



Lane Geographic Data Consortium

RLID Website Version 4.0
Business Requirements Document

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Document Revision History

Every change to this document (subsequent to initial sign-off) must be recorded in the revision history chart below. Modifications to this document will be documented in the following chart. There are no exceptions. Note that the Project Sponsor and the Project Manager must sign off any changes to the requirements document.

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Sign-Off – < Document Version 1.0 >

The undersigned have read and reviewed the contents of the attached Requirements and Use Case documents and agree they meet the business needs. We approve of what has been stated and authorize the project team to proceed.

Project Manager Date

Project Sponsor 1 Date

Project Sponsor 2 Date

Project Sponsor 3 Date

Project Sponsor 4 Date

Project Sponsor 5 Date



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Executive Summary

“RLID” is a moniker for a program and a set of products produced by the LCOG GIS staff for the LGDC. The most visible of these products is the RLID website, which provides partner agency staff and public subscribers an easy-to-use interface to search and report data from the RLID data warehouse. The RLID program is supported by a team of seven staff (the “RLID Team”) that provide expert user support, database design and development, GIS data integration, and application development capabilities to the region and the public. The focus of this document is the business requirements for a redesign of the RLID website. The RLID data warehouse has also been recently redesigned and the processes that integrate GIS information with non-spatial land information are also being redesigned to support the new data warehouse design as well as new data opportunities.

The RLID website has been very successful for more than 20 years and continues to grow in features as well as usage, the number of subscribers, and the amount of revenue it brings in to support the regional data sharing and integration effort that is LGDC. The RLID website is used 2.6 million times per year with the largest users being the LGDC partners and realty sector businesses. RLID currently has 328 subscriber organizations and a total of 4,318 user accounts and new subscribers and user accounts are added regularly. The RLID data warehouse not only drives the RLID website but is also used directly by every partner agency as a key data source for numerous internal applications and projects.

Although the RLID website and data warehouse are very popular and well-used as they are, there is always a need to revitalize any toolset to keep up with technology changes, changing user needs, and to improve the tools and the processes of maintaining the tools. The majority of the RLID website and data warehouse have been in essentially the same form for the last 8 years, so it is ripe for a review. In addition, there are several more specific reasons for redeveloping the RLID website.

First, the website is entirely hand-coded in a web development technology (ColdFusion) that is no longer supported by in-house staff at LCOG. This technology is no longer the market leader and is not a good choice for RLID going forward. In addition, the custom-coded nature of the website has made enhancement slow. Currently, the website is maintained and enhanced, as requested, by an external vendor Resource Data Inc. This vendor has been very effective, but cost and agility are not optimal in the current arrangement. The RLID team sees this as an opportunity to expand the team capabilities using a low-code/no-code web development technology. This would allow more staff to be involved in development and increase agility, innovation, and responsiveness to users when issues are identified. Over the last few years, the RLID team has built up a backlog of user requests for enhancements that have not been addressed due to the aforementioned agility issues. A more accessible development platform would allow the team to catch up on this list.

Second, new data opportunities and partner requests for better data integration (e.g., EWEB asking for a way to better integrate address and improvement information) have led to a top-to-bottom review of the RLID data warehouse data model. The result has been a significant redesign of the entire model and the extensive code supporting it. The new design has been shared with regional database experts and has received a lot of support and even generated some excitement. The new design will do a much better job of capturing the complex interrelationships between elements of land information such as properties, tax lots, accounts, improvements, structures, and addresses. This major redesign of the data warehouse also requires a redesign of the RLID website to depict the improved data structures and new data.

These needs and opportunities gave rise to the “RLID v4 Website and Data Warehouse Redevelopment Project” (aka “RLID v4 Project”). This is a data warehouse and website modernization and update project began in 2020 and planned to be executed over several years. It includes typical development project phases including planning, requirements gathering, design, implementation, and user acceptance testing.

A component of that project is a business requirements analysis. This was a thorough review with users and other stakeholders of the current RLID website functionality and potential enhancements or additions to it. A time-intensive process was used to engage as many users and stakeholders as possible, including numerous interviews and focus group meetings as well as a survey sent to all users. This document captures the results of that business requirements gathering process and provides the foundation for the proposed modernization of the RLID website. This will insure RLID will continue meeting the wide range of needs of LCOG's regional partners, members, and commercial subscribers, while ensuring the system is cost-effective and easy to maintain. It will be complemented by an analysis of technical requirements to be available subsequently.

The business requirements analysis generated non-functional (i.e., *how well* it does things) and functional (i.e., *what* it does) business requirements in detail. These are described in this document and its appendices.

At a general level, stakeholder feedback was clearly in favor of keeping RLID v4 as similar as possible to RLID v3. Stakeholders were also open to enhancements and additions to RLID that build on its success. That includes improving non-functional user needs like increased performance and ease of use (e.g., the number of steps to execute a task). The RLID team also believe that the technical needs we have (e.g., move to low-code/no-code, get out of ColdFusion), if met, will allow us to meet user non-functional expectations that we stay agile and innovative with RLID and keep things well maintained and stable. Stakeholders also want to take advantage of all the new data (e.g., structures, liens, permits) and improved modeling of data relationships in the new v2 data warehouse. This will require that we change RLID functionally in some ways to present that data, but the intent will to keep RLID functionally very similar and familiar to users.

As far as functional things the stakeholders and users asked for, we will keep RLID largely the same. We will re-evaluate some underused or difficult to use areas (such as commercial and vacant land comp sales or Advanced Search) and look to prune out anything non-essential and consolidate where possible. As far as enhancements and additions, stakeholders suggested a variety of things but nothing that will change the overall structure of function of RLID significantly. A few of the more significant enhancements and additions are as follows:

- Simplify Advanced Search using pre-set searches and improved search saving, sharing, and history
- Custom property "shopping cart" or "basket" for producing report sets for arbitrary collections of properties
- Possibly integrate Advanced Search with Standard Search
- Add pre-1994 recorded documents
- Improve user authentication and session controls
- Analyze current subscription levels, ways of providing service, and charging for it.
- Make the entire RLID site more mobile-friendly so users can access data and tools on mobile devices like phones and tablets
- Enhance search results export to give users more flexibility in terms of available fields, formatting, and file formats
- Modernize landing pages (home screen, sign-up process, and user dashboard)
- More user-configured preferences and formatting (e.g., user logos on printed reports)
- Reintroduce features to support making mailing labels easier
- Re-evaluate presentation of search results given the relationships between properties and related data elements such as taxlots, accounts, owners, addresses, structures, and improvements

Introduction

Purpose

The purpose of this document is to record the business (functional and usability) requirements for the RLID v4 Website into formats that are easily consumable for future analysis, architectural, and design activities, and most importantly in a format that is understandable by all business partners and decision makers.

This document is designed to give the reader an understanding of the requirements gathering process used and a high-level understanding of the functional requirements identified by users and other stakeholders.

This document provides the foundation for the proposed modernization of the RLID website to continue meeting the wide range of needs of LCOG’s regional partners, members, and commercial subscribers, while ensuring the system is cost effective and easy to maintain. It will be complemented by an analysis of technical requirements to be available subsequently.

Intended Audience

This section gives a brief description of whom this document is intended for and what they should get from it.

There are several key audiences for this document, they are listed in the table below.

Audience	Intended Use
The RLID Team	<ul style="list-style-type: none"> To record, organize, and prioritize requirements for the project
LGDC Policy Board (Sponsor)	<ul style="list-style-type: none"> To understand and approve the requirements which define the overall scope of the project.
LGDC Steering Committee	<ul style="list-style-type: none"> To review functional requirements to ensure nothing is missed. To provide input on requirements priorities.
RLID v4 Software Vendor	<ul style="list-style-type: none"> To understand the prioritized functional requirements for the purposes of estimating costs for the development of RLID v4 or supporting development by the RLID Team under a support contract.
RLID v4 Support Vendors (e.g., ITRG)	<ul style="list-style-type: none"> To review the prioritized functional requirements as they relate to aspects of the RLID v4 development process for which they are providing support.



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RLID Website Background

The LCOG GIS Program performs a wide range of work for the Lane Geographic Data Consortium (LGDC) including producing and managing products such as the following.

- **RLID website and mapping applications** (the focus of this document)
- RLID Data Warehouse
- RLID Geo Database
- Map Services
- Address matching tool
- Data integration processes
- Data extracts

The RLID website was first launched in 1999 and is currently in its third incarnation (called RLID v3). RLID v3 was programmed in ColdFusion and has been in production for approximately eight years.

The RLID website is currently used 2.6 million times per year with the largest users being the LGDC partners and realty sector businesses. RLID currently has 332 subscriber organizations (47 government and 285 commercial) and over 4,300 active users. New subscriber accounts are added regularly. The RLID website provides an easy way to search data and generate reports, but members of the LGDC can also access data using any of the products and services listed above.

In addition to the standard RLID website pages, custom versions of RLID pages have also been created for Lane County Elections and the Lane County Assessor.

The RLID Data Warehouse is the “beating heart” of the RLID ecosystem and is the primary source of data presented in the RLID website. The Data Warehouse is populated with data from regional sources daily. That data is transformed and integrated via an extensive infrastructure of data extract-transform-load (ETL) scripts. LGDC partners can connect directly to the RLID Data Warehouse and run queries, generate extracts, and even replicate the entire database on their servers.

RLID Website Redevelopment Project Summary

The RLID v4 Website and Data Warehouse Redevelopment Project (RLID v4 Project) is a data warehouse and website modernization and update project.

Project Motivations

RLID works well currently, and a high priority for RLID users and the RLID Team is to preserve and build on RLID’s success over the last 21 years. The primary motivations for this project occurring were technical rather than functional.

RLID v3 Website is maintained in a technology no longer supported in-house by LCOG staff. Support is adequately provided under a contract with Resource Data Inc. (RDI), but this comes at an expense in terms of both dollars and agility. ColdFusion is a great tool for building a database-driven web application and is a technology that will probably be around for many more years, however, it is not a “no-code” or “low-code” environment. As such, the user interface of RLID v3 was largely hand-coded and requires a ColdFusion programmer to make most updates.

An RLID v4 project priority is to make RLID internally supportable and extendable by as many staff as possible – spreading the potential workload and increasing the agility of the team to respond to issues and deliver new features and data to users.

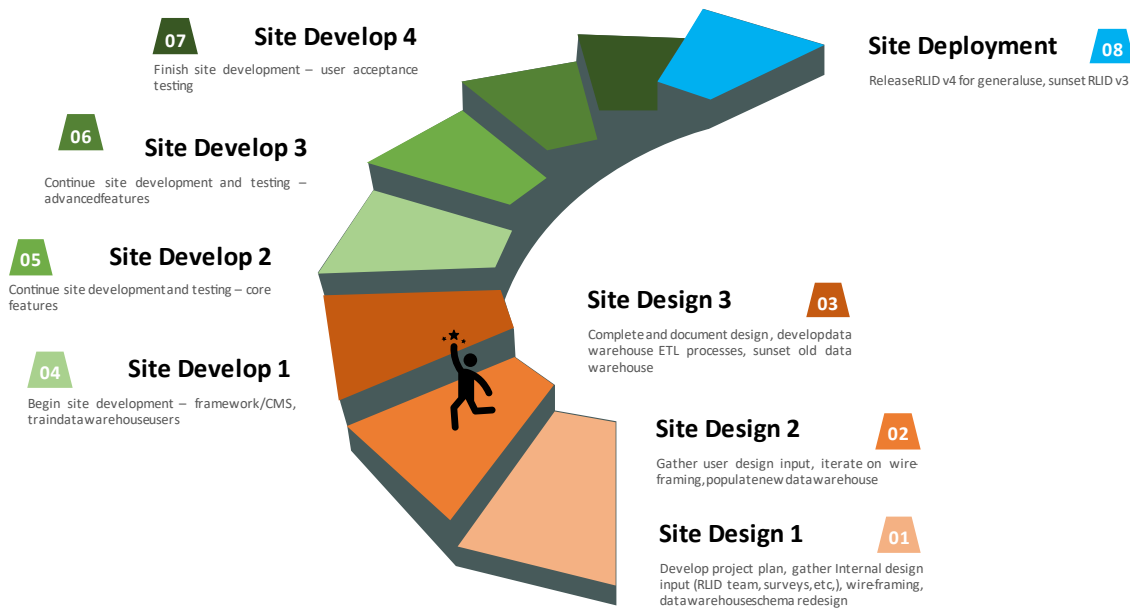
The RLID Data Warehouse drives the RLID v3 website and has not had any significant design changes since it was introduced over 20 years ago. Several opportunities were identified to vastly improve the RLID Data Warehouse, such as by adding Structure (building) data and switching to a design that better reflects how land data entities – like taxlots, accounts, structures, improvements, and addresses – are related. This new design is nearly complete and will make it easier for applications and users to consume regional data. However, the new design is such a departure from the previous RLID Data Warehouse design that it is necessary to rebuild all the database programming that drives the RLID website.

Given that the RLID website needs completely new database programming to leverage the new RLID Data Warehouse and there is also a need to modernize the website technology, this is the perfect time to take a fresh look at the functionality of the RLID website and to identify opportunities for functional and performance improvements. The Business Requirements Gathering Subproject described below capitalizes on this opportunity.

RLID Website Redevelopment Project Overview

The overview of the RLID v4 Website Redevelopment Project is shown below (see Figure 1). The current requirements gathering sub-project is part of the step called “Site Design 2.”

RLID v4 Development Plan



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Figure 1 - Project timeline graphic

Business Requirements Gathering Subproject Summary

The Business Requirements Gathering subproject of the RLID v4 Website Redevelopment Project was a 6-month process that was designed by LCOG RLID Team staff with advisory help on industry best practices and principles from Info-Tech Research Group (ITRG), the primary LCOG IT support vendor. LCOG also contracted the Oregon Consulting Group (OCG) to extend the capabilities of the RLID Team and provide a learning opportunity for that group (the LCOG Team has engaged OCG successfully twice in the past).

The subproject involved three phases:

1. Project planning, training, and stakeholder identification (LCOG, ITRG)
2. Implementation of requirement elicitation techniques (LCOG, OCG)
3. Collation and analysis of data and report development (LCOG, OCG)

The RLID Team designed and led the process and was supported by OCG and trained and guided in best practices by ITRG through their guided implementation process.

The RLID team also received several training sessions on the best practices in requirements gathering from ITRG. The RLID Team then developed the subproject plan which was also validated by ITRG.

With the assistance of OCG staff, the RLID Team worked over several months to gather information and insights from RLID users using a variety of requirements elicitation techniques. The focus was on using a set of elicitation techniques with consistent questions to get both qualitative and quantitative insights about as many RLID users as possible.

The result of this subproject is this Business Requirements Document (BRD).

What It Isn't

The term “business requirements” is used in various ways in software development. In this context, the business requirements describe all the functional and performance requirements of the LGDC organization, regional stakeholders, and the users of RLID. Ultimately, satisfying stakeholders at all levels is the “business” of the organization.

The BRD is not a Technical Requirements Document (TRD). It is designed to be agnostic to the technology chosen to implement these requirements. A TRD will be the output of the next stage of the RLID v4 Redevelopment Project.

The BRD is also not a Design Specification (DS). The BRD says *what* must be done, but not *how*. A formal design specification is only necessary when the design is created by someone other than the developers implementing the design. If using an outside vendor to develop RLID is the choice made by the RLID Team after the technical requirements gathering subproject and after the development strategy (and vendor) is selected, then this sort of document will be created. The development of the “how” will be done during the design phase when rapid design tools like vision boards, wireframes, and prototypes will be shared with the RLID Team and the Design Advisory Team (DAT) to determine the most desired design.

The Requirements Gathering Process

RLID users represent a diverse set of use characteristics. Some users are very active while others are infrequent users. Users also vary in experience with some who are far more advanced than others and may also pay to have access to features other users do not. Some stakeholders are infrequent users but are very influential in their organization and can potentially share larger organizational concerns. The elicitation techniques used (see Figure 2) were selected and crafted to fit these various types of users. More advanced and high-volume users were interviewed in a focus group setting. Influential stakeholders and power users were interviewed individually. The workshop format was planned but was not used as it was found that there were not many users in that category (i.e., medium usage and low to medium influence). The rest of the stakeholders and users were surveyed.

INFLUENCE	High 3	Semi-structured Interview (1 person)	Semi-structured Interview (1 person)	Interview with Observation (1 person)
	Medium 2	Requirements Survey	Workshop (large group; 6-20 person)	Focus Group (small group; 2-5 persons)
	Low 1	Requirements Survey	Workshop (large group; 6-20 person)	Focus Group (small group; 2-5 persons)
		1 Low	2 Medium	3 High
		INVOLVEMENT (USAGE)		

Figure 2 – Elicitation Techniques and User Types

This project used four requirements elicitation techniques which were as follows.

1. Interviews with high influence users,
2. focus groups with larger groups of low to medium influence users with high usage,
3. a survey that was sent out to all other RLID users not covered by other strategies, and
4. team review of records of previously identified user needs.

OCG staff participated, with RLID Team direction and supervision, in administration of the survey, processing the raw transcripts of the interviews and the focus groups, and leading the facilitation of some of the focus groups. After gathering the survey, interview, and focus group data, OCG analyzed and presented the data and some of their observations in a final report. The OCG report (see the Related Documentation and Material section) gave their findings and outlined a prospective road map of next-steps and insights for design in RLID v4. These insights will then be incorporated in the design process of creating a new version of the RLID v2 data warehouse and v4 website.

