

# Land Development Team Record Archives Instructions

February 5, 2010

## Introduction

The Land Development Team (LDT) consists of City of Santa Barbara staff members from the Community Development, Fire, and Public Works Departments who work on all phases of the land development permitting process.

In an effort to provide an improved document viewing service to the Community, the records management database software has been upgraded. The database is known as the **Land Development Team Records Archives** or **LDTRA**.

## Required Browser Plug-ins

In order to use the LDTRA, your web browser must have the latest version of the following two plug-ins installed. Both plug-ins are free of charge from the download links provided.

- **Adobe Reader™**  
<http://get.adobe.com/reader/>
- **Sun Java™**  
<http://www.java.com/download/>

## Searching

View of the main search page.

The screenshot shows the search interface for the City of Santa Barbara Land Development Team Records Archive. At the top, there is a navigation bar with the City of Santa Barbara logo, the title "Land Development Team Records Archive", and links for "Skip to: Content | Footer | Accessibility". Below this is a search bar with tabs for "Search", "Results", and "Archive List", along with "Password | Log Out" links. The current database is set to "Community Development" and the location is "Home". A "Document Category" dropdown menu is set to "All Document Categories". There is a search address field with a placeholder "(Example: 735 Anacapa)" and a checked checkbox for "Search from Home Folder". "Search" and "Reset" buttons are located below the search field. A "Search Tips" section provides instructions: "Click here for Search Instructions", "Select a document category, or else search in all document categories", and "Enter an address or part of an address, and then click on the Search button." Two informational boxes are present: one for Adobe Reader and one for Sun Java, both providing download links. The footer contains copyright information: "© 2001-2003 Decision Management Company, Inc. All rights reserved." and "© Copyright 1998 - 2010 The City of Santa Barbara | Frequently Asked Questions | Email Webmaster | Site Policy Statement".

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- 1) **Document Category** - Select the document category from the drop down menu. For example, if you wish to search in Street PUBLIC only, select "Street PUBLIC".



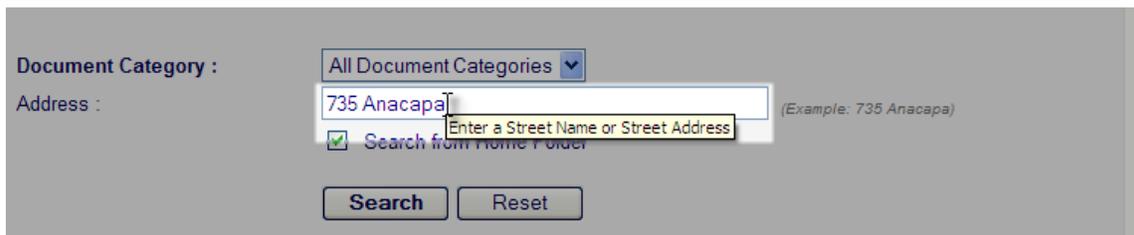
Document Category : All Document Categories  
Address : (Example: 735 Anacapa)  
Search Reset

If you wish to search in more than one category use the "All Document Categories".

Once you have selected the document category you wish to search, you can enter the street address or street name.

Click on the Search button, and the results list will be displayed. Click on the document icon to view the document pages of the specific street address you want to access.

- 2) **Address** - This type of search requires the user to know the Street name. You may search using the **full street address or the street name only**. Searches are not case-sensitive. A search for "Anacapa" will produce the same result as a search for "anacapa."



Document Category : All Document Categories  
Address : 735 Anacapa (Example: 735 Anacapa)  
Search from Home Folder  
Search Reset

- 3) **Searching from Home Folder** - Searching from the Home folder will give you the best results. This is the default.



