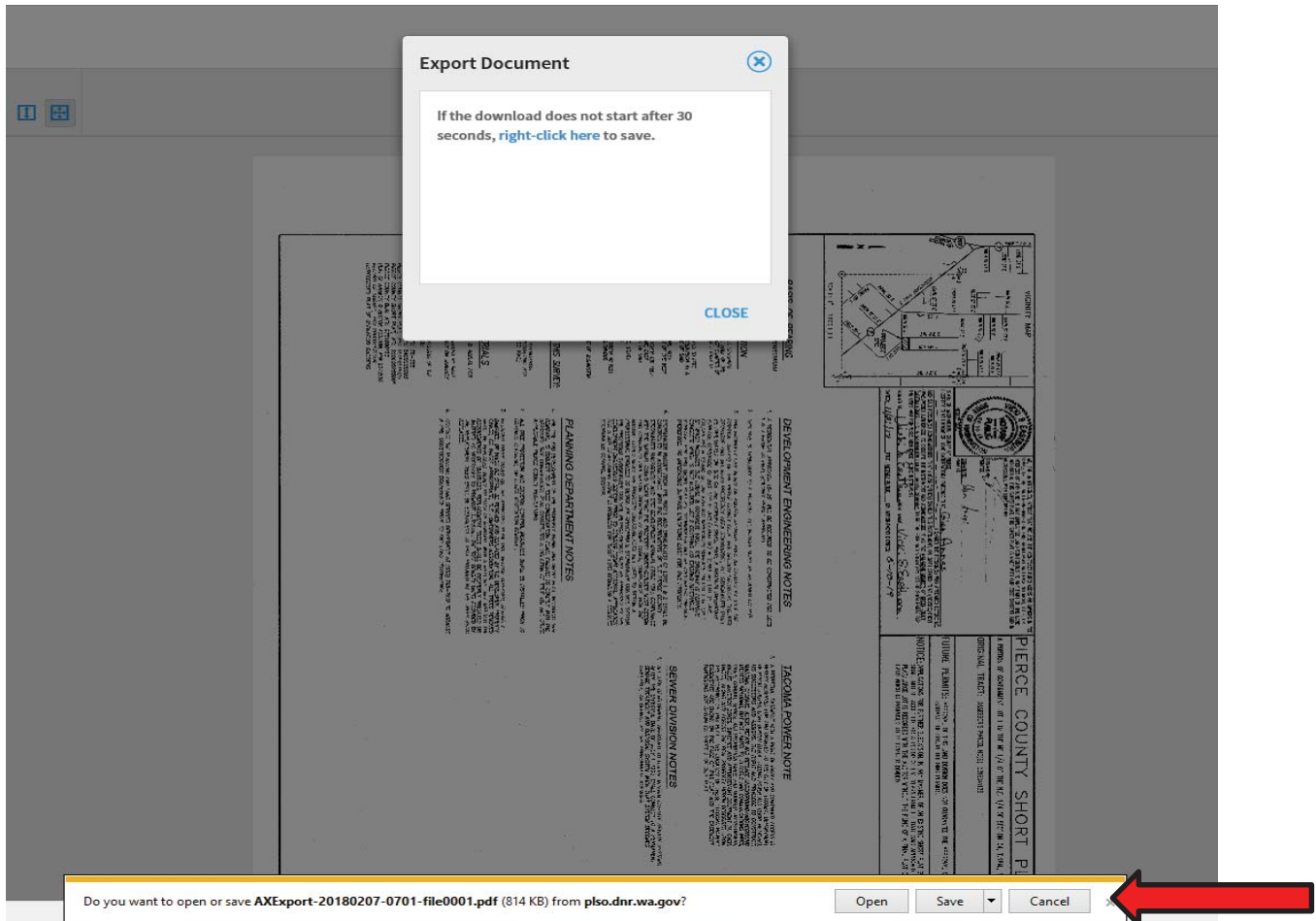


Figure 6c



****Once you open the document you have the option to print.**