Outside of these three specific elicitation techniques, the LCOG RLID Team possessed an extensive collection of previously identified user needs and desires collected over many years of providing user support, training, and other involvement with users and partners. One of the reasons the needs assessment did not reveal a lot of new requirements was this history of meeting user needs with past RLID versions. However, there are several potential features that were incorporated in the requirements inventory even though they were not revealed through the formal requirements gathering process.

The combined results of all the elicitation techniques were analyzed for the final list of requirements included in the Requirements Inventory section of this document. This list will be validated by the LGDC Steering Committee.

Stakeholder Selection and Solicitation

The population participants were chosen from was the government partner agency employees as well as the paying subscribers from the private sector. The list of stakeholders selected is shown in Figure 4.

Stakeholders for which interviews or focus group meetings were suitable were solicited via email and scheduled via Calendly or sent a survey invitation in an email containing a Survey Monkey link. After the interviews and focus groups, feedback summaries were shared with participants for their validation. If the RLID Team did not hear back from the user, validity was assumed.



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Stakeholder Group	Stakeholder	Stakeholder Organization	Level of Influence (Decision-makers)	Influence Score (with random factor)	Level of Involvement (High Usage or Need)	Involvement Score (with random factor)	Engagement Activities											
							Documentation on Review	Require memo Survey (Closed Response)	Semi-structured Interview (1 person)	Interview with Observation (1 person)	Focus Group (small group)	Workshop (large group)	Solicitation #1 or Survey Set	Meeting #1 Scheduled	Meeting #1 Held	Interest in BR	Rec'd	
Project Sponsor (Represent LCDC Members)	Dan Kaler	City of Eugene	High	3.06	Low	1.02			•				Yes	Yes	Yes	4/8	Yes	Yes
	Thes Evans	City of Eugene	High	3.24	Low	1.04			•				Yes	Yes	Yes	5/11	Yes	Yes
	Adam Vellutini	Lane County	High	3.06	Low	1.08			•				Yes	Yes	No	5/20	No	No
	Dan Haight	City of Springfield	High	3.04	Low	1.24			•				Yes	Yes	Yes	4/20	Yes	Yes
	Chris Zeitner	City of Springfield	High	3.19	Low	1.08			•				Yes	Yes	Yes	4/20	Yes	Yes
	Brad Welch	Lane County	High	3.14	Low	1.01			•				Yes	Yes	Yes	4/15	Yes	No
	Caleb Anderson	EWEB	High	3.15	Low	1.03			•				Yes	Yes	Yes	4/29	Yes	Yes
Specialty Stakeholder (Key Source of Latent Requirements)	Janel Bevirt	Eugene Neighborhood Associations	Medium	2.13	High	3.01					•		Yes	Yes	Yes	4/30	No	No
	Matt Lutter	EWEB	Medium	2.01	High	3.03			•				Yes	Yes	Yes	5/14	Yes	No
	Teri Hoy	Lane County	Medium	2.01	High	3.13					•		Yes	Yes	Yes	5/5	No	Yes
	Brad Dunlap	Lane County Sheriff's Office	Medium	2.06	High	3.19					•		Yes	Yes	Yes	5/17	Yes	No
	Lori Painter	Fidelity National Title Insurance Company of Oregon	Medium	2.01	High	3.02					•		Yes	Yes	Yes	4/28	Yes	Yes
	Henry Hearty	LCOG Government Services	Medium	2.01	High	3.02					•		Yes	Yes	Yes	4/28	Yes	Yes
	Paula Taylor	LCOG Government Services	Medium	2.10	High	3.10					•		Yes	Yes	Yes	5/12	Yes	Yes
	Madeline Phillips	City of Creswell	Medium	2.09	Low	1.18			X		•		Yes	Yes	Yes	5/5	Yes	Yes
	Tom Schwetz	Lane Transit District	High	3.20	Low	1.19					•		Yes	Yes	Yes	5/5	Yes	Yes
	Brenda Holt	Springfield SD19	Medium	2.20	Medium	2.20			•			•	Yes	Yes	Yes	5/10	Yes	No
	Laura Hodges	Bethel	Medium	2.03	Medium	2.10			•			X	Yes	Yes	Yes	5/14	Yes	Yes
	Kristin Lundgren	Fidelity National Title Insurance Company of Oregon	High	3.05	High	3.24			•	X			Yes	Yes	Yes	4/13	Yes	Yes
	Cheryl Betschart	Lane County Elections	High	3.20	Medium	2.01			•				Yes	Yes	Yes	4/8	Yes	Yes
	Joe Silence	Evergreen Land Title	High	3.03	High	3.19			•	•			Yes	Yes	Yes	5/4	Yes	No
	Dee Ann Nyhus	Nyhus Unlimited, LLC	High	3.17	High	3.02			•	X			Yes	Yes	Yes	4/27	Yes	Yes
Linda Tucker	Windermere Real Estate	High	3.10	High	3.22			•	•			Yes	Yes	No	5/18	No	No	

Figure 4 -- Stakeholder Tracking Matrix

Survey

A SurveyMonkey online survey was used to collect quantitative data from users that were not involved in the focus groups or the interviews. The survey was sent to 2,360 users and we had 286 respondents with a 97% completion rate (12% response rate). This survey was crafted based on a former survey sent to users 3 years ago. The previous survey was an 11-question survey asking users what they like, what they dislike, what they want to change, as well as overall satisfaction of the website.

The new survey was expanded into a 16-question survey that went into more detail about usage frequency and satisfaction with functionality, data, layout, appearance, ease of use, and user support. It also had both closed and open-ended questions asking what aspects they liked or didn't like and what potential changes or additions they would like to see.

A copy of the survey questions can be found in Appendix A.

Interviews

The RLID Team took questions and themes from the survey and provided a questionnaire that would be used during online interviews. The questions were adapted from the survey to ensure that the questions being asked, and the data gathered, from both the surveys and interviews would be consistent.

The RLID Team then created a list of potential interviewees based on their affiliation as a government partner agency as well as their level of specific and general usage of the various applications. Those that were determined to be potential interviewees were sent interview invites for a virtual interview session. Those who confirmed a meeting date were interviewed at the time they registered for. A total of 101 invites were sent out with 15 individuals confirming an interview for a 14.8% response rate. 14 of the 15 individuals participated in our interviews for a 93% participation rate overall from those who scheduled an interview.

The interviews themselves were conducted online using either Microsoft Teams or Zoom and were facilitated by the RLID Team. One or more of the OCG consultants would sit in to take notes on whatever was discussed during the interviews. Interviews were recorded. After the interview, two OCG consultants would go through the recording and the transcript to collect and summarize the most important data points. Twelve (12) interviews were conducted with a mixture of interviewees from government partners, paying subscribers, and 'heavy' users with frequent usage.

A copy of the Interview questions can be found in Appendix B.

Focus Groups

The same general process was followed for the online focus groups as for the interviews.

the RLID Team created a list of potential focus group interviewees based off their affiliation as a government partner agency as well as their level of specific and general usage of the various applications. Those that were determined to be potential attendees were sent focus group invites for a virtual group interview session. Those who confirmed a meeting date were interviewed at the time they registered for. A total of 86 invites were sent out with 35 individuals confirming a Focus Group interview for a 40.7% response rate. 11 of the 35 individuals participated in our Focus Groups for a 31.5% participation rate overall from those who scheduled a Focus Group interview.

In this stage, the focus groups were facilitated by the OCG consultants as the RLID Team sat in, took notes, and answered any questions that the consultants were unable to answer due to lack of expertise or



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experience with RLID. Eight focus groups were conducted overall with participants from government partner agencies as well as paying subscribers and users with semi-heavy usage.

A copy of the Focus Group questions can be found in Appendix C.

Requirements Inventory

Product friction should be balanced with clear customer value.

- Louis-Xavier Lavallee, Growth.Design

Overview

The RLID Team is considering modernizing for mostly technical, budgetary, and staffing reasons. The desire is to get to a modern, ideally a no-code or low-code, development platform that is cost-effective and avoids having developer-time and expertise bottlenecks. So, the technical requirements are driving this process more than desired functional changes. That said, there is this rare opportunity to review the functional requirements and flush out opportunities for improvement.

User feedback confirms that RLID is a successful website which users are mostly happy with and don't need to change much in terms of functionally. Nor were users very concerned about updating the appearance of the site. In addition to the three specific elicitation techniques used in this project, LCOG RLID team already had an extensive list of previously identified user needs/desires collected over the last 10+ years. This is one of the reasons the needs assessment did not reveal a lot of new requirements.

The RLID Team determined, from the user feedback, that the following were the general priorities.

1. Re-evaluate some low use features
2. Keep most existing features
3. Enhance some features
4. Add some new features

The following table summarizes the high-level functional areas users expressed an interest in.

Prioritized Functional Requirements List

Core Functional Area	Name	Description	Type	Strategy	Priority
Advanced Search	Combine Standard and Advanced Search	Can be combined with Standard search by adding search parameters.	Functionality	Re-evaluate	Might Do
Commercial Sales Tool	Re-evaluate Commercial Sales	Commercial Sales feature has very low usage. Discuss with key users in design phase.	Functionality	Re-evaluate	Must Do
Lien Search	Re-evaluate Lien Search	Lien Search feature has very low usage, but usage may increase when Eugene liens (many more properties) are integrated. Discuss with key users in design phase.	Functionality	Re-evaluate	Must Do
Market Report	Re-evaluate Market Reports	Market Reports have low usage but is also a recent feature so may not yet be discovered by users. Review this feature with key users in design phase.	Data	Re-evaluate	Must Do
Property Businesses Report	Property Businesses Report	Businesses Report (shown if businesses are present on the property) (currently based on InfoUSA business data). Consider integrating with DPR.	Functionality	Re-evaluate	Might Do
Ratio Study Reports	Re-evaluate Ratio Study Reports	Ratio Study Reports have very low usage. Re-evaluate. Discuss with key users in design phase.	Data	Re-evaluate	Must Do
Residential Comp Sales Tool	Simplify and integrate with Advanced Search	Can be integrated with "candidate list" as an option for each property as opposed to "wizard" style	Functionality	Re-evaluate	Might Do
Tax map Search	Integrate Tax Map Search with Standard Search	This tool seems redundant to the Standard Search and Tax Map content on Property Images Report.	Functionality	Re-evaluate	Might Do
Taxes Balance Due	TBD Query Processing Note about Flash Player and PDF formats	This section contains a note about using Flash Player to view the reports that will be returned. A link is provided to download Flash Player. Since Flash is obsolete, this requirement may also be obsolete.	Functionality	Re-evaluate	Might Do
Taxlot History	Re-evaluate Taxlot History	Taxlot History feature has very low usage. Discuss with key users.	Functionality	Re-evaluate	Must Do

Vacant Land Sales Tool	Re-evaluate Vacant Land Comp Sales	Vacant Land Sales feature has very low usage. Re-evaluate or improving. Discuss with key users in design phase.	Functionality	Re-evaluate	Must Do
All Pages	Subscribe to RLID link	Link to a page that has a form to fill out to request a subscription as well as table that outlines prices and features of all the available subscription levels available on RLID.	Functionality	Re-evaluate	Must Do
All Pages	FAQ link	Link to a page that has the most Frequently Asked Questions (FAQ) and answers to the questions below.	Functionality	Re-evaluate	Must Do
All Pages	About RLID link	Link to a page that has general information about RLID and specific examples of how it would be helpful in a professional setting.	Functionality	Re-evaluate	Must Do
All Pages	Regional Links link	Link to a page that has authoritative links to various regional resources that may be of interest to the user.	Functionality	Re-evaluate	Must Do
All Pages	Contact Us link	Link to a page that has various links to options for users to contact the RLID team for different reasons.	Functionality	Re-evaluate	Must Do
All Pages	Log In section	Username and Password field combination where a user can input their login credentials.	Functionality	Re-evaluate	Must Do
All Pages	Log Off section	Button on the bottom of the side menu that logs a user out and ends their user session.	Functionality	Re-evaluate	Must Do
All Pages	Disclaimer link	Link to a page describing in detail disclaimers for various forms of data throughout the website.	Functionality	Re-evaluate	Must Do
All Pages	Footer section	"Footer with logos and home page hyperlinks to our partner agencies including: The City of Eugene Lane County City of Springfield EWEB LCOG"	Functionality	Re-evaluate	Must Do
All Pages	My Account link	Link to a page where the user has various options to manage their account.	Functionality	Re-evaluate	Must Do
General Content	My Account page	Different available management tasks are on this page, including: <ul style="list-style-type: none"> • Change password • Change your login contact information 	Functionality	Re-evaluate	Must Do

		<ul style="list-style-type: none"> Update your account information (if Primary or Secondary account) Manage logins for your account (if Primary or Secondary account) 			
Home Page	System Info section	Section on RLID homepage where the RLID team notifies users of any scheduled RLID Service Outages	Functionality	Re-evaluate	Must Do
Home Page	Learning Center section	Section on RLID homepage where the RLID team notifies users of any Tutorials and FAQs and any scheduled trainings.	Functionality	Re-evaluate	Must Do
Home Page	RLID News section	Section on RLID homepage where the RLID team notifies users of new data and data updates	Functionality	Re-evaluate	Must Do
Home Page	Street Name Search link	Link to a page where the user inputs a street name to verify if the street name has been used already in Lane County	Functionality	Re-evaluate	Must Do
Other Applications	Street Name Search page	User inputs street name in specified city to verify if name is used.	Functionality	Re-evaluate	Must Do
Home Page	Maps and Data link	Link to the external LCOG GIS website where a user can see the data and maps offered as well as request maps and custom data requests	Functionality	Re-evaluate	Must Do
Home Page	RLID Brochure link	Link to the 2018 RLID Brochure PDF which has more details on how RLID can benefit the user if they subscribe.	Functionality	Re-evaluate	Must Do
Standard Search	Standard Search	The most used property search tool (available to all users).	Functionality	Keep	Must Do
Property Image Report	Property Image Report	<p>The Property Image Report lists links to various kinds of images and documents related to the property selected. Each type of link is in its own table. The types of images include:</p> <ul style="list-style-type: none"> Property Taxlot Records Current Taxmap(s) Archived Taxmap(s) Plat Map(s) Ownership Transfer Documents 	Functionality	Keep	Must Do

		<ul style="list-style-type: none"> Flood Insurance Rate Map Assessor Sketch Assessor Photo 			
Summary Property Report	Summary Property Report	A report page giving a short summary of the property characteristics. (See v3 website for content and layout details)	Functionality	Keep	Must Do
Detailed Property Report	Detailed Property Report (DPR)	Most popular report with the most amount of information. This is a report page giving an inventory of most property characteristics in the RLID web database. (See v3 website for content and layout details)	Functionality	Keep	Must Do
RLID Maps (app)	RLID Maps link	This links to the RLID Maps application (Easy or Pro, depending on subscription level) and zooms to the selected property. (See description below for RLID Maps application requirements)	Functionality	Keep	Must Do
Detailed Property Report as PDF	Detailed Property Report as PDF	The Detailed Property Report is printed as a PDF and downloaded to the user's computer.	Functionality	Keep	Must Do
Custom Property Report (from preferences)	Custom Property Report (from preferences)	A custom detailed property report is created based on user preferences. If not set, the User Preferences page for Custom Detailed Report is shown first (see "User Preferences window" requirements).	Functionality	Keep	Must Do
Property Profile Report	Property Profile Report	Property Profile report mimics the profile report available in GeoAdvantage and similar tools.	Functionality	Keep	Must Do
Create Report Kit (from preferences)	Create Report Kit (from preferences)	A custom listing kit report is created based on user preferences. If not set, the User Preferences page for Custom Listing Kit is shown first (see "User Preferences window" requirements).	Functionality	Keep	Must Do
Advanced Search	Advanced Search (AS)	More advanced property search tool similar to Standard Search (available to some subscription levels).	Functionality	Keep	Must Do
Map Search	Map Search (MS)	Spatial property search tool that works in tandem with Advanced Search.	Functionality	Keep	Must Do

RLID Maps	RLID Maps	Interactive web mapping application with GIS capabilities. Two versions are available, depending on subscription level: RLID Maps Easy & RLID Maps Pro. [Since this application is not being redesigned at this time, the functional requirements have not been presented here in detail]	Functionality	Keep	Must Do
Deeds & Records	Deeds & Records (D&R)	Recorded documents search engine.	Functionality	Keep	Must Do
Taxes Balance Due	Taxes Balance Due (TBD)	Tool used to look up property tax amounts currently due.	Functionality	Keep	Must Do
Comp Sales Data	Comp Sales Data	Tools used to compare sales data for properties. This includes four sub-features: <ul style="list-style-type: none"> • Residential Comp Sales Tool • Commercial Comp Sales Tool • Vacant Land Comp Sales Tool • Ratio Studies 	Functionality	Keep	Must Do
Residential Comp Sales Tool	Residential Comp Sales Tool (RCS)	A simple “wizard” style interface that identifies similar residential properties based on characteristics of a user-defined subject property. This application may be used to query for comps on single family dwelling, condominium, duplex, four-plex, non-standard multiplex, tandem duplex, townhouse, and triplex, on a single taxlot only.	Functionality	Keep	Must Do
RCS Report Results page	RCS Report Results, Map service unavailable message	If the map service called by this page is not available, a message will be displayed at the top of the page and the buffer options will not be allowed. Geographic parameters must be used instead. Note: that this might not be necessary if we’re using SQL Spatial in the RLID data warehouse going forward.	Functionality	Keep	Must Do
Residential Comparable Sales Report (PDF)	Residential Comparable Sales Report (PDF)	A report generated from the RCS Report Results (see v3 website for details).	Functionality	Keep	Must Do