Document Category : All Document Categories  
Address : (Example: 735 Anacapa)  
Search from Home Folder  
Search Reset

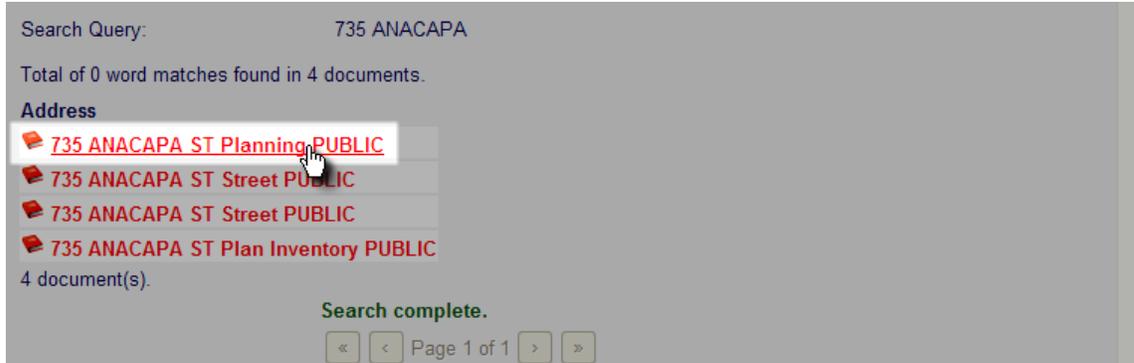
- 4) Click on the **Search** button to initiate your search.

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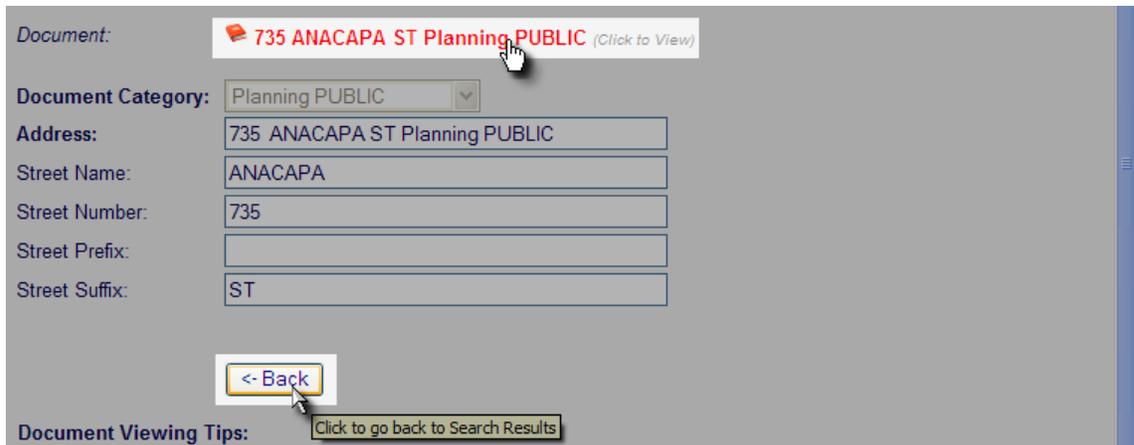
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## Results

- 1) Click on one of the results in the Address column to view address detail.



- 2) To view the files associated with this address, click on the **Document** link at the top of the Address details. If you find from the detail page, that it is not the record you wish, click on the **<- Back** button to go back to the Results page.

