

SEARCH

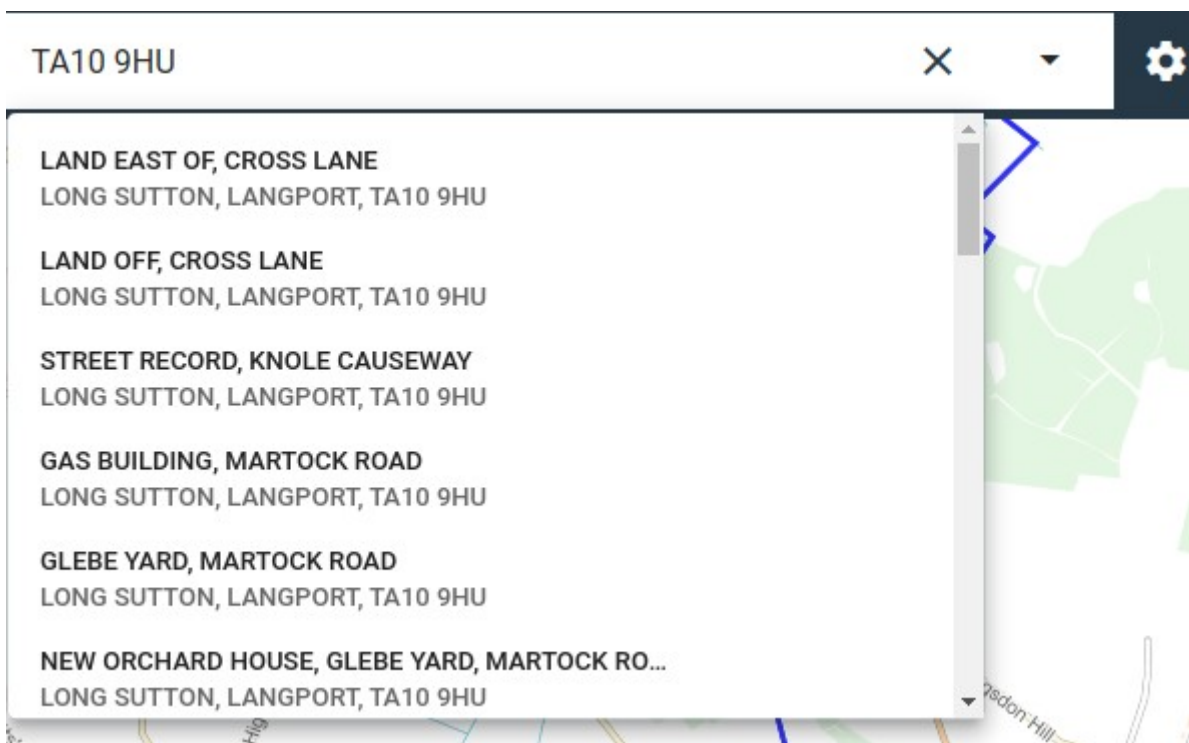
(there is no specific help on this topic in Parish Online)

Overview:

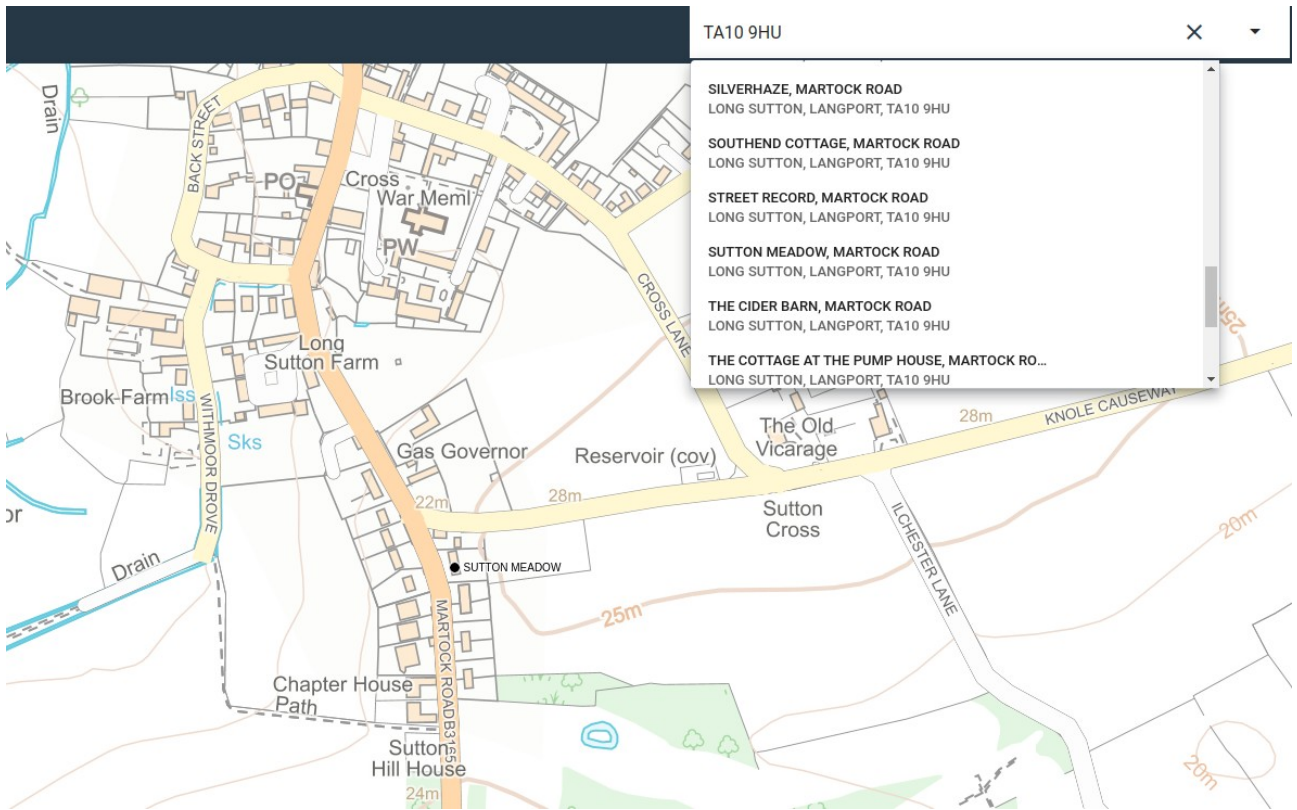
'Search' is fabulously helpful for finding places quickly – particularly useful, for instance, when entering Planning Applications.