Commercial Comp Sales Tool	Commercial Comp Sales (CCS) Tool	This tool provides the user with access to data about commercial properties that have sold between 1997 and 2020 in Lane County and allows the user to filter properties by multiple criteria.	Functionality	Keep	Must Do
Commercial Comp Sales Image Report	CS Image (PDF)	This is an PDF file of the Commercial Sale report produced by Lane County Assessment and Taxation (see v3 website for details).	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool	Vacant Land Comp Sales (VLCS) Tool	Similar in structure to the commercial comp sales tool, this search allows users to filter sold vacant land properties by multiple criteria.	Functionality	Keep	Must Do
Ratio Studies	Ratio Studies	This feature provides a listing of all the Ratio Report from the Lane County Assessor for previous tax years dating back to 2005 as PDF files (see v3 website for details).	Functionality	Keep	Must Do
Other Applications	Other Applications	<p>Links to various other tools, including online tools from partners. The following RLID-hosted tools are linked to:</p> <ul style="list-style-type: none"> • Lien Search (currently for Cottage Grove, Florence, Springfield) • Taxlot History (AT Map) • Tax Code Area Lookup • Street Name Search <p>The following partner tools are also linked to:</p> <ul style="list-style-type: none"> • Eugene Lien Docket • Eugene Building Permits • Eugene Land Use Applications • Lane County Property Records (Permits) • Lane County Surveyor's Images and Docs (SIDO) • Springfield Permit Status <p>See v3 website for more details.</p>	Functionality	Keep	Must Do
Other Applications (Lien Search)	Lien Search	Tool that retrieves all available liens from jurisdictions. Addresses shown in Lien Search	Functionality	Keep	Must Do

		are not derived from RLID, they are provided by the jurisdiction.			
Other Applications (Taxlot History)	Taxlot History (AT Map)	Tool that retrieves all taxlot history for various taxlots.	Functionality	Keep	Must Do
Other Applications (TCA Lookup)	Tax Code Area Lookup	Tool that retrieves the tax code area for properties that are specified.	Functionality	Keep	Must Do
Other Applications (Street Name Search)	Street Name Search	Tool to confirm whether a street name has already been used in Lane County	Functionality	Keep	Must Do
Market Reports	Market Reports	Summarized regional property information reports (generated by CoStar, see v3 website for more details).	Data	Keep	Must Do
Quick Look	Quick Look	Free property information search tool. It consists of five sub-tools: <ul style="list-style-type: none"> • Find my elected officials • Identify my school district and schools • Identify fire protection provider • Locate nearest fire station & hydrant • What's my zoning? 	Functionality	Keep	Must Do
Quick Look	Choose the Report page	This page allows the user to choose the tool they want to use. It then sends them to the selected tool's page.	Functionality	Keep	Must Do
Quick Look	Elected Officials Quick Look	The Quick Look tool has a wizard structure that steps you through the following steps: <ol style="list-style-type: none"> 1. Search for a Location (by address or maplot). 2. Choose the property from a results list. 3. View property information (e.g., Zoning info). 4. View related map (optional). 5. View related information (optional). (See v3 website for more details)	Functionality	Keep	Must Do
Quick Look	School Quick Look	The Quick Look tool has a wizard structure that steps you through the following steps: <ol style="list-style-type: none"> 1. Search for a Location (by address or maplot). 	Functionality	Keep	Must Do

		<ol style="list-style-type: none"> 2. Choose the property from a results list. 3. View property information (e.g., Zoning info). 4. View related map (optional). 5. View related information (optional) <p>(See v3 website for more details)</p>			
Quick Look	Fire Protection Quick Look	<p>The Quick Look tool has a wizard structure that steps you through the following steps:</p> <ol style="list-style-type: none"> 1. Search for a Location (by address or map lot). 2. Choose the property from a results list. 3. View property information (e.g., Zoning info). 4. View related map (optional). 5. View related information (optional) <p>(See v3 website for more details)</p>	Functionality	Keep	Must Do
Quick Look	Fire Station & Hydrant Quick Look	<p>The Quick Look tool has a wizard structure that steps you through the following steps:</p> <ol style="list-style-type: none"> 1. Search for a Location (by address or map lot). 2. Choose the property from a results list. 3. View property information (e.g., Zoning info) 4. View related map (optional). 5. View related information (optional) <p>(See v3 website for more details)</p>	Functionality	Keep	Must Do
Quick Look	Zoning Quick Look	<p>The Quick Look tool has a wizard structure that steps you through the following steps:</p> <ol style="list-style-type: none"> 1. Search for a Location (by address or map lot). 2. Choose the property from a results list. 3. View property information (e.g., Zoning info). 4. View related map (optional). 5. View related information (optional). <p>(See v3 website for more details)</p>	Functionality	Keep	Must Do

Elections Custom App	Elections Custom App	Custom property search application made for Lane County Elections.	Functionality	Keep	Must Do
RLID Lite (A&T Custom) Custom App	RLID Lite (A&T Custom) App	Custom property search application made for Lane County Assessment & Taxation.	Functionality	Keep	Must Do
Advanced Search	Simplify Advanced Search	Simplify the Advanced Search feature and make it more intuitive to use. For example, provide editable preset searches (like saved searches but available to all users) and editable and shareable saved searches at the user and organizational level.	Design	Enhance	Must Do
Deeds and Records	Arbitrary word search	Add the ability to search documents for an arbitrary word (use OCR to make the document text searchable).	Data	Enhance	Might Do
Deeds and Records	Add pre-1994 records	Add deeds and records that precede 1994 (incorporate scanned reels from Lane County Records).	Data	Enhance	Might Do
External Links	Make external links more obvious	Make links that point outside of RLID easier to find by adding an icon to identify them. For example, Wikipedia's external link icon.	Design	Enhance	Must Do
Logging In	Improve user authentication and session controls	Replace the limitation that user cannot be logged in on two devices at once with a more modern solution such as Multi-Factor Authentication (MFA). Consider retaining session duration limit.	Security	Enhance	Might Do
Property Search	Search field visibility by subscription level	Make search field visibility depend on subscription level instead of having two different property searches.	Functionality	Enhance	Might Do
Property Search	Make DPR the default	Make the Detailed Property Report the default report if we resort to "quick actions".	Reports	Enhance	Might Do
Property Search	DPR Expand/collapse based on user settings	In the Detailed Property Report, allow users to expand or collapse desired detail in report and save collapsed options in user settings.	Reports	Enhance	Might Do
RLID Maps	RM More personal layer tools	Add more tools that would allow uploading of personal data layers.	Functionality	Enhance	Might Do

RLID Maps	RM New authentication method	Change authentication model to work with new RLID v4 website authentication.	Functionality	Enhance	Must Do
Subscription Model	Subscription model analysis	Analyze current subscription levels, ways of providing service, and charging for it.	Access	Enhance	Must Do
Taxes Balance Due	Improve Taxes Balance Due performance	Speed up the process and increase the reliability of the application for tax season	Functionality	Enhance	Might Do
Website (General)	Accessibility Compliant	Make the RLID layout and color scheme accessibility-compliant.	Design	Enhance	Must Do
Website (General)	Mobile-friendly	Make the entire RLID site more mobile-friendly so users can access data and tools on mobile devices like phones and tablets.	Design	Enhance	Must Do
Advanced Search	Add Save search button to Advanced Search Form	Add Save search button to Advanced Search Form (currently only on AS Results page).	Functionality	Add	Might Do
Advanced Search	Add Saved Search management features to Advanced Search Results page	Add Saved Search management features to Advanced Search Results page.	Functionality	Add	Might Do
Advanced Search	Richer expression building features	User should be able to create expressions (all AND) and sets of expressions (expression1 OR expression2). Example: search for properties on multiple streets by street names. Compare to JS Query or ArcGIS Pro query tool.	Functionality	Add	Might Do
Advanced Search	Add attributes in DPR not currently in Advanced Search	Add attributes in DPR not currently in Advanced Search (Farm Deferral, Forest, etc.)	Functionality	Add	Might Do
Advanced Search	Add permit attributes to the Advanced Search criteria	Add (Land Use, Building) permit attributes to the Advanced Search criteria (i.e., type, date range and project description).	Functionality	Add	Might Do
Advanced Search	Enhanced export	Export results option should allow users to pick sets of columns to include, as well as aggregation options (FIRST, SUM, etc.). Allow saved user selection sets. Include all columns	Functionality	Add	Might Do

		(e.g., Anomaly description). Format options (e.g., exclude non-mailable addresses)			
Advanced Search	Pre-set searches	List of pre-set searches for commonly used searches (all users or based on prior user activity).	Functionality	Add	Might Do
Advanced Search	Expanded file export formats	Expanded file export formats, including spatial. CSV, shapefile, KML, (Geo)JSON, etc. Consider Copy (text format) option.	Functionality	Add	Might Do
Deeds and Records	Add additional document types (non-recorded)	Add additional types of documents like BLM permits, and business registry	Data	Add	Might Do
Detailed Property Report	Enhance permit data shown	Enhance permit data shown for Cottage Grove, Creswell, Junction City, and other Cities	Data	Add	Might Do
Detailed Property Report	Show all related Easements, covenants, and CC&Rs for a property	Show all related Easements, covenants, and CC&Rs for a property.	Data	Add	Might Do
Detailed Property Report	Add Google Street View to DPR	Add a link to Google Street View to the DPR.	Functionality	Add	Might Do
Detailed Property Report	Add updated photos of all properties	Add updated photos of all properties.	Data	Add	Might Do
Home Screen	Modernize home screen	Modernize and add more information so users don't have to scroll so far down the page for information.	Layout	Add	Might Do
Property Search	Add contact information for property owner	Add contact information for property owner	Data	Add	Might Do
Property Search	Add Google-style universal search field	Add a "Google" style universal search field.	Functionality	Add	Might Do
Property Search	Show unique map lots	Show unique maplots in search results count summary and results list (instead of all rows).	Functionality	Add	Might Do
Property Search	Add Farming Report functionality	Add Farming Report functionality like that found in tools used by the title companies.	Reports	Add	Might Do
Property Search	Add Mailing Labels feature	Add a Mailing Labels feature (e.g., search results export option).	Reports	Add	Might Do



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Property Search	Map-centric property search	Create a more map-centric property search ability that is similar to Zillow or Redfin or Google Maps.	Design	Add	Might Do
Reports	Add user logo to reports	Add the ability to customize reports with subscriber logo.	Layout	Add	Might Do
Reports	Add dynamic inset maps to reports	Add dynamic inset maps in various reports.	Report Layout	Add	Might Do
Reports	Add a property "basket"	Add a property "basket" feature (add properties to a list, then generate reports for those).	Functionality	Add	Might Do
Reports	Add Mailing Labels feature	Add Quick Link icons for other reports to all reports (e.g., to Profile Report from Detailed Property Report).	Functionality	Add	Might Do
RLID Maps	Add a data layer of underground tanks and wells	Add a data layer of underground tanks and wells	Data	Add	Might Do
Standard Search; Detailed Property Report	Add water rights to property searches and DPR	Add water rights to DPR and searches (from State Water Master).	Data	Add	Might Do
Website (General)	User notifications	Add the ability for the RLID team to send notifications to users (via SMS or Email Notification).	Functionality	Add	Might Do

Existing Functionality to Re-evaluate

As the RLID Team moves forward with designing the new version of RLID, we are looking at usage numbers to determine how we can both modernize RLID as well as make it easier to support and maintain. One of the necessary steps is examining what tools are being used the least and then determining whether it makes sense to put in the time and effort to recreate these tools in the new version of RLID if they will not be used by the majority of users. Tools will be re-evaluated to see if they can be improved or combined with other tools, as well as if they can be better promoted or if better training materials can be created for them. Users will be given a chance to weigh in on this during the design phase of the project.

Advanced Search

Using search criteria, such as Site Address, Owner Name, Map and Taxlot Number, Account Number, that the user specifies in a form, the user performs a search and can refine the results until satisfied. The purpose of the search is to get a list of result properties for which a variety of reports can be viewed (Standard Property Report, Detailed Property Report, Images Report, etc.) or printed to a bundled report in PDF format called a Report Kit. Applications can also be launched (RLID Maps Easy or Pro) to show that property in context. The list of search results can also be exported as a file and saved for future reference.

Commercial Sales Tool

This tool is a dataset that is updated annually that has all the commercial sales from the year prior. This data can be queried in order to create a candidate list which can be downloaded. Users would want this information in order to gather data and assess values on what Commercial properties can be sold for in order to either post prices to be sold or estimate costs before purchase. This tool was used two times on average on a monthly basis and so the design team will be talking to users to see if this is a tool to improve and how to improve it for our users.

Lien Search

A user would use this tool if they were looking up a lien from the Cottage Grove, Florence, Springfield, or SUB databases and then exporting a copy of that lien for their own records. This tool was used two times on average per month, but usage may increase when Eugene Liens are integrated. We will be talking to users to see if this is a tool we can improve.

Market Report

The Market Report is a report is generated from CoStar and is updated quarterly. It shows how local areas are changing in the market and covers Eugene Multi-Family Market reports, the Lane County Submarket Report, and the Lane County Retail Submarket report. Users would access these reports for information on vacancies, rent, construction, sales, supply and demand trends, sale trends, deliveries, and projects under construction. This tool needs to be easily downloadable as a PDF in case users want to see trends of what recent and local market areas. Since this tool was used nine times on average on a monthly basis, we will be talking to users to improve product awareness and see if this is a tool we can improve.

Ratio Study

The Ratio Study image is used to by the Lane County Assessor in their mass-appraisal methodology. A new ratio study is done each year and explains the basis for mass changes in

the tax rates in each analysis area. Specific use cases are not known. Users might wish to analyze where tax rates have been calculated in a way that might be contestable or they might wish to do a deep analysis of valuation trends by comparing ratios from a series of years. This tool needs to be easily accessible in case they wish to analyze ratios trends. Due to the app being used three times or less on a monthly average, we will be talking to users to see if this is a tool we can improve.

Residential Comp Sales Tool

The Comp Sales Data tools are three separate searches used to generate comparable sales information for residential, commercial, and vacant land properties. This tool is used to generate reports that the user can use to compare recent sales dates and prices with comparable properties for a more accurate pricing assessment. Using search criteria such as dwelling type, site address, geographic characteristics, and property characteristics that the user specifies in a form which the user performs a search and can refine the results until satisfied. The purpose of the search is to get a list of result properties for which a report can be generated to compare sales prices.

Tax Map Search

This is a search tool used to look up tax maps based on specific map number. This is something that a user might want to do if they wanted to include a copy of the tax map for a bundled report for a property or home book, etc. As a simple search tool where the user only needs to input a map number, this tool seems redundant to the standard search and the Tax Map content on the Property Images report.

Taxes Balance Due

The Taxes Balance Due application is reserved for Premium subscribers, and it is a tool that allows users to query the tax balance that is due for a property according to records from Lane County Assessment and Taxation. This section contains a note about using Flash Player to view the reports that will be returned. A link is provided to download Flash Player. Since Flash is obsolete, this requirement may also be obsolete.

Tax lot History

This tool is a data tool that allows the user to download tax lot history information such as if the lot has been altered (i.e., subdivided). A user might want to use this tool to assess if their property in question has had any major changes. The functions exist so that the user can have a copy for themselves to use as they please. If a user is looking to see the history of any changes a tax lot may have had in the past, this tool must be easily available for use. This tool was used 10 times on average monthly and we will be talking to users to see if this is a tool we can improve or drop.

Vacant Land Comp Sales Report

This tool is a powerful search tool that looks for and compares vacant land sales to be used as comparables. This is something that users would want to do to gather data and assess values on what vacant land can be sold for to either post prices to be sold or estimate costs before purchase. This tool can sometimes be varying in frequency of use based on the season. This tool was used four times on average monthly and we will be talking to users to see if this is a tool we can improve.

Existing Functionality to Keep

The consistent message we received from our users during the requirements gathering process was that they preferred for the website to stay relatively the same functionally and they did not prioritize changes in layout and appearance. Most of the length of the detailed requirement list in Appendix D consists of an inventory of the existing functionality of RLID v3 that user want to keep. Most desired changes to the website would be minor tweaks to functionality and layout to make a more pleasant and efficient experience for the user. Most of the more significant changes would be to the new data warehouse and its related tables, allowing new and more accurate representations of the relationship between data elements and allowing for new data sets of interest to users. Those new relationships and datasets will require some changes to the existing design to expose them.

For more details, see Appendix D.

Enhancements to Existing Functionality

As we are modernizing RLID, we are getting general feedback from our users that they would like to keep RLID generally the same without any drastic changes. Keeping this in mind, we are looking to capitalize on this opportunity to add enhancements to certain tools and make them more powerful and/or more efficient for our users.