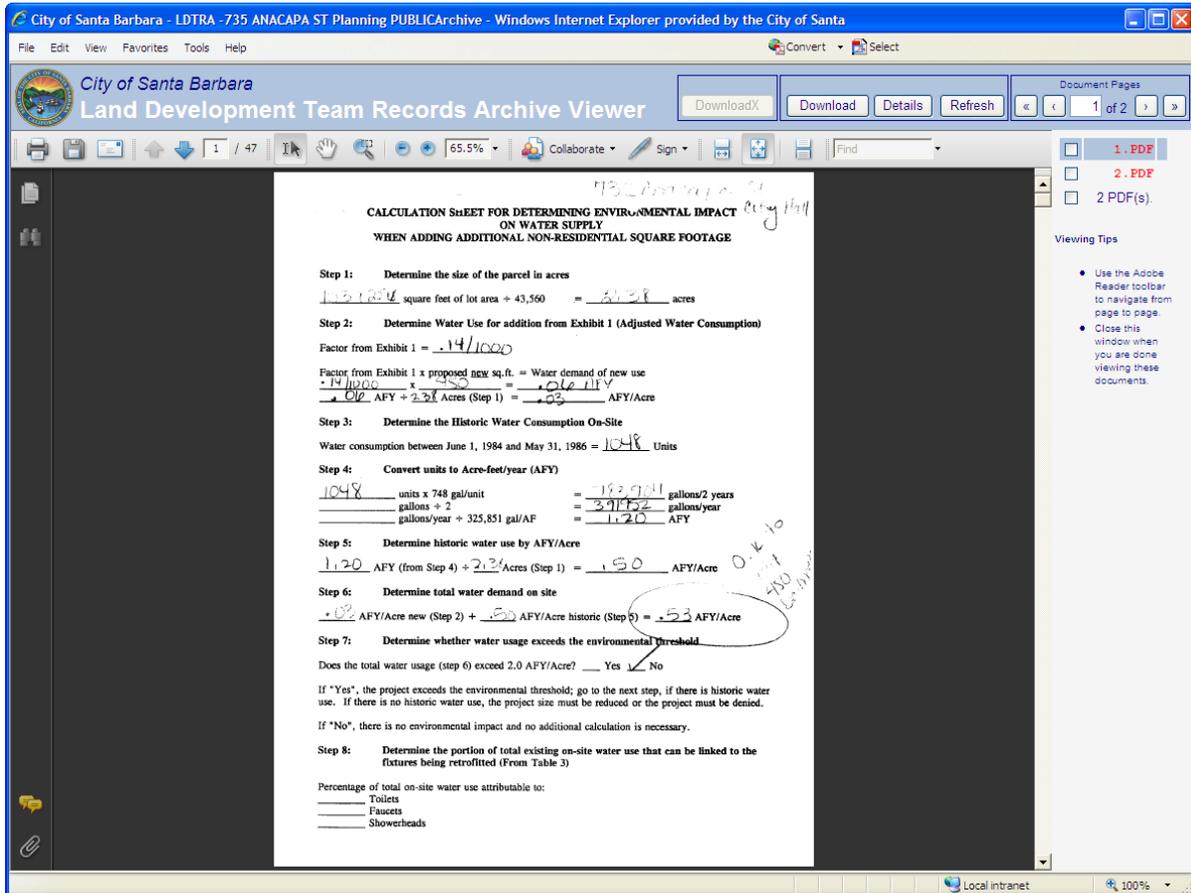


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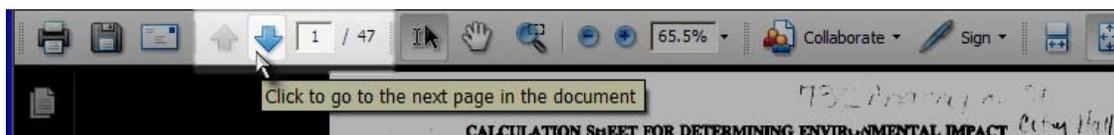
## Archive Viewer

The *Archive Viewer* is a web page that will open full-screen to display Adobe Portable Document Format (PDF) files of scanned documents associated with the property address.



The *Archive Viewer* in this example uses Adobe Acrobat 9. Depending on the version you have installed on your computer, some of the Acrobat buttons may be in different locations or have slightly different icons associated with a specific function.

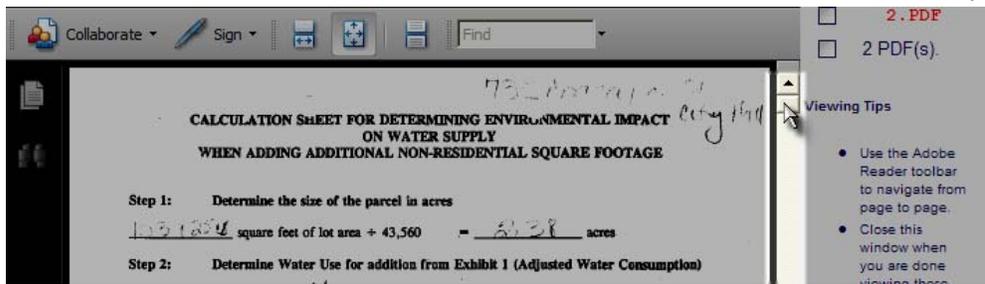
- 1) Browse pages in the current Adobe PDF by using the Acrobat page navigation,



or the scrollbar to the right of the document.