The fastest way to find something is to use the postcode, if you have it. Enter the postcode in the Search box, press enter, and a choice of locations matching that postcode will be listed. Selecting the one that you want will highlight it with a red dot. If no postcode, simply type in the address.

Steps for using Search with a Postcode:



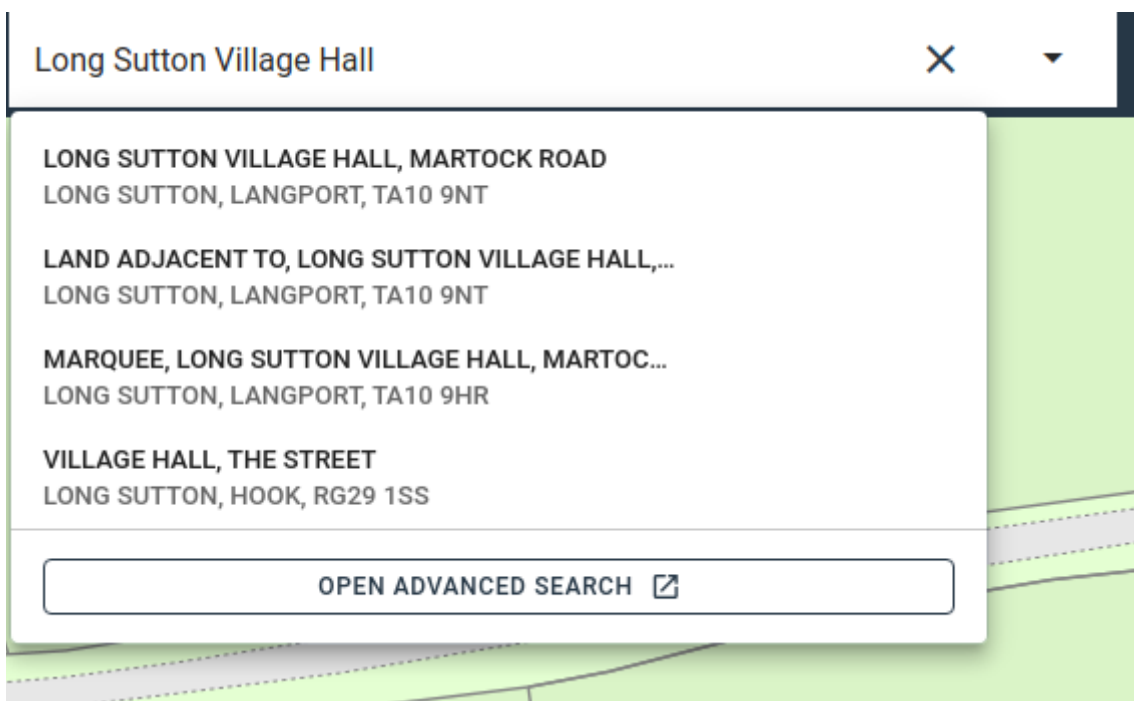
- Enter the postcode
- The drop down screen will fill before you even hit 'Enter'
- The list is not necessarily in alphabetical order, so you may need to scroll down to find your desired location
- Click on the desired address to highlight it
- A black dot will appear on the relevant building, and the screen will zoom in: (see next page)



- The dot will stay in place for the rest of this session
- You can open up a layer, say, to add a feature based on the location - the dot will stay in place and be visible through the layer (although not part of it)

Steps for using Search without a Postcode:

Start typing in the address of the location you seek. The system will find matching addresses as you type. Simply click on the one that you want when it shows.....



- Note that the resulting finds will not necessarily be anywhere near you. In the example above, we intended to find the Village Hall in Long Sutton, Somerset – which we got as the first entry. However, the Village Hall in Long Sutton, Berkshire also showed (see bottom entry). Take care when highlighting!