Advanced Search

The Advanced Search is a tool reserved for Premium subscribers and it allows users to look up properties using much more extensive set of search criteria than those offered by the Standard Search. Users would use this search rather than the standard search if they needed to look for properties using much more specific criteria. Users have requested that we make the next version of the Advanced Search easier to use with an easier layout to understand. Simplify the Advanced Search feature and make it more intuitive to use. For example, provide editable preset searches (like saved searches but available to all users) and editable and shareable saved searches at the user and organizational level.

Deeds & Records

The Deeds and Records search tool allows user to search for over 100 different legally recorded document types from the RLID database. Available criteria to search with include Grantor/Grantee, Document Time Frame, Document Number, Document Type, and Map/Tax lot. Documents are usually from 1994 onward. Users have suggested the following enhancements. Add the ability to search documents for an arbitrary word (use OCR to make the document text searchable) as well as adding deeds and records that precede 1994 (incorporate scanned reels from Lane County Records).

External Links

There are various and multiple external links that lead to external sites throughout the website. These links lead to other online information and partner websites. Users would look to the external links on our site as an authoritative source without having to worry about whether the link was safe or not. Make links that point outside of RLID easier to find by adding an icon to identify them. For example, Wikipedia's external link icon.



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Logging In

This is the common action that all users participate in when wanting to use the RLID website and features. Users want to improve their session controls and experience while maintaining security. Replace the limitation that user cannot be logged in on two devices at once with a more modern solution such as Multi-Factor Authentication (MFA). Consider retaining session duration limit.

Property Search

The Standard and Advanced Search are tools that allow users to look up properties using search criteria the user enters. Users go to this tool for a wide variety of uses because many report types, including all the most popular ones, can be accessed from it. It is the most widely used tool on the RLID website. One key suggestion as an enhancement to the property search tools is making search field visibility depend on subscription level instead of having two different property searches. In addition to this enhancement, we can make the Detailed Property Report the default report if we resort to "quick actions" and allow users to expand or collapse desired detail in report and save collapsed options in user settings.

RLID Maps

RLID Maps is an ESRI powered mapping application that allows users to interact with a web map and perform various GIS functions to find properties. Users can search for a property by looking up Site Address, Street and Intersection, Tax lots (map & number / owner / primary account), PLSS sections, City Names, Public Facilities, Parks & Open Space, and High Points. Users can also explore other data layers that put the properties in context. Some of these layers include Wildfire Hazard Potential, DOGAMI Landslide Susceptibility, FEMA National Flood Hazard Layer, Lane County Zoning Planning, Lane County Plats, etc. As RLID changes its authentication methods, we would change authentication model to work with new RLID v4 website authentication.

Subscription Model

RLID has been using the same subscription model for the past nine years (with some tweaks in between years) ultimately giving customers in the private sector 4 different subscription plans and prices to choose from. The RLID Team is looking into having a consultant analyze our subscription model and offer suggestions on how to expand access to RLID to the community while continually meeting revenue requirements. Analyze current subscription levels, ways of providing service, and charging for it.

Taxes Balance Due

The Taxes Balance Due application is reserved for Premium subscribers, and it is a tool that allows users to query the tax balance that is due for a property according to records from Lane County Assessment and Taxation. Our next enhancement to this tool would be an overall refresh to speed up the process and increase the reliability of the application for tax season

Website

The RLID website consists of multiple tools and layouts throughout the site. Future website design can be analyzed by a graphic designer to restructure and improve readability and ease of navigation for users. These enhancements would allow for notifications to be sent to users, it



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would make the RLID layout and color scheme accessibility compliant, it would make the website layout more mobile friendly so users can access the site on mobile devices.

New Functionality or Data Content to Add

Despite the predominant opinion among users surveyed and interviewed that we should try to keep RLID largely the same, there were recommendations from our users, stakeholders, and the RLID Team that can be added to RLID to improve user experience.

Advanced Search

The Advanced Search is a tool reserved for Premium subscribers and it allows users to look up properties using much more extensive set of search criteria than those offered by the Standard Search. Users would use this search rather than the standard search if they needed to look for properties using much more specific criteria. Users have requested that we make the next version of the Advanced Search easier to use with an easier layout to understand. Users should be able to create expressions (all AND) and sets of expressions (expression1 OR expression2). Example: search for properties on multiple streets by street names (compare to JS Query or ArcGIS Pro query tool). Additionally, users should be able to add attributes in DPR not currently in Advanced Search (Farm Deferral, Forest, etc.), add permit (Land Use & Building) attributes to the Advanced Search criteria (date range and project description), add Save search button to Advanced Search Form (currently only on AS Results page), add Saved Search management features to Advanced Search Results page, add Save search button to Advanced Search Form (currently only on AS Results page), add Saved Search management features to Advanced Search Results page. To make processes easier for users, we should add functionality where users can list of pre-set searches for commonly used searches (all users or based on prior user activity) and also make available expanded file export formats, including spatial. CSV, shapefile, KML, (Geo)JSON, etc.

Deeds and Records

The Deeds and Records search tool allows user to search for over 100 different legally recorded document types from the RLID database. Available criteria to search with include Grantor/Grantee, Document Time Frame, Document Number, Document Type, and Map/Tax lot. Documents are usually from 1994 onward. Add additional types of documents like BLM permits, and business registry.

Detailed Property Report

The Detailed Property Report is by far the most popular report in RLID. This report is also the most extensive report in terms of available information. Over 50% of all monthly RLID usage is users finding a property via the Property Search and then generating a Detailed Property Report for that property. Add and enhance permit data shown for Cottage Grove, Creswell, Junction City, and other Cities. Show all related Easements, covenants, and CC&Rs for a property. Add a link to Google Street View to the DPR. Add updated photos of all properties. Add water rights to DPR and searches (from State Water Master)

Home Screen

The home screen is the landing page that a user is directed to immediately after logging in. Users will find all the search tools, information about System Info, RLID News, the Learning



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Center, and all the side features like My Account, Quick Look, Street Name Search, Maps/Data/Custom Services, and the RLID Brochure. User feedback indicated an interest in modernizing the layout of the pages initially presented to current and potential users, so they don't have to scroll so far down the page for information and in adding more training and support information.

Property Search

The Standard and Advanced Search are tools that allow users to look up properties using search criteria the user enters. Users go to this tool for a wide variety of uses because many report types, including all the most popular ones, can be accessed from it. It is the most widely used tool on the RLID website. Key user suggestions for adding to this functional area are as follows. Add contact information for property owner. Add a "Google" style universal search field. Show unique map lots in search results count summary and results list (instead of all rows). Add Farming Report functionality like those found in tools used by the title companies. Add a Mailing Labels feature (e.g., search results export option). Create a more map-centric property search ability that is like Zillow or Redfin or Google Maps.

Reports

RLID has many reports that users can generate for a property or properties depending on what criteria or information they want in the report. In general, most of the reports can be found on the candidate list after conducting a property search. These reports include the Detailed Property Report, the Property Summary Report, the Profile Report, and the Custom Property Report. Key user suggestions for adding to this functional area are as follows. Add the ability to customize reports with subscriber logo. Add dynamic inset maps in various reports. Add a property "basket" feature (add properties to a list, then generate reports for those). Add Quick Link icons for other reports to all reports (e.g., to Profile Report from Detailed Property Report).

RLID Maps

RLID Maps is a web mapping application powered by Esri technology that allows users to interact with a web map and perform various GIS functions to find properties and analyze them in the context of other layers of information from many sources, including regional, state, and federal government sources. Users can search for a property by looking up Site Address, Street and Intersection, Tax lots (map & number / owner / primary account), PLSS sections, City Names, Public Facilities, Parks & Open Space, and High Points. Users can also explore other data layers that put the properties in context. Some of these layers include Wildfire Hazard Potential, DOGAMI Landslide Susceptibility, FEMA National Flood Hazard Layer, Lane County Zoning Planning, Lane County Plats, etc. While users did not suggest many specific changes or additions to RLID Maps during the requirements gathering process, some users did express interest in closer integration of RLID Maps functionality with the rest of RLID. The RLID Team has determined that this goal may conflict with the higher priority goal expressed to keep RLID proper as much the same as possible.

Website Layout and Design

The RLID website consists of multiple styles and layouts throughout the site. Future website design can be analyzed by a graphic designer to restructure and improve readability and ease of navigation for users. Users expressed interest in RLID v4 having the ability to send automated notifications to users (via SMS or Email Notification).



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Other Functional Considerations

Content and User Management System

CMS Features in v3

RLID v3 was programmed in ColdFusion in a custom-made Content Management System (CMS) and user administration console. Most of its features are only available to the RLID User Support Team. The CMS allows RLID Support Staff to manage some aspects of subscribers and logins, manage some content on some of the pages, and even provides the subscribers with a tool to manage their own logins via the My Account page. While that CMS offers those features, it is not flexible enough to allow RLID Staff to manage the content or layout of reports or manage most of the content on most of the pages. Additionally, since it was custom programmed, it cannot be easily modified and does not have a user manual or very much documentation.

For more information on the functional requirements based on the RLID v3 CMS, see Appendix E.

CMS Needs in v4

RLID Staff need the ability to perform basic website content updates without pulling in a programmer. Modern low-code/no-code CMS products are relatively easy to use and enable a broad range of staff to participate in developing and maintaining a website including tasks such as adding new data content to reports, modifying report layouts, adding new reports, modifying the content on all pages, etc. Additionally, a modern CMS will have built-in functionality to handle secure sign-in, user login management, new account sign-up, and anything else required of a modern application.

A low-code/no-code modern CMS will streamline website development and maintenance allowing the RLID Team to be more agile when responding to requests for changes to the application. Additionally, it will free up staff time for data development and adding new data content into the RLID eco-system, which is highly desired by the RLID community.

Rate Structure

Private sector businesses that subscribe to RLID contribute approximately 45% of the overall LGDC budget, and that revenue plays a crucial role in recovering the costs associated with RLID and all other LGDC activities. The subscription amounts are based on a rate structure developed by the RLID Team. To ensure that the new RLID website remains accessible to a broad range of local businesses to use for economic development purposes, the RLID v4 rate structure will be developed by a consultant who specializes in developing subscription-based rate structures.

Non-Functional Requirements

RLID users, stakeholders, and the RLID Team seem to share the same performance and user experience goal for the next RLID: Build on what makes RLID a success. A few of these are:

- Broad and expanding array of timely and authoritative regional land information, all in one place
- Value-added data integration and quality control
- Responsive, knowledgeable, and regionally connected user support staff
- Easy to use and familiar
- High availability and stability
- Innovative and experienced system development team
- Leveraging private funding to extend the effectiveness of public investment

Assumptions and Constraints

Few projects begin with absolute certainty. Each assumption is an "educated guess," a likely condition, circumstance, or event, presumed known and true in the absence of absolute certainty.

Each constraint is a limiting condition, circumstance, or event, setting boundaries for the project process and expected results. Once identified, these assumptions and constraints shape a project in specific, but diverging ways – assumptions bring possibilities, and constraints bring limits.

- ITtoolkit.com

The following assumptions and constraints have guided the scope and context for this requirements document:

Assumptions:

New functional requirements and user interface design details will be elaborated with the assistance of a Design Advisory Team made up of interested RLID users.

While the user survey, focus groups, and interview processes yielded rich results, there response rate to all these methods was not perfect. It is assumed that the results are reasonable representative of the most strongly held interests of RLID users but some highly interested RLID users may have been too busy to participate.

Constraints:

User interface design details will be affected and limited by the choice of technologies used to implement RLID v4. Detailed design specifications are beyond the scope of this document and will be based on a convergence of functional and technical requirements as well as elaboration in the subsequent design phase.

Related Documentation and Material

This can be used as a reference point for project participants seeking to gain insight into the background of the project, as well as provide direction on what to research.

The following is a list of supporting documentation directly related to this project:

Name of Document	Version	Date	Document Location
Interview and Focus Group Recordings			\\clsrv111.int.lcog.org\GIS\Regional\RLID\Web Applications\V4\User Needs Assessment\Requirements-Gathering\OCG - Spring 2021\Videos
Interview and Focus Group Transcripts			\\clsrv111.int.lcog.org\GIS\Regional\RLID\Web Applications\V4\User Needs Assessment\Requirements-Gathering\OCG - Spring 2021\Interview Docs\Interview Transcripts
OCG Final Report			\\clsrv111.int.lcog.org\GIS\Regional\RLID\Web Applications\V4\User Needs Assessment\Requirements-Gathering\OCG - Spring 2021\Final Deliverables\Final Report.pdf
Survey Results and Analysis Spreadsheets			\\clsrv111.int.lcog.org\GIS\Regional\RLID\Web Applications\V4\User Needs Assessment\Requirements-Gathering\OCG - Spring 2021\SurveyMonkey Data
Interview Results Spreadsheets			\\clsrv111.int.lcog.org\GIS\Regional\RLID\Web Applications\V4\User Needs Assessment\Requirements-Gathering\OCG - Spring 2021\Interview Data\Excel\RLID V4 Interview Data.xlsx
Focus Group Results Spreadsheets			\\clsrv111.int.lcog.org\GIS\Regional\RLID\Web Applications\V4\User Needs Assessment\Requirements-Gathering\OCG - Spring 2021\Interview Data\Excel\RLID V4 Focus Group Data.xlsx"
Survey Questions			\\clsrv111.int.lcog.org\GIS\Regional\RLID\Web Applications\V4\User Needs Assessment\Requirements-Gathering\OCG - Spring 2021\SurveyMonkey Data\Survey Summary Data.pdf
Interview Questions			\\clsrv111.int.lcog.org\GIS\Regional\RLID\Web Applications\V4\User Needs Assessment\Requirements-Gathering\OCG - Spring 2021\Interview Docs\Interview Questionnaires & Docs\RLID Interview Questionnaire.docx
Focus Group Questions			\\clsrv111.int.lcog.org\GIS\Regional\RLID\Web Applications\V4\User Needs Assessment\Requirements-Gathering\OCG - Spring 2021\Focus Group Summaries\RLID Focus Group Questionnaire.docx
RLID Requested Feature Master List			\\clsrv111.int.lcog.org\GIS\Regional\RLID\Projects\RLID Projects Master List.xlsx

Glossary of Terms and Acronyms

To provide clarity, terms and acronyms used in this document are defined as follows:

Term / Abbreviation	Definition
BRD	Business Requirements Document
RLID	Regional Land Information Database
LGDC	Lane Geospatial Data Consortium
ITRG	Info-Tech Resource Group
OCG	Oregon Consulting Group
LCOG	Lane Council of Governments

Appendix A: Survey Questions

Sample Survey Questions

Introduction	<p>The RLID Team is excited to announce the launch of a project to craft the next version of the RLID website, and you are invited to participate!</p> <p>The RLID website has existed in various forms for more than 20 years and, while the core functionality will be the same, the design and feature set will be completely reviewed for the first time in over 8 years. This is a unique opportunity to share your thoughts on how RLID can better serve your needs and the needs of your team and play a key role in ensuring the ongoing success of RLID.</p> <p>As a frequent RLID user, you have been selected to receive this survey so that you can give us your opinions. We look forward to your input on how we can craft the next version of RLID to better fit your needs. We greatly appreciate your time and effort in helping us make RLID better!</p>
Q 1	On a scale of 1-10, with 10 being essential, how important is RLID to your business?
Q 1.1	How often do you use RLID? (List)
Q 2	On a scale of 1-10, with 10 being completely satisfied, how satisfied overall are you with the features of RLID (functionality, data, and layout)?
Q 3A	How easy are the following RLID functions to use? (Matrix)
Q 3A.1	If you selected either 'very difficult' or 'very easy' for any of the functions, please provide an explanation of what made them that way.
Q 3D	What new functionality or data would you like to see in RLID?
Q 4	What aspects of RLID layout or appearance would you like to change? Select all that apply:
Q 4.1	Would you like to participate in one or more user interface redesign workgroup meetings this summer?



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Q 5	What other similar products do you use?
Q 5.1	If you selected products above, what are some of the valuable features that those other products provide that RLID doesn't? Select all that apply.
Q 6	Are there any other websites that inspire you with their layout or features that you think we should consider for ideas for the RLID redesign?
Q 7	How useful would it be to your work to have RLID available on a smartphone or other mobile device?
Q 8	Have you ever contacted RLID user support?
Q 8.1	What have you contacted support about?
Q 8.2	How satisfied are you overall with RLID user support (including training and online documentation)?
Q 9	Is there anything else you would like to say about the RLID website?

Appendix B: Interview Questions

Sample Interview Questions

This is a general questionnaire for the interviews conducted April – May 2021. These interviews will be conducted with users that have medium or high level of influence or level of involvement. This is a loose structure of questions to ask the interviewee to keep consistency between interviews.

Introduction	Good morning/afternoon, my name is _____ and I am leading this interview on behalf of the RLID Team. I have been involved with RLID for _____ as a _____. Can we have a brief introduction for the record from our interviewee?
Goals	Thank you! Before we begin, I will give a little context to this interview. The RLID website has existed in various forms more than 20 years and while the core functionality will be the same, the design and feature set will be completely reviewed for the first time in over 8 years. This is a unique opportunity to share your thoughts on how RLID can better serve your needs and the needs of your team and play a key role in ensuring the ongoing success of RLID.
Methods	As a skilled RLID user, you have been selected for this interview due to your expertise in your field and we would value your direct input on how we can craft the next version of RLID to better fit your needs. I should also note that this session is being recorded and transcribed for future reference. Do you have any questions before we begin?
Q 1	On a scale of 1-10, with 10 being essential, how important is RLID to your business?
Q 1.1	How often do you use RLID (for example, hourly, daily, weekly, monthly, yearly)?
Q 1.2	Can you tell us more about the ways you use RLID in your work?
Q 2	On a scale of 1-10, with 10 being completely satisfied, how satisfied are you overall with the features of RLID (functionality, data, and layout)?
Q 3B	What do you like most about RLID?
Q 3C	What aspects of RLID <i>functionality or data</i> would you like to change?
Q 3D	What new functionality or data would you like to see in RLID?