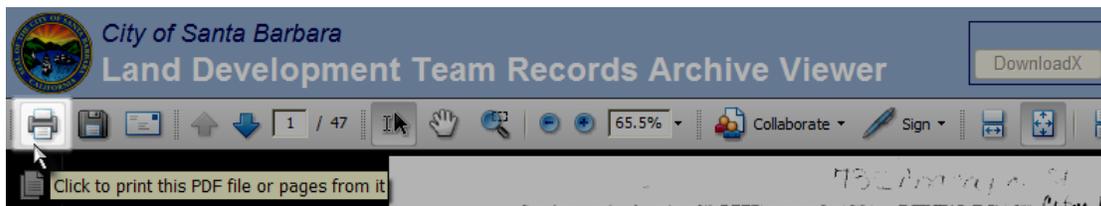
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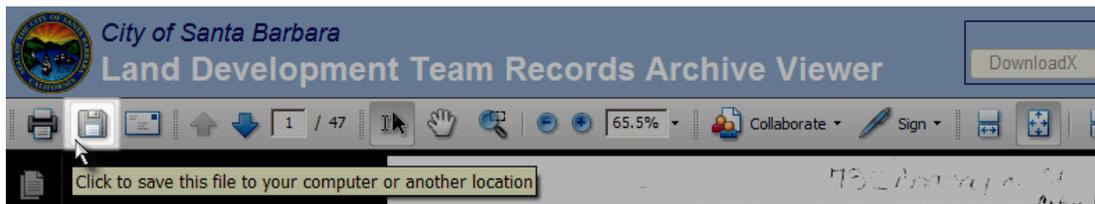


Any given PDF is likely to contain some number of pages.

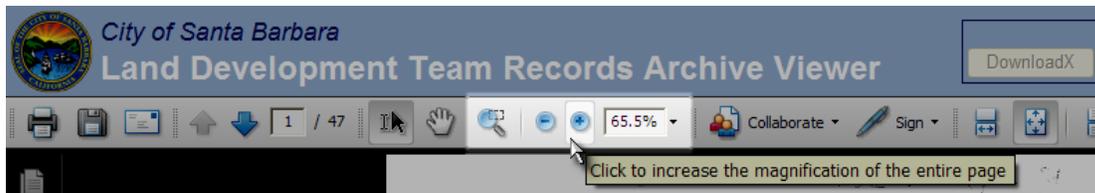
- 2) Use the Adobe Acrobat interface to **Print** all or part of the PDF,



**Save** a copy of the PDF to your computer,



and **Zoom** into the page to view small details.

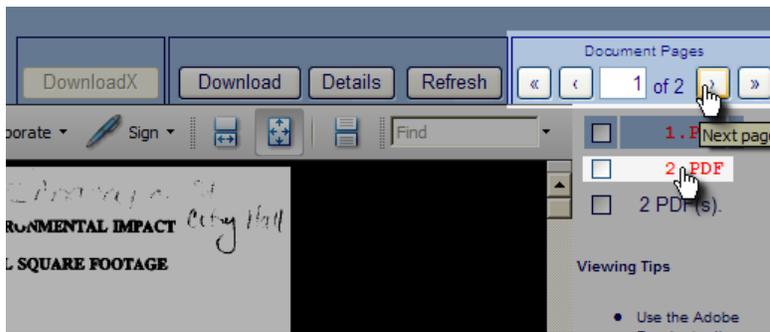


- 3) If there is more than one Adobe PDF, your options will be displayed at the top-right of the Archive Viewer window. Use either the Document Pages navigation buttons, or click directly on another PDF link to view other Adobe PDFs associated with this address.

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- 4) When you are done view documents, close the browser window. The Address Detail page will still be available.

## Errors

The database that you will be accessing contains over 3 million images. You may find miss-filed documents while you use this application. If you should find miss-filed documents, please use your browser's "Back" button to access this page and send an email with the page number and the street address to [BNielsen@SantaBarbaraCA.gov](mailto:BNielsen@SantaBarbaraCA.gov).