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Q 4	What aspects of RLID <i>layout or appearance</i> would you like to change?
Q 4.1	Would you like to participate in one or more user interface redesign workgroup meetings this summer?
Q 5	What other similar products do you use?
Q 5.1	What are some of the valuable features that those other products provide that RLID doesn't?
Q 6	Are there any other websites that inspire you with their layout or features that you think we should consider for ideas for the RLID redesign?
Q 7	How important is it to your work to have RLID available on a smartphone or other mobile device?
Q 8	Have you ever contacted RLID user support?
Q 8.1	What have you contacted support about?
Q 8.2	On a scale of 1-10, with 10 being completely satisfied, how satisfied are you overall with RLID user support, (including training and documentation)?
Q 9	Is there anything else that you would like to share with our team or ask us before we wrap up this interview process?
Closing	Thank you again for your time, we appreciate your professional insight and your taking time out of your busy day to help us build RLID better for your business. We will be reaching out soon with summary of our meeting today to verify we are understanding and documenting your feedback correctly.

Appendix C: Focus Group Questions

Sample Focus Group Questions

This is a general questionnaire for the interviews conducted April – May 2021. These interviews were conducted with users that have medium or high level of influence or level of involvement.

Goals	The RLID website has existed in various forms more than 20 years and while the core functionality will be the same, the design and feature set will be completely reviewed for the first time in over 8 years. This is a unique opportunity to share your thoughts on how RLID can better serve your needs and the needs of your team and play a key role in ensuring the ongoing success of RLID.
Methods	As a skilled RLID user, you all been selected for this Focus Group due to your expertise in your field and we would value your direct input on how we can craft the next version of RLID to better fit your needs. This session is being recorded and transcribed for future reference. Do you have any questions before we begin?

Introduction

1	In a regular work week, how often do you use RLID for your job?
2	How is RLID used within your business?
3	How do you feel about RLID layout?

Layout

4	What aspects of RLID layout or appearance would you like to see changed?
5	Are there any other websites that inspire you with their layout that you think we should consider for ideas for the RLID redesign?

Functions

6	How do you feel about RLID features, such as functionality, and data?
7	What are current aspects of RLID functionality or data that you would like to change?



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8	What new functionality or data would you like to see added to RLID?
9	Are there any other similar resources to RLID that you use? Could you explain what they are and how you use them?
9.1	What are some of the valuable features that these other resources provide that RLID doesn't?
10	Are there any other websites that inspire you with their features that you think we should consider for ideas for the RLID redesign?

User Support

11	Have any of you ever had to contact RLID user support? If so, what specifically did you contact support about?
11.1	How was your experience with RLID user support?
12	How valuable would it be to have RLID on a mobile device?
12.1	What mobile devices would you like to use RLID on?
13	Is there anything else that any of you would like to share about RLID with our team or any questions that we could answer before we wrap up this focus group?

Closing	Thank you again for your time, we appreciate your professional insight and your taking time out of your busy day to help us build RLID better for your business. We will be reaching out soon with summary of our meeting today to verify we are understanding and documenting your feedback correctly.
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Appendix D: Detailed System Functional Requirements

The functional requirements generated by the RLID requirements gathering process are collected by major functional area in the following table.

Core Functional Area	Name	Description	Type	Strategy	Priority
Advanced Search	Combine Standard and Advanced Search	Can be combined with Standard search by adding search parameters.	Functionality	Re-evaluate	Might do
Commercial Sales Tool	Re-evaluate Commercial Sales	Commercial Sales feature has very low usage.	Functionality	Re-evaluate	Must Do
Lien Search	Re-evaluate Lien Search	Lien Search feature has very low usage, but usage may increase when Eugene liens (many more properties) are integrated.	Functionality	Re-evaluate	Must Do
Market Report	Re-evaluate Market Reports	Market Reports have low usage but is also a recent feature so may not yet be discovered by users. Review this feature with key users in design phase.	Data	Re-evaluate	Must Do
Ratio Study Reports	Re-evaluate Ratio Study Reports	Ratio Study Reports have very low usage. Re-evaluate.	Data	Re-evaluate	Must Do
Residential Comp Sales Tool	Simplify and integrate with Advanced Search	Can be integrated with "candidate list" as an option for each property as opposed to "wizard" style.	Functionality	Re-evaluate	Might do
Tax map Search	Integrate Tax Map Search with Standard Search	This tool seems redundant to the Standard Search and Tax Map content on Property Images Report.	Functionality	Re-evaluate	Might do
Taxes Balance Due	TBD Query Processing Note about Flash Player and PDF formats	This section contains a note about using Flash Player to view the reports that will be returned. A link is provided to download Flash Player. Since Flash is obsolete, this will requirement is also obsolete.	Functionality	Re-evaluate	Might do
Taxlot History	Re-evaluate Taxlot History	Taxlot History feature has very low usage.	Functionality	Re-evaluate	Must Do
Vacant Land Sales Tool	Re-evaluate Vacant Land Comp Sales	Vacant Land Sales feature has very low usage.	Functionality	Re-evaluate	Must Do

All Pages	Subscribe to RLID link	Link to a page that has a form to fill out to request a subscription as well as table that outlines prices and features of all the available subscription levels available on RLID.	Functionality	Re-evaluate	Must Do
General Content	Subscribe to RLID page (form)	The customer provides their personal information by entering the following in an interactive form: Contact Name Company Business Address City/State/Zip Phone Email	Functionality	Re-evaluate	Must Do
General Content	Subscribe to RLID page (table)	There is a table that has all available RLID subscription levels with features included. The customer clicks a radio button to choose between the following subscription levels: Individual Basic Intermediate Premium Government	Functionality	Re-evaluate	Must Do
General Content	Subscribe to RLID page (button)	At the bottom of the page is an "Activate" button used to send your RLID subscription request to the RLID team as well as a brief paragraph explaining the next steps of the subscription process and rate disclaimers.	Functionality	Re-evaluate	Must Do
All Pages	FAQ link	Link to a page that has the most Frequently Asked Questions (FAQ) and answers to the questions below.	Functionality	Re-evaluate	Must Do
General Content	FAQ page	The FAQ page is divided into different question sections including: General Billing Applications How-To Training Presentations	Functionality	Re-evaluate	Must Do

General Content	FAQ page (links)	Each section has multiple questions which double as hyperlinks to take the user to the section of the page with the answer to the question.	Functionality	Re-evaluate	Must Do
General Content	FAQ page (links)	At the top of every "answer" section, there is a "Back to top of page" link that will take the user back to the top of the page for easier navigation.	Functionality	Re-evaluate	Must Do
All Pages	About RLID link	Link to a page that has general information about RLID and specific examples of how it would be helpful in a professional setting.	Functionality	Re-evaluate	Must Do
General Content	About RLID page	The About RLID page is divided into different information sections including: What's in RLID Why RLID? Who Uses RLID? Testimonials What's in RLID (cont.) Why RLID (cont.)	Functionality	Re-evaluate	Must Do
General Content	About RLID page (button)	The About RLID page has a "CHOOSE SUBSCRIPTION NOW" button that will take them to the Subscribe to RLID page mentioned above. The button can be found at the top and bottom of the About RLID page.	Functionality	Re-evaluate	Must Do
All Pages	Regional Links link	Link to a page that has authoritative links to various regional resources that may be of interest to the user.	Functionality	Re-evaluate	Must Do

General Content	Regional Links page	The Regional Links page is divided into various sections including: RLID Project Partners Cities Adjacent Counties Census and Demographic Information Land Information Mapping Resources Transportation Public Safety and Neighborhood Organizations Business Resources Educational Institutions Software Downloads	Functionality	Re-evaluate	Must Do
All Pages	Contact Us link	Link to a page that has various links to options for users to contact the RLID team for different reasons.	Functionality	Re-evaluate	Must Do
General Content	Contact Us page	The Contact Us page is divided into various sections including: A link to ask questions or report incorrect data A link to request a new Subscriber Account Instructions to sign up for training A link to request custom data or maps	Functionality	Re-evaluate	Must Do
All Pages	Log In section	Username and Password field combination where a user can input their login credentials.	Functionality	Re-evaluate	Must Do
All Pages	Log In Button	Button user clicks to send completed form for login request.	Functionality	Re-evaluate	Must Do

All Pages	Forgot Password Link (Log In section)	Link to a new page where users can input the following information to have an email sent with a link to reset their password: First Initial (of first name) Last Name Username Your Email (email associated with user account)	Functionality	Re-evaluate	Must Do
All Pages	Send Password button (Forgot Password section)	Button user clicks to send completed form for password reset email	Functionality	Re-evaluate	Must Do
All Pages	Log Off section	Button on the bottom of the side menu that logs a user out and ends their user session.	Functionality	Re-evaluate	Must Do
All Pages	Disclaimer link	Link to a page describing in detail disclaimers for various forms of data throughout the website.	Functionality	Re-evaluate	Must Do
General Content	Disclaimer page	Legal disclaimer information letting the user know what responsibility they assume while using the site.	Functionality	Re-evaluate	Must Do
All Pages	Footer section	Footer with logos and home page hyperlinks to our partner agencies including: The City of Eugene Lane County City of Springfield EWEB LCOG	Functionality	Re-evaluate	Must Do
All Pages	My Account link	Link to a page where the user has various options to manage their account.	Functionality	Re-evaluate	Must Do
General Content	My Account page	Different available management tasks are on this page including: Change password Change your login contact information Update your account information(if Primary or Secondary account) Manage logins for your account(if Primary or Secondary account)	Functionality	Re-evaluate	Must Do

Home Page	System Info section	Section on RLID homepage where the RLID team notifies users of any scheduled RLID Service Outages	Functionality	Re-evaluate	Must Do
Home Page	Learning Center section	Section on RLID homepage where the RLID team notifies users of any Tutorials and FAQs and any scheduled trainings.	Functionality	Re-evaluate	Must Do
Home Page	RLID News section	Section on RLID homepage where the RLID team notifies users of new data and data updates	Functionality	Re-evaluate	Must Do
Home Page	Street Name Search link	Link to a page where the user inputs a street name to verify if the street name has been used already in Lane County	Functionality	Re-evaluate	Must Do
Other Applications	Street Name Search page	User inputs street name in specified city to verify if name is used.	Functionality	Re-evaluate	Must Do
Home Page	Maps and Data link	Link to the external LCOG GIS website where a user can see the data and maps offered as well as request maps and custom data requests	Functionality	Re-evaluate	Must Do
Home Page	RLID Brochure link	Link to the 2018 RLID Brochure PDF which has more details on how RLID can benefit the user if they subscribe.	Functionality	Re-evaluate	Must Do
Standard Search	Standard Search	Most commonly used property search tool (available to all users).	Functionality	Keep	Must Do
Standard Search (Form)	Standard Search (Form)	Search for properties by entering one or more exclusive (AND) criteria in an interactive form.	Functionality	Keep	Must Do
Standard Search (Form)	Search Form page metadata button	Page metadata button at the upper right opens a hypertext page explaining the the current page (see v3 website for content).	Functionality	Keep	Must Do

Standard Search (Form)	Standard Search criteria sections	Criteria sections are: Site Address Map/Taxlot Account Owner Business Name Subdivision Each section has one or more criteria component fields.	Functionality	Keep	Must Do
Standard Search (Form)	Search criteria section reset buttons	Each search criteria section has a reset button that clears all user entries.	Functionality	Keep	Must Do
Standard Search (Form)	Search criteria component dropdown lists	Some search criteria component fields are drop-down lists (see v3 website for details).	Functionality	Keep	Must Do
Standard Search (Form)	Site Address search modes	Site Address search modes: Simple (single-field) Advanced (multi-field).	Functionality	Keep	Must Do
Standard Search (Form)	Map Taxlot auto-parse	User-pasted maptaxlot number is parsed into Map Number and Taxlot fields and any non-numeric characters (e.g., dashes) are removed.	Functionality	Keep	Must Do
Standard Search (Form)	Search Get Results button	Search Form has "Get Results" button that is highlighted and larger. This button takes the user to the Search Results page. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Standard Search (Form)	Search Start Over button	Search Form has "Start Over" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria cleared. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do

Standard Search (Results)	Standard Search Results page	The Standard Search Results page displays the results of the search. There are the following widgets on the page: Page metadata button Rows returned count Current Search Parameters Refine Results button Start Over button Set preferences button Print screen button Print to PDF button Export Results to XLS Search results table	Functionality	Keep	Must Do
Standard Search (Results)	Search Results page metadata button	Page metadata button at the upper right opens a hypertext page explaining the the current page (see v3 website).	Functionality	Keep	Must Do
Standard Search (Results)	Rows returned count	Number of rows that match Search criteria are displayed at the top of the page.	Functionality	Keep	Must Do
Standard Search (Results)	Current search parameters	Current values for non-empty Search criteria are displayed at the top of the page (see v3 website for details). The criteria are displayed in dark red.	Functionality	Keep	Must Do
Standard Search (Results)	Search Refine Results button	Search Results has "Refine Results" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria kept. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Standard Search (Results)	Search Start Over button	Search Results has "Start Over" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria cleared. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Standard Search (Results)	Set preferences button	Search Results has "Set preferences" button. This launches the User Preferences window (see that requirement). This button appears at the top left of the page above the table.	Functionality	Keep	Must Do

Standard Search (Results)	User Preferences window	This window allows the user to set preferences for Custom Detailed Reports and Custom Report Kits from a tab for each. These settings affect the way Custom Detailed Reports and Custom Report Kits are constructed.	Functionality	Keep	Must Do
Standard Search (User Preferences)	User Preferences, Custom Detailed Report tab, Available Report Sections selector	This tab allows the user to select report sections to include. The left list allows selection. Shift-Click and Ctrl-Click allow multi-select. Arrows allow moving and removing from the Selected list	Functionality	Keep	Must Do
Standard Search (User Preferences)	User Preferences, Custom Detailed Report tab, Selected Report Sections list	This tab allows the user to select report sections to include. The right list allows sorting and clearing. Shift-Click and Ctrl-Click allow multi select. Arrows allow sorting and clearing.	Functionality	Keep	Must Do
Standard Search (User Preferences)	User Preferences, Set Options All Tabs button	The "Set Options All Tabs" button allows the user to save the selected options across all tabs.	Functionality	Keep	Must Do
Standard Search (User Preferences)	User Preferences Custom Report Kits tab	Same functionality as for Custom Detailed Report tab.	Functionality	Keep	Must Do
Standard Search (Results)	Print screen button	Search Results has "Print screen" button. This button launches a print screen window. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do
Standard Search (Results)	Print to PDF button	Search Results has "Print to PDF" button. This button prints the table of results to a PDF file and downloads it to the user's computer. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do
Standard Search (Results)	Export Results to XLS button	Search Results has "Export Results to XLS" button. This button prints the table of results to an XLS file and downloads it to the user's computer. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do

<p>Standard Search (Results)</p>	<p>Search results table</p>	<p>Search results are displayed in a table. A subset of important columns from all those that can be related to the property are displayed. If more than 100 rows are returned in the result, they are displayed 100 per page with a page selector above the table. Only 2,000 rows can be shown.</p> <p>The table has the following columns: View (see below) Maplot SIC Account # Site Address Mail City Zip Owner City Limits UGB</p>	<p>Functionality</p>	<p>Keep</p>	<p>Must Do</p>
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Standard Search (Results)	Search results table, View column	<p>The first column called "View" contains multiple icons that access reports and other applications which reference the property that the row represents (see v3 website for details).</p> <p>The following reports and apps are links: Property Image Report Summary Property Report Detailed Property Report RLID Maps (app) Detailed Property Report as PDF Custom Property Report (from preferences) Property Profile Report Create Report Kit (from preferences) Property Businesses Report (shown if present)</p> <p>(See below for descriptions of the above reports and apps as requirements.)</p>	Functionality	Keep	Must Do
Standard Search (Results)	Sortable Search results table	Each search criteria column can sort the table by clicking on it.	Functionality	Keep	Must Do
Standard Search (Results)	Search results value hyperlinks	Any maplot or owner value that appears multiple times in the RLID website database is hyperlinked in the Search Results table. Clicking the link initiates a new Search with that value for the criteria corresponding to the column.	Functionality	Keep	Must Do
Standard Search (Results)	Multiple rows per property	Each property has a row for each unique combination of Maplot, Site Address, and Account Number.	Functionality	Keep	Must Do

Property Image Report	Property Image Report	The Property Image Report lists links to various kinds of images and documents related to the property selected. Each type of link is in its own table. The types of links are: Property Taxlot Records Current Taxmap(s) Archived Taxmap(s) Plat Map(s) Ownership Transfer Documents FIRM Map Assessor Sketch Assessor Photo	Functionality	Keep	Must Do
Property Image Report	Property Image Report data sections	Data sections display data in a consistent format consisting of tables. There are 5 data sections: Property Taxlot Records Current Taxmap(s) Archived Taxmap(s) Plat Map(s) Ownership Transfer Documents FIRM Map Assessor Sketch Assessor Photo	Functionality	Keep	Must Do
Property Image Report	Property Image Report property summary data section	There is a property summary at the top of the page. Including: Site Address, Map & Taxlot, Tax Account, Quick Links (hyperlinked icons to Summary Property Report and Detailed Property Report for the same property).	Functionality	Keep	Must Do
Property Image Report	Property Image Report Quick Links	Quick Link icons to Summary Property Report and Detailed Property Report are located in the upper right area of the page under the property summary data section.	Functionality	Keep	Must Do
Property Image Report	Property Taxlot Records data section	A table of Property Record image names, types, and dates produced. Image names are hyperlinks to the named document.	Functionality	Keep	Must Do

Property Image Report	Current Taxmap(s) data section	A table of Taxmap image names, types, and dates modified. Image names are hyperlinks to the named document.	Functionality	Keep	Must Do
Property Image Report	Archived Taxmap(s) data section	A table of Archived Taxmap image names, types, and dates modified. Image names are hyperlinks to the named document.	Functionality	Keep	Must Do
Property Image Report	Plat Map(s) data section	A table of Plat Map image names, types, and dates modified. Image names are hyperlinks to the named document.	Functionality	Keep	Must Do
Property Image Report	Ownership Transfer Documents data section	A table of Ownership Transfer Document image names, types, and transfer date. Image names are hyperlinks to the named document.	Functionality	Keep	Must Do
Property Image Report	FIRM Map data section	A table of FIRM Map image names, types, and dates modified. Image names are hyperlinks to the named document.	Functionality	Keep	Must Do
Property Image Report	Assessor Sketch data section	A table of Assessor Sketch image names, types, and dates modified. Image names are hyperlinks to the named document.	Functionality	Keep	Must Do
Property Image Report	Assessor Photo data section	A table of Assessor Photo image names, types, and dates modified. Image names are hyperlinks to the named document.	Functionality	Keep	Must Do
Summary Property Report	Summary Property Report	A report page giving a short summary of the property characteristics. (See v3 website for content and layout details)	Functionality	Keep	Must Do
Summary Property Report	Summary Property Report Print to PDF button	Summary Property Report has a "Print to PDF" button. This button prints the report to a PDF file and downloads it to the user's computer. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do
Summary Property Report	Summary Property Report Print screen button	Summary Property Report has a "Print screen" button. This button launches a print screen window. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do

Summary Property Report	Summary Property Report data sections	Data sections display data in several formats: Tables Free text Image thumbnail Hyperlinks (text or icons) There are 5 data sections: Summary (not titled) Boundary / Land Use Data Property Values & Taxes Two Most Recent Sales/Ownership Transfers Comments (including DPR link)	Functionality	Keep	Must Do
Summary Property Report	Summary Property Report data label metadata hyperlinks	Some report data labels on the Summary Property Report are hyperlinks to a metadata page explaining that data field.	Functionality	Keep	Must Do
Summary Property Report	Summary Property Report data value hyperlinks	Some report data values are hyperlinks to external web pages with related information.	Functionality	Keep	Must Do
Summary Property Report	Summary Property Report Quick Links	Quick Link icons to Property Image Report and Detailed Property Report are located in the lower right corner of the first data section under the image thumbnail.	Functionality	Keep	Must Do
Detailed Property Report	Detailed Property Report (DPR)	Most popular report with the most amount of information. This is a report page giving an inventory of most property characteristics in the RLID web database. (See v3 website for content and layout details)	Functionality	Keep	Must Do
Detailed Property Report	DPR Print to PDF button	Detailed Property Report has a "Print to PDF" button. This button prints the report to a PDF file and downloads it to the user's computer. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do

Detailed Property Report	DPR Print Selective Sections to PDF button	Detailed Property Report has a "Print Report Sections to PDF" button. This button launches a window that allows the user to select the sections to print from the report to a PDF file and downloads it to the user's computer. This button appears at the top right of the page.	Functionality	Keep	Must Do
Detailed Property Report	DPR Print screen button	Detailed Property Report has a "Print screen" button. This button launches a print screen window. This button appears at the top right of the page.	Functionality	Keep	Must Do
Detailed Property Report	DPR Quick Links	Quick Link icons to Property Image Report and Summary Property Report are located in the lower left corner of the first data section.	Functionality	Keep	Must Do
Detailed Property Report	Go to DPR section drop-down list	The Detailed Property Report has a drop-down list that allows the user to jump to another section in this long report. This list appears at the top right of the page.	Functionality	Keep	Must Do
Detailed Property Report	Top links	Above each data section, at the right, is a "top" link that returns the view to the top of the page.	Functionality	Keep	Must Do

Detailed Property Report	DPR data sections	<p>Data sections display data in several formats:</p> <ul style="list-style-type: none"> Tables Free text Map thumbnails Image gallery (carousel style) Charts Hyperlinks (text or icons) <p>There are 20 data sections:</p> <ul style="list-style-type: none"> Summary (not titled) Account Status Building Permits Business Information Census Information Environmental Data General Tax Account General Taxlot Characteristics Improvements Land Use Applications Liens Maps Owner/Taxpayer Petitions Political Districts Property Values & Taxes Sales & Ownership Changes Schools Service Providers Site Address Information Tax Code Area & Taxing Districts Tax Statements & Tax Receipts Township-Range-Section / Subdivision Data 	Functionality	Keep	Must Do
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Detailed Property Report	DPR data section metadata hyperlinks	Most data sections on the Detailed Property Report show a hyperlink button in the upper left that links to a metadata page explaining that data section.	Functionality	Keep	Must Do
Detailed Property Report	DPR data label metadata hyperlinks	Some report data labels on the Detailed Property Report are hyperlinks to a metadata page explaining that data field.	Functionality	Keep	Must Do
Detailed Property Report	DPR data value hyperlinks	Some report data values are hyperlinks to external web pages with related information.	Functionality	Keep	Must Do
Detailed Property Report	DPR data section metadata button	Each data section has a metadata button at the upper left that opens a hypertext page explaining the current section (see v3 website).	Functionality	Keep	Must Do
Detailed Property Report	Expand and collapse data sections	All report data sections are expandable and collapseable via a +/- button in the upper left corner. Data sections with no relevant data are collapsed on the first display of the report.	Functionality	Keep	Must Do
Detailed Property Report	Show All / Hide All buttons	These buttons expand or collapse all data sections. These buttons appear in the upper right of the page below the first data section and at the bottom right of the page.	Functionality	Keep	Must Do
Detailed Property Report	New Property Search button	Detailed Property Report has a "New Property Search" button that is highlighted and larger. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
RLID Maps (app)	RLID Maps link	This links to the RLID Maps application (Easy or Pro, depending on subscription level) and zooms to the selected property. (see description below for RLID Maps application requirements)	Functionality	Keep	Must Do
Detailed Property Report as PDF	Detailed Property Report as PDF	The Detailed Property Report is printed as a PDF and downloaded to the user's computer.	Functionality	Keep	Must Do
Custom Property Report (from preferences)	Custom Property Report (from preferences)	A custom detailed property report is created based on user preferences. If not set, the User Preferences page for Custom Detailed Report is shown first (see "User Preferences window" requirements).	Functionality	Keep	Must Do
Property Profile Report	Property Profile Report	Property Profile report mimics the profile report available in GeoAdvantage and similar tools.	Functionality	Keep	Must Do

Property Profile Report	Property Profile Report data sections	Data sections display data in a consistent format consisting of vertically oriented field labels and values. The first data section also includes an image thumbnail. There are 4 data sections: Summary (not titled) Assessment & Taxes Sales Building Characteristics	Functionality	Keep	Must Do
Create Report Kit (from preferences)	Create Report Kit (from preferences)	A custom listing kit report is created based on user preferences. If not set, the User Preferences page for Custom Listing Kit is shown first (see "User Preferences window" requirements).	Functionality	Keep	Must Do
Property Businesses Report	Property Businesses Report	Businesses Report (shown if businesses are present on the property) (currently based on InfoUSA business data).	Functionality	Keep	Must Do
Property Businesses Report	Property Businesses Report Print to PDF button	Property Businesses Report has a "Print to PDF" button. This button prints the report to a PDF file and downloads it to the user's computer. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do
Property Businesses Report	Property Businesses Report Print screen button	Property Businesses Report has a "Print screen" button. This button launches a print screen window. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do

Property Businesses Report	Property Businesses Report data sections	Data sections display data in several formats: Tables Free text There are 5 data sections: Business Profile Summary Additional Business Location Information NAICS SIC Corporate Information Disclaimer	Functionality	Keep	Must Do
Property Businesses Report	Property Businesses Report data label metadata hyperlinks	Some report data labels on the Property Businesses Report are hyperlinks to a metadata page explaining that data field.	Functionality	Keep	Must Do
Property Businesses Report	Property Businesses Report data value hyperlinks	Some report data values are hyperlinks to external web pages with related information.	Functionality	Keep	Must Do
Property Businesses Report	Property Businesses Report Quick Links	Quick Link icons to Property Image Report, Summary Property Report, and Detailed Property Report are located in the lower left corner of the first data section.	Functionality	Keep	Must Do
Property Businesses Report	InfoUSA logo	The InfoUSA logo is displayed at the upper right area (larger) and lower left area (smaller) of the page.	Functionality	Keep	Must Do
Advanced Search	Advanced Search (AS)	More advanced property search tool similar to Standard Search (available to some subscription levels).	Functionality	Keep	Must Do
Advanced Search (Form)	AS Search by exclusive criteria	Search for properties by entering one or more exclusive (AND) criteria in an interactive form.	Functionality	Keep	Must Do
Advanced Search (Form)	AS Search Form page metadata button	Page metadata button at the upper right opens a hypertext page explaining the the current page (see v3 website for content).	Functionality	Keep	Must Do
Advanced Search (Form)	AS Get Count for Current Search button	Search Form has "Get Count for Current Search" button that is not highlighted and smaller. Causes the row count to be pre-calculated and displayed at the top of the page along with search parameters summary. This button appears at the top left of the page.	Functionality	Keep	Must Do

Advanced Search (Form)	AS Clear Tabs button	Search Form has "Clear Tabs" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria cleared on all tabs. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Advanced Search (Form)	AS Get Results button	Search Form has "Get Results" button that is highlighted and larger. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Advanced Search (Form)	AS Start Over button	Search Form has "Start Over" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria cleared. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Advanced Search (Form)	Search criteria tabs	The Advanced Search form has multiple tabs each containing multiple search criteria sections. There are 10 tabs: Property Improvements Sales/Values Schools Districts UGB/Zoning/Planning Business Census Environmental T/R/S	Functionality	Keep	Must Do

Advanced Search (Form)	AS Property tab criteria sections	Property tab criteria sections are: Site Address Map/Taxlot Account Owner Owner Occupancy Subdivision Each section has one or more criteria component fields.	Functionality	Keep	Must Do
Advanced Search (Form)	AS Improvements tab criteria sections	Improvements tab criteria sections are: General Property Characteristics Improvements Each section has one or more criteria component fields.	Functionality	Keep	Must Do
Advanced Search (Form)	AS Sales/Values tab criteria sections	Sales/Values tab criteria sections are: Values Exemptions Tax Code Area Statistical Class Property Class A&T Neighborhoods Sales Analysis Codes Each section has one or more criteria component fields.	Functionality	Keep	Must Do
Advanced Search (Form)	AS Schools tab criteria sections	Schools tab criteria sections are: Schools Each section has one or more criteria component fields.	Functionality	Keep	Must Do
Advanced Search (Form)	AS Districts tab criteria sections	Districts tab criteria sections are: Services Elections Each section has one or more criteria component fields.	Functionality	Keep	Must Do

Advanced Search (Form)	AS UGB/Zoning/Planning tab criteria sections	<p>UGB/Zoning/Planning tab criteria sections are:</p> <ul style="list-style-type: none"> UGB City Limits Zoning & Overlays Plan Designation Land Use Eugene Neighborhood Association <p>Each section has one or more criteria component fields.</p>	Functionality	Keep	Must Do
Advanced Search (Form)	AS Business tab criteria sections	<p>Business tab criteria sections are:</p> <ul style="list-style-type: none"> Business Name NAICS Code Location Employee Size Location Sales Volume <p>Each section has one or more criteria component fields.</p>	Functionality	Keep	Must Do
Advanced Search (Form)	AS Census tab criteria sections	<p>Census tab criteria sections are:</p> <ul style="list-style-type: none"> Census Tract / Block Group <p>Each section has one or more criteria component fields.</p>	Functionality	Keep	Must Do
Advanced Search (Form)	AS Environmental tab criteria sections	<p>Environmental tab criteria sections are:</p> <ul style="list-style-type: none"> Flood Zone Soils <p>Each section has one or more criteria component fields.</p>	Functionality	Keep	Must Do
Advanced Search (Form)	AS T/R/S tab criteria sections	<p>T/R/S tab criteria sections are:</p> <ul style="list-style-type: none"> Township Range Section <p>Each section has one or more criteria component fields.</p>	Functionality	Keep	Must Do
Advanced Search (Form)	Criteria entered indicator	Any tab that has criteria entered on it will show a red asterisk next the tab name.	Functionality	Keep	Must Do

Advanced Search (Form)	AS Search criteria section reset buttons	Each search criteria section has a reset button that clears all user entries.	Functionality	Keep	Must Do
Advanced Search (Form)	AS Search criteria component dropdown lists	Some search criteria component fields are drop-down lists (see v3 website for details).	Functionality	Keep	Must Do
Advanced Search (Form)	AS Search criteria component dropdown list loaders	Some search criteria component fields drop-down lists are populated from "loaders" (see v3 website for details).	Functionality	Keep	Must Do
Advanced Search (Form)	AS Search criteria component date pickers	Some search criteria component fields are date pickers.	Functionality	Keep	Must Do
Advanced Search (Form)	AS Map/Taxlot search modes	Map/Taxlot search modes: Simple (multi-field) Advanced (single-field, up to 10 entries delimited)	Functionality	Keep	Must Do
Advanced Search (Form)	AS Map Taxlot auto-parse (simple mode)	User-pasted maptaxlot number is parsed into Map Number and Taxlot fields and any non-numeric characters (e.g., dashes) are removed.	Functionality	Keep	Must Do
Advanced Search (Form)	AS Saved Searches feature group	Once a user has saved a search, the Saved Searches feature group appears at the upper right of the Advanced Search page. This includes 3 features: manage saved searches link load saved search list Load saved search button	Functionality	Keep	Must Do
Advanced Search (Manage Saved Searches)	Manage saved searches link	This link changes the view to the My Saved Searches page. This page allows the user to manage saved searches.	Functionality	Keep	Must Do
Advanced Search (Manage Saved Searches)	Saved searches table	Each saved search is listed as a row in this table. The table has the following columns: buttons (unlabeled) (see below) Search Name Search Description Search Filters	Functionality	Keep	Must Do

Advanced Search (Manage Saved Searches)	Saved Searches sortable table	Each table column can sort the table by clicking on it.	Functionality	Keep	Must Do
Advanced Search (Manage Saved Searches)	Saved search management buttons	The following buttons are available to manage saved searches: Edit - Edit saved search description Share - Share with other users via email Load - Load to Advanced Search Form Delete - Delete the saved search	Functionality	Keep	Must Do
Advanced Search (Manage Saved Searches)	Search name column	Click on any title in the "Search Name" column to load that search in the Advanced Search Form.	Functionality	Keep	Must Do
Advanced Search (Form)	Load saved search list	This list shows saved searches that can be loaded.	Functionality	Keep	Must Do
Advanced Search (Form)	Load saved search button	This button loads the saved search selected in the saved search list.	Functionality	Keep	Must Do
Advanced Search (Results)	Advanced Search Results page	The Advanced Search Results page displays the results of the search. There are the following widgets on the page: Page metadata button Rows returned count Current Search Parameters Refine with adv search button Refine with map button Start Over button Set preferences button Print screen button Print to PDF button Save search button Export Results button Search results table	Functionality	Keep	Must Do
Advanced Search (Results)	AS Search Results page metadata button	Page metadata button at the upper right opens a hypertext page explaining the the current page (see v3 website).	Functionality	Keep	Must Do

Advanced Search (Results)	AS Rows returned count	Number of rows that match Search criteria are displayed at the top of the page.	Functionality	Keep	Must Do
Advanced Search (Results)	AS Current search parameters	Current values for non-empty Search criteria are displayed at the top of the page (see v3 website for details). The criteria are displayed in dark red.	Functionality	Keep	Must Do
Advanced Search (Results)	AS Search Refine with adv search button	Search Results has "Refine with adv search" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria kept. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Advanced Search (Results)	AS Search Refine with map button	Search Results has "Refine with map" button that is not highlighted and smaller. This takes the user to the Map Search page and imports the current set of results as a map selection. This button is disabled if the number of total records returned by the search is more than 5000. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Advanced Search (Results)	AS Search Start Over button	Search Results has "Start Over" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria cleared. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Advanced Search (Results)	AS Set preferences button	Search Results has "Set preferences" button. This launches the User Preferences window (see that requirement). This button appears at the top left of the page above the table.	Functionality	Keep	Must Do
Advanced Search (Results)	AS User Preferences window	This window allows the user to set preferences for Custom Detailed Reports and Custom Report Kits from a tab for each. These settings affect the way Custom Detailed Reports and Custom Report Kits are constructed. This is the same window launched from the Standard Search (see Standard Search requirements for more details).	Functionality	Keep	Must Do
Advanced Search (Results)	AS Save search button	Search Results has "Save search" button. This button launches the Saved Searches window. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do

Advanced Search (Results)	AS Saved Searches window	This window allows the user to save advanced searches by providing a name and description. These saved searches can be managed from the Saved Searches feature group at the top right on the Advanced Search page.	Functionality	Keep	Must Do
Advanced Search (Results)	AS Export results button	Search Results has "Export results" button. This button launches the Export Results window. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do
Advanced Search (Results)	AS Export Results window	This window allows the user to select different field sets and print the table of selected field for all the search results to a TAB file (tab-delimited text) or an XLS file and download it to the user's computer. One of the following column sets can be selected: Default Default + Improvements Default + Sales Owner + Address + Improvements	Functionality	Keep	Must Do
Advanced Search (Export Results)	Default set	(See v3 website for column list.)	Functionality	Keep	Must Do
Advanced Search (Export Results)	Default + Improvements set	(See v3 website for column list.)	Functionality	Keep	Must Do
Advanced Search (Export Results)	Default + Sales set	(See v3 website for column list.)	Functionality	Keep	Must Do
Advanced Search (Export Results)	Owner + Address + Improvements set	(See v3 website for column list.)	Functionality	Keep	Must Do
Advanced Search (Export Results)	Export File Type selector	Choose either "tab" or "xls".	Functionality	Keep	Must Do
Advanced Search (Export Results)	Export my results button	Click this button to export results.	Functionality	Keep	Must Do
Advanced Search (Results)	AS Print screen button	Search Results has "Print screen" button. This button launches a print screen window. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do

Advanced Search (Results)	AS Print to PDF button	Search Results has "Print to PDF" button. This button prints the table of results to a PDF file and downloads it to the user's computer. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do
Advanced Search (Results)	AS Search results table	Search results are displayed in a table. A subset of important columns from all those that can be related to the property are displayed. If more than 100 rows are returned in the result, they are displayed 100 per page with a page selector above the table. Only 5,000 rows can be shown. The table has the following columns: View (see below) Maplot SIC Account # Site Address Mail City Zip Owner City Limits UGB	Functionality	Keep	Must Do

Advanced Search (Results)	AS Search results table, View column	The first column called "View" contains multiple icons that access reports and other applications which reference the property that the row represents (see v3 website for details). The following reports and apps are links: Property Image Report Summary Property Report Detailed Property Report RLID Maps (app) Detailed Property Report as PDF Custom Property Report (from preferences) Property Profile Report Create Report Kit (from preferences) Property Businesses Report (shown if present) (See other entries in this table for descriptions of the above reports and apps as requirements.)	Functionality	Keep	Must Do
Advanced Search (Results)	AS Sortable Search results table	Each search criteria column can sort the table by clicking on it.	Functionality	Keep	Must Do
Advanced Search (Results)	AS Search results value hyperlinks	Any maplot or owner value that appears multiple times in the RLID website database is hyperlinked in the Search Results table. Clicking the link initiates a new Search with that value for the criteria corresponding to the column.	Functionality	Keep	Must Do
Advanced Search (Results)	AS Multiple rows per property	Each property has a row for each unique combination of Maplot, Site Address, and Account Number.	Functionality	Keep	Must Do
Map Search	Map Search (MS)	Spatial property search tool that works in tandem with Advanced Search.	Functionality	Keep	Must Do
Map Search	MS Import selected properties from Advanced Search	If the user selects "Refine with map search" button in the Advanced Search, the current properties in the search results will be imported to the Map Search as a map selection (either points or polygons, depending on the extent of the features and the corresponding zoom scale).	Functionality	Keep	Must Do

Map Search	MS Current search parameters	Current values for Search criteria for results imported are displayed at the top of the page (see v3 website for details). The criteria are displayed in dark red.	Functionality	Keep	Must Do
Map Search	MS Get Results button	Search page has "Get Results" button that is highlighted and larger. This button will take the user to the Advanced Search Results page with the list of taxlots selected in the map being the criteria for the result records. This button appears at the top right of the page.	Functionality	Keep	Must Do
Map Search	MS New Search button	Search page has "New Search" button that is not highlighted and smaller. This returns the display to the Map Search page with all existing criteria cleared. This button appears at the top right of the page.	Functionality	Keep	Must Do
Map Search	MS Map	The Map Search has a map and map controls. There are three kinds of map controls: Toolbar tools Zoom tools Basemap tool There is also a feature selection count displayed below the map. A maximum of 5000 features can be selected.	Functionality	Keep	Must Do
Map Search	MS Toolbar tools	The Map Search map has a toolbar with the following tools: Add-to-Selection Mode Remove-from-Selection Mode Select with Point (and Pan Map) Select with Freehand Line Select with Circle Select with Box Select with Freehand Line Clear Selection Zoom to Selection (See v3 website for details on tool behavior)	Functionality	Keep	Must Do

Map Search	MS Zoom tools	The Map Search map has the following zoom tools: Zoom In Zoom Out The user can also zoom to a specific area by holding down the Shift key and clicking and dragging the mouse to form a box. (See v3 website for details on tool behavior)	Functionality	Keep	Must Do
Map Search	MS Basemap tool	The Map Search map has a basemap tool that toggles the map's basemap between Streets (the default) and Imagery. (See v3 website for details on tool behavior)	Functionality	Keep	Must Do
RLID Maps	RLID Maps	Interactive web mapping application with GIS capabilities. Two versions are available, depending on subscription level: RLID Maps Easy RLID Maps Pro [Since this application is not being redesigned at this time, the functional requirements have not been presented here in detail]	Functionality	Keep	Must Do
Deeds & Records	Deeds & Records (D&R)	Recorded documents search engine.	Functionality	Keep	Must Do
Deeds & Records (Form)	D&R Search by exclusive criteria	Search for properties by entering one or more exclusive (AND) criteria in an interactive form.	Functionality	Keep	Must Do
Deeds & Records (Form)	D&R Search Form page metadata button	Page metadata button at the upper right opens a hypertext page explaining the the current page (see v3 website for content).	Functionality	Keep	Must Do
Deeds & Records (Form)	D&R Search criteria sections	Criteria sections are: Grantor/Grantee Document Time Frame Document Number Document Type Map/Taxlot Each section has one or more criteria component fields.	Functionality	Keep	Must Do
Deeds & Records (Form)	D&R Search criteria section reset buttons	Each search criteria section has a reset button that clears all user entries.	Functionality	Keep	Must Do

Deeds & Records (Form)	D&R Search criteria component dropdown lists	Some search criteria component fields are drop-down lists (see v3 website for details).	Functionality	Keep	Must Do
Deeds & Records (Form)	D&R Search criteria component date pickers	Some search criteria component fields are date pickers.	Functionality	Keep	Must Do
Deeds & Records (Form)	D&R Map Taxlot auto-parse	User-pasted maptaxlot number is parsed into Map Number and Taxlot fields and any non-numeric characters (e.g., dashes) are removed.	Functionality	Keep	Must Do
Deeds & Records (Form)	D&R Search Get Results button	Search Form has "Get Results" button that is highlighted and larger. This button takes the user to the Search Results page. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Deeds & Records (Form)	D&R Search Start Over button	Search Form has "Start Over" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria cleared. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Deeds & Records (Results)	D&R Search Results page metadata button	Page metadata button at the upper right opens a hypertext page explaining the the current page (see v3 website).	Functionality	Keep	Must Do
Deeds & Records (Results)	D&R Rows returned count	Number of rows that match Search criteria are displayed at the top of the page.	Functionality	Keep	Must Do
Deeds & Records (Results)	D&R current search parameters	Current values for non-empty Search criteria are displayed at the top of the page (see v3 website for details). The criteria are displayed in dark red.	Functionality	Keep	Must Do
Deeds & Records (Results)	D&R Search, Refine Results button	Search Results has "Refine Results" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria kept. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Deeds & Records (Results)	D&R Search, Start Over button	Search Results has "Start Over" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria cleared. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do

Deeds & Records (Results)	D&R View Checked Document Summaries button	Search Results has "View Checked Document Summaries" button. This button prints the document summaries corresponding to the checked row in the results to a PDF file and downloads it to the user's computer. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do
Deeds & Records (Results)	D&R View Records in PDF button	Search Results has "View Records in PDF" button. This button prints the table of results to a PDF file and downloads it to the user's computer. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do
Deeds & Records (Results)	D&R Export Results to tab-delimited TXT file	Search Results has "Export Results to Text" button. This button prints the table of results to a Tab-delimited TXT file and downloads it to the user's computer. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do
Deeds & Records (Results)	D&R Search results table	Search results are displayed in a table. A subset of important columns from all those that can be related to the property are displayed. If more than 100 rows are returned in the result, they are displayed 100 per page with a page selector above the table. Only 1,000 rows can be shown. The table has the following columns: check (unlabeled) (see below) Doc Number Doc Type Recording Date Party Type Party Name Maplot (if available) View (see below)	Functionality	Keep	Must Do
Deeds & Records (Results)	D&R Sortable Search results table	Each search criteria column can sort the table by clicking on it.	Functionality	Keep	Must Do

Deeds & Records (Results)	Search results table, check column	The first column unlabeled and contains a check box. Each row in this column also contains a check box and all are checked when the results are first displayed. Clicking the check box in the column header unselects or selects all rows.	Functionality	Keep	Must Do
Deeds & Records (Results)	D&R Multiple rows per property	Each property has a row for each unique combination of Grantor, Grantee, and Doc Number.	Functionality	Keep	Must Do
Deeds & Records (Results)	D&R Search results table, View column	The last column called "View" contains multiple icons that access functions that act on the document referenced by the row The 2 functions are: View document image (may be greyed out) View document detail (See below for descriptions of the above functions as requirements.)	Functionality	Keep	Must Do
Deeds & Records (Results)	D&R Search results table, View column, View document image icon	View document image (may be greyed out if no image is available - usually too old). This will open the Document Image.	Functionality	Keep	Must Do
Deeds & Records (Results)	D&R Search results table, View column, View document detail icon	View document detail (Document Report) page.	Functionality	Keep	Must Do

Deeds & Records (Document Report)	D&R Document Report page	<p>This is a new page displaying metadata about the document.</p> <p>The metadata columns are: Document # Recording Date Document Type Grantor(s) Grantee(s) Amount Description Book / Page Map & Taxlot Number(s) Subdivision Hist. Fee Number:</p> <p>It also has a section that contains a table of Referenced Documents (e.g., a satisfaction document might reference a deed document).</p>	Functionality	Keep	Must Do
Deeds & Records (Document Report)	Referenced Documents (RD) table	<p>The Referenced Documents table has the following columns: View (see below) Document # Document Type Recording Date</p>	Functionality	Keep	Must Do
Deeds & Records (Document Report)	RD View column	(See "D&R Search results table, View column" requirement.)	Functionality	Keep	Must Do
Deeds & Records (Document Image)	D&R Document Image	This is the PDF document. It will open in the browser window in a new tab.	Functionality	Keep	Must Do
Taxes Balance Due	Taxes Balance Due (TBD)	Tool used to look up property tax amounts currently due.	Functionality	Keep	Must Do
Taxes Balance Due (Form)	TBD account info rows	A vertical array of fields allows entry of up to 10 account numbers and interest dates	Functionality	Keep	Must Do

Taxes Balance Due (Form)	TBD row reset buttons	Each account row section has a reset button that clears account and interest date entries.	Functionality	Keep	Must Do
Taxes Balance Due (Form)	TBD account info date pickers	Some TBD account info fields are date pickers.	Functionality	Keep	Must Do
Taxes Balance Due (Form)	TBD Query Get Results button	TBD Query Form has "Get Results" button that is highlighted and larger. This button takes the user to the Query Results page. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Taxes Balance Due (Form)	TBD Query Start Over button	TBD Query Form has "Start Over" button that is not highlighted and smaller. This returns the display to the Query Form with all existing values cleared. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Taxes Balance Due (Form)	TBD Query View previous query results link	This link takes the user to the TBD Previous Results page.	Functionality	Keep	Must Do
Taxes Balance Due (Processing)	TBD Query Processing page	This page displays the status of the currently processing request. It has two sections: Note about Flash Player and PDF formats Status message The Start Over button from the Form page appears again in the upper right of the page.	Functionality	Keep	Must Do
Taxes Balance Due (Processing)	Note about Flash Player and PDF formats	(See the re-evaluate section above for more information on this requirement.)	Functionality	Keep	Must Do

Taxes Balance Due (Processing)	TBD Query Processing page, Status message section	<p>This section has different contents depending on how many other requests are currently being processed and whether there have been previous requests run under the current user account.</p> <p>If there are currently processing queries, the message will read something like:</p> <p><i>"There are 3 accounts in the queue to be processed. The current batch of accounts will be available in 2 minutes and 11 seconds."</i></p> <p>The page refreshes every six seconds and there is also a Refresh page link displayed, centered above the status message.</p> <p>The message will change to the following when the estimated time has elapsed but the results are not yet available:</p> <p><i>"The current batch of accounts will be available momentarily."</i></p> <p>When the results are available, the message will go away and the Current Results table will appear.</p> <p>If there are previous requests (queries), an additional section, called Previous Requests, is displayed.</p>	Functionality	Keep	Must Do
Taxes Balance Due (Processing)	TBD Query Processing page, Status message section, Previous Requests subsection	<p>This section displays several components:</p> <ul style="list-style-type: none"> Delete this batch link Download Batch button Previous Requests table(s) 	Functionality	Keep	Must Do
Taxes Balance Due (Processing)	TBD Previous Requests subsection, Delete this batch link	<p>For each batch of accounts previously requested a table is displayed, above each in the upper left is a link called "Delete this batch" which will delete the batch below it.</p>	Functionality	Keep	Must Do

Taxes Balance Due (Processing)	TBD Previous Requests subsection, Download Batch button	For each batch of accounts previously requested a table is displayed, above each in the upper right is a button called "Download batch". This button prints the all the report pages in the batch to a PDF file and downloads it to the user's computer.	Functionality	Keep	Must Do
Taxes Balance Due (Processing)	TBD Previous Requests subsection, Previous Requests table(s)	For each batch of accounts previously requested a table is displayed The table has the following columns: Delete (see below) Account # Interest Date Submit Date/Time Delinquent? View (see below)	Functionality	Keep	Must Do
Taxes Balance Due (Processing)	TBD Query Processing page, Status message section, Current Requests subsection	This section displays several components: Delete this batch link Download Batch button Cuurent Requests table(s)	Functionality	Keep	Must Do
Taxes Balance Due (Processing)	TBD Previous Requests subsection, Current Requests table	For each batch of accounts currently requested a table is displayed functionally identical to the Previous Requests table(s).	Functionality	Keep	Must Do
Taxes Balance Due (Processing)	TBD Previous Requests table(s), Delete column	The first column called "Delete" elete link to delete the current account from the batch.	Functionality	Keep	Must Do
Taxes Balance Due (Processing)	TBD Previous Requests table(s), View column	The last column called "View" contains multiple icons that access reports for the account and interest date that the row represents (see v3 website for details). Icons to view the report for the account and interest date represented in this row as: Flash Paper file PDF file (See below for descriptions of the TBD report as a requirement.)	Functionality	Keep	Must Do

Taxes Balance Due (Report)	TBD Report	This report describes the account characteristics and recent tax receipts as well as a breakdown of the taxes due (see v3 website for details).	Functionality	Keep	Must Do
Comp Sales Data	Comp Sales Data	Tools used to compare sales data for properties. This includes 4 sub-features: Residential Comp Sales Tool Commercial Comp Sales Tool Vacant Land Comp Sales Tool Ratio Studies	Functionality	Keep	Must Do
Residential Comp Sales Tool	Residential Comp Sales Tool (RCS)	A simple "wizard" style interface that identifies similar residential properties based on characteristics of a user-defined subject property. This application may be used to query for comps on single family dwelling, condominium, duplex, four-plex, non-standard multiplex, tandem duplex, townhouse and triplex, on a single taxlot only.	Functionality	Keep	Must Do
RCS Subject Property Search Form	RCS Subject Property Search Form	Search for properties by entering one or more exclusive (AND) criteria in an interactive form. This search form is similar to the Standard Search Form but much simpler.	Functionality	Keep	Must Do
RCS Subject Property Search Form	RCS Subject Property Search Form page metadata button	Page metadata button at the upper right opens a hypertext page explaining the the current page (see v3 website for content).	Functionality	Keep	Must Do
RCS Subject Property Search Form	RCS Subject Property Search criteria sections	Criteria sections are: Dwelling Type Site Address Each section has one or more criteria component fields.	Functionality	Keep	Must Do
RCS Subject Property Search Form	RCS Subject Property Search criteria section reset buttons	Each search criteria section has a reset button that clears all user entries.	Functionality	Keep	Must Do
RCS Subject Property Search Form	RCS Subject Property Search criteria	Some search criteria component fields are drop-down lists (see v3 website for details).	Functionality	Keep	Must Do

	component dropdown lists				
RCS Subject Property Search Form	RCS Subject Property Search, Site Address search modes	Site Address search modes: Simple (single-field) Advanced (multi-field).	Functionality	Keep	Must Do
RCS Subject Property Search Form	RCS Subject Property Search, Next Step button	Search Results has "Next Step" button that is highlighted and larger. This button takes the user to the RCS Search Options page. This button appears at the top right of the page.	Functionality	Keep	Must Do
RCS Subject Property Search Results	RCS Subject Property Search Results	The Subject Property Search Results page displays the results of the search. There are the following widgets on the page: Page metadata button Rows returned count Current Search Parameters Refine Results button Next Step button Start Over button	Functionality	Keep	Must Do
RCS Subject Property Search Results	RCS Subject Property Search Results, page metadata button	Page metadata button at the upper right opens a hypertext page explaining the the current page (see v3 website).	Functionality	Keep	Must Do
RCS Subject Property Search Results	RCS Subject Property Search Results, Rows returned count	Number of rows that match Search criteria are displayed at the top of the page.	Functionality	Keep	Must Do
RCS Subject Property Search Results	RCS Subject Property Search Results, Current search parameters	Current values for non-empty Search criteria are displayed at the top of the page (see v3 website for details). The criteria are displayed in dark red.	Functionality	Keep	Must Do
RCS Subject Property Search Results	RCS Subject Property Search Results, Refine Results button	Search Results has "Refine Results" button that is not highlighted and smaller. This button takes the user back to the RCS Subject Property Search page. This button appears at the top right of the page.	Functionality	Keep	Must Do

RCS Subject Property Search Results	RCS Subject Property Search Results, Next Step button	Search Results has "Next Step" button that is highlighted and larger. This button takes the user to the RCS Search Options page where the property for the selected row (see below) becomes the subject property. This button appears at the top right of the page.	Functionality	Keep	Must Do
RCS Subject Property Search Results	RCS Subject Property Search Results, Start Over button	Search Options Form has "Start Over" button that is not highlighted and smaller. This returns the display to the Subject Property Search Form with all existing criteria cleared. This button appears at the top right of the page.	Functionality	Keep	Must Do
RCS Subject Property Search Results	RCS Subject Property Search Results, Search results table	Search results are displayed in a table. A subset of important columns from all those that can be related to the property are displayed. The following columns are displayed: Choose (see below) Dwelling Type Maplot Acct # Site Address Owners City Limits UGB	Functionality	Keep	Must Do
RCS Subject Property Search Results	RCS Subject Property Search Results, Search results table, choose column	The Choose column allows selection of the subject property. Each row in this column contains an option button. No option buttons are selected (unless there is only one row in which case the row's option button is selected) when the results are first displayed.	Functionality	Keep	Must Do
RCS Subject Property Search Results	RCS Sortable Subject Property Search results table	Each search criteria column can sort the table by clicking on it.	Functionality	Keep	Must Do

RCS Search Options Form	RCS Search Options Form	Search for comparable properties by entering one or more exclusive (AND) criteria in an interactive form. This search form is similar to the Standard Search Form but much simpler. The form has the following criteria sections: Search Options (including the Match by parameters table)	Functionality	Keep	Must Do
RCS Search Options Form	RCS Search Options Form, search by exclusive criteria	Search for comparable properties by entering one or more exclusive (AND) criteria in an interactive form.	Functionality	Keep	Must Do
RCS Search Options Form	RCS Search Options Form, Current search parameters	Current values for non-empty Subject Property Search criteria are displayed at the top of the page (see v3 website for details). The criteria are displayed in dark red.	Functionality	Keep	Must Do
RCS Search Options Form	RCS Search Options Form, Subject Property summary	The RCS Search Options Form has a Subject Property summary with the following text elements: Site Address Owner(s) Maplot Account#	Functionality	Keep	Must Do
RCS Search Options Form	RCS Search Options Form, Previous Step button	Search Results has "Previous Step" button that is not highlighted and smaller. This button takes the user back to the RCS Subject Property Search Results page. This button appears at the top right and bottom right of the page.	Functionality	Keep	Must Do
RCS Search Options Form	RCS Search Options Form, Get Results button	RCS Search Options Form has "Get Results" button that is highlighted and larger. This button takes the user to the RCS Report Results page. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
RCS Search Options Form	RCS Search Options Form, Start Over button	Search Options Form has "Start Over" button that is not highlighted and smaller. This returns the display to the Subject Property Search Form with all existing criteria cleared. This button appears at the top right and bottom right of the page.	Functionality	Keep	Must Do

RCS Search Options Form	RCS Search Options Form, Search Options criteria section	User-modifiable criteria in this section are as follows: Living Area Sq Ft % (+/-) Sale Date (range) Year Built Diff (years) Price (low end) (\$) Price (high end) (\$) Within distance of (miles) - geographic buffer up to 50 miles Match by (geographic parameters based on subject property)	Functionality	Keep	Must Do
RCS Search Options Form	RCS Search Options Form, data label metadata hyperlinks	Some report data labels on the form are hyperlinks to a metadata page explaining that data field.	Functionality	Keep	Must Do
	RCS Search Options Form, Match By Parameters table	This table presents parameters as rows with checkboxes next to them and values based on the subject property. The table lists the following parameters: School District Eugene High School Middle School Elementary School Zip Code TCA (tax code area) UGB (Urban Growth Boundary) If the Within distance of criterion is set to Any Distance, one of these parameters must be chosen to limit the geographic search area.	Functionality	Keep	Must Do

RCS Report Results page	RCS Report Results page	<p>The RCS Report is similar to other reports such as the DPR, but describe subject property, summary statistics across all comps, and a table containing all comps found.</p> <p>Comps are “rated” by a 5-star system that compares 15 different criteria between subject property & comp and rates the quality of a comp based on its similarity to the subject property. Different criteria are used for properties inside an urban growth boundary (urban & suburban properties) and those outside any urban growth boundary (rural properties). A five-star comp is the highest quality; a one-star comp the lowest quality.</p> <p>Comps will not be returned on properties with:</p> <ul style="list-style-type: none"> A "personal property" manufactured home More than one dwelling on the taxlot More than one tax account Commercial designation Any Statistical Classes besides the above dwelling types An inactive tax account <p>Constraints used by the application to generate comps include:</p> <ul style="list-style-type: none"> Arm’s-length transactions only Single property sales only <p>Subject properties that include "real property" manufactured homes or condominiums that exist on their own taxlot will only produce comps of the same type (e.g. a condo subject property will show only condo comps).</p>	Functionality	Keep	Must Do
RCS Report Results page	RCS Report Results, page metadata button	Page metadata button at the upper right opens a hypertext page explaining the the current page (see v3 website).	Functionality	Keep	Must Do

RCS Report Results page	RCS Report Results, Current search parameters	Current values for non-empty Search criteria are displayed at the top of the page (see v3 website for details). The criteria are displayed in dark red.	Functionality	Keep	Must Do
RCS Report Results page	RCS Report Results, Map service unavailable message	If the map service called by this page is not available, a message will be displayed at the top of the page and the buffer options will not be allowed. Geographic parameters must be used instead. Note: that this might not be necessary if we're using SQL Spatial in the RLID data warehouse going forward.	Functionality	Keep	Must Do
Residential Comparable Sales Report (PDF)	Residential Comparable Sales Report (PDF)	A report generated from the RCS Report Results. (see v3 website for details)	Functionality	Keep	Must Do
Commercial Comp Sales Tool	Commercial Comp Sales (CCS) Tool	This tool provides the user with access to data about commercial properties that have sold between 1997 and 2020 in Lane County, and allows the user to filter properties by multiple criteria.	Functionality	Keep	Must Do
Commercial Comp Sales Tool (Form)	CCS Search Form page metadata button	Page metadata button at the upper right opens a hypertext page explaining the the current page (see v3 website for content).	Functionality	Keep	Must Do
Commercial Comp Sales Tool (Form)	CCS Search Form Get Results button	CCS Search Form has "Get Results" button that is highlighted and larger. This button takes the user to the Search Results page. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Commercial Comp Sales Tool (Form)	CSS Search Form Start Over button	CSS Search Form has "Start Over" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria cleared. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Commercial Comp Sales Tool (Form)	CCS Search Form criteria sections	Criteria sections are: Geographic Characteristics Property Characteristics Each section has one or more criteria component fields.	Functionality	Keep	Must Do
Commercial Comp Sales Tool (Form)	CCS Search Form criteria section reset buttons	Each search criteria section has a reset button that clears all user entries.	Functionality	Keep	Must Do

Commercial Comp Sales Tool (Form)	CCS Search Form criteria component dropdown lists	Some search criteria component fields are drop-down lists (see v3 website for details).	Functionality	Keep	Must Do
Commercial Comp Sales Tool (Form)	CCS Search Form criteria component date pickers	Some search criteria component fields are date pickers.	Functionality	Keep	Must Do
Commercial Comp Sales Tool (Form)	CCS Search Form data label metadata hyperlinks	Some report data labels on the Summary Property Report are hyperlinks to a metadata page explaining that data field.	Functionality	Keep	Must Do
Commercial Comp Sales Tool (Results)	CCS Search Results table	<p>Search results are displayed in a table. A subset of important columns from all those that can be related to the property are displayed. If more than 500 rows are returned in the result, they are displayed 500 per page with a page selector above the table. Only 10,000 rows can be shown.</p> <p>The table has the following columns: check (unlabeled) (see below) Maplot Stat Class Sale Date Property Name Situs Address Price Year Built View (see below)</p>	Functionality	Keep	Must Do
Commercial Comp Sales Tool (Results)	CCS Search Results, Rows returned count	Number of rows that match Search criteria are displayed at the top of the page.	Functionality	Keep	Must Do
Commercial Comp Sales Tool (Results)	CCS Search Results, Current search parameters	Current values for non-empty Search criteria are displayed at the top of the page (see v3 website for details). The criteria are displayed in dark red.	Functionality	Keep	Must Do
Commercial Comp Sales Tool (Results)	CCS Search Results, Refine Results button	Search Results has "Refine Results" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria kept. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do

Commercial Comp Sales Tool (Results)	CCS Search Results, Start Over button	Search Results has "Start Over" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria cleared. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Commercial Comp Sales Tool (Results)	CCS Search Results, sortable results table	Each search criteria column can sort the table by clicking on it.	Functionality	Keep	
Commercial Comp Sales Tool (Results)	CCS Search Results, results table, check column	The first column unlabeled and contains a check box. Each row in this column also contains a check box and all are checked when the results are first displayed. Clicking the check box in the column header unselects or selects all rows.	Functionality	Keep	Must Do
Commercial Comp Sales Tool (Results)	CCS Search Results, Export Checked Sale results to an XLS file button	Search Results has "Export checked rows to an XLS file" button. This button prints the data from the checked row in the results to a XLS file and downloads it to the user's computer. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do
Commercial Comp Sales Tool (Results)	CCS Search Results, Export All Sale results to an XLS file button	Search Results has "Export all rows to an XLS file" button. This button prints all the data from the results to a XLS file and downloads it to the user's computer. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do
Commercial Comp Sales Tool (Results)	CCS Search Results, table, View column	The first column called "View" contains multiple icons that access reports and other application functions which reference the sale that the row represents (see v3 website for details). The following reports and application functions are links: View commercial sales image for this maplot (CS Image PDF) Do property search by this maplot (Standard Search) (See below for descriptions of the above reports and apps as requirements.)	Functionality	Keep	Must Do
Commercial Comp Sales Tool (Results)	CCS Search Results, table, Do property search by this maplot link	Clicking the link initiates a new Standard Search with the maplot value for the criteria corresponding to that column.	Functionality	Keep	Must Do

Commercial Comp Sales Image Report	CS Image (PDF)	This is an image (PDF file) of the Commercial Sale report produced by Lane County Assessment and Taxation. (see v3 website for details)	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool	Vacant Land Comp Sales (VLCS) Tool	Similar in structure to the commercial comp sales tool, this search allows users to filter sold vacant land properties by multiple criteria.	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool (Form)	VLCS Search Form page metadata button	Page metadata button at the upper right opens a hypertext page explaining the the current page (see v3 website for content).	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool (Form)	VLCS Search Form Get Results button	VLCS Search Form has "Get Results" button that is highlighted and larger. This button takes the user to the Search Results page. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool (Form)	VLCS Search Form Start Over button	VLCS Search Form has "Start Over" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria cleared. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool (Form)	VLCS Search Form criteria sections	Criteria sections are: Geographic Characteristics Property Characteristics Each section has one or more criteria component fields.	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool (Form)	VLCS Search Form criteria section reset buttons	Each search criteria section has a reset button that clears all user entries.	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool (Form)	VLCS Search Form criteria component dropdown lists	Some search criteria component fields are drop-down lists (see v3 website for details).	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool (Form)	VLCS Search Form criteria component date pickers	Some search criteria component fields are date pickers.	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool (Form)	VLCS Search Form data label metadata hyperlinks	Some report data labels on the Summary Property Report are hyperlinks to a metadata page explaining that data field.	Functionality	Keep	Must Do

Vacant Land Comp Sales Tool (Results)	VLCS Search Results table	<p>Search results are displayed in a table. A subset of important columns from all those that can be related to the property are displayed. If more than 500 rows are returned in the result, they are displayed 500 per page with a page selector above the table. Only 10,000 rows can be shown.</p> <p>The table has the following columns: check (unlabeled) (see below) Maplot Grantor Grantee Acres Account +Acct (multiple accounts?) UGB Zoning Sale Date Price GS (group sale indicator) NH (A&T neighborhood) AC (sales analysis code) View (see below)</p>	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool (Results)	VLCS Search Results, Rows returned count	Number of rows that match Search criteria are displayed at the top of the page.	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool (Results)	VLCS Search Results, Current search parameters	Current values for non-empty Search criteria are displayed at the top of the page (see v3 website for details). The criteria are displayed in dark red.	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool (Results)	VLCS Search Results, Refine Results button	Search Results has "Refine Results" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria kept. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do

Vacant Land Comp Sales Tool (Results)	VLCS Search Results, Start Over button	Search Results has "Start Over" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria cleared. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool (Results)	VLCS Search Results, sortable results table	Each search criteria column can sort the table by clicking on it.	Functionality	Keep	
Vacant Land Comp Sales Tool (Results)	VLCS Search Results, results table, check column	The first column unlabeled and contains a check box. Each row in this column also contains a check box and all are checked when the results are first displayed. Clicking the check box in the column header unselects or selects all rows.	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool (Results)	VLCS Search Results, Export Checked Sale results to an XLS file button	Search Results has "Export checked rows to an XLS file" button. This button prints the data from the checked row in the results to a XLS file and downloads it to the user's computer. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool (Results)	VLCS Search Results, Export All Sale results to an XLS file button	Search Results has "Export all rows to an XLS file" button. This button prints all the data from the results to a XLS file and downloads it to the user's computer. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool (Results)	VLCS Search Results, table, View column	The first column called "View" contains multiple icons that access reports and other application functions which reference the sale that the row represents (see v3 website for details). The following reports and application functions are links: View deed image for this maplot (Deed Image PDF) Do property search by this maplot (Standard Search) (See below for descriptions of the above reports and apps as requirements.)	Functionality	Keep	Must Do
Vacant Land Comp Sales Tool (Results)	VLCS Search Results, table, View deed image for this maplot link	Clicking the link opens the deed image document (PDF) for this sale.	Functionality	Keep	Must Do

Vacant Land Comp Sales Tool (Results)	VLCS Search Results, table, Do property search by this maplot link	Clicking the link initiates a new Standard Search with the maplot value for the criteria corresponding to that column.	Functionality	Keep	Must Do
Ratio Studies	Ratio Studies	This feature provides a listing of all the Ratio Report from the Lane County Assessor for the pervious tax year, and previous years back to 2005, as PDF files. (see v3 website for details)	Functionality	Keep	Must Do
Other Applications	Other Applications	Links to various other tools, including online tools from partners. The following RLID-hosted tools are linked to: Lien Search (Cottage Grv, Flo, Spr only) Taxlot History (AT Map) Tax Code Area Lookup Street Name Search The following partner tools are also linked to: Eugene Lien Docket Eugene Building Permits Eugene Land Use Applications Lane County Property Records (Permits) Lane County Surveyor's Images and Docs (SIDO) Springfield Permit Status (See v3 website for more details)	Functionality	Keep	Must Do
Other Applications (Lien Search)	Lien Search (Cottage Grv, Flo, Spr only)	Tool that retrieves all available liens from jurisdictions. Addresses shown in Lien Search are not derived from RLID, they are provided by the jurisdiction.	Functionality	Keep	Must Do
Other Applications (Lien Search)	Search Get Results button	Search Form has "Get Results" button that is highlighted and larger. This button takes the user to the Search Results page. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do

Other Applications (Lien Search)	Search Start Over button	Search Form has "Start Over" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria cleared. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Other Applications (Lien Search)	Lien Search (Form)	Search for properties by entering one or more exclusive (AND) criteria in an interactive form.	Functionality	Keep	Must Do
Other Applications (Lien Search)	Lien Search criteria sections	Criteria sections are: Jurisdiction Map/Taxlot Lien Number Address Owner Assessment Type Each section has one or more criteria component fields.	Functionality	Keep	Must Do
Other Applications (Taxlot History)	Taxlot History (AT Map)	Tool that retrieves all taxlot history for various taxlots.	Functionality	Keep	Must Do
Other Applications (Taxlot History)	Search Get Results button	Search Form has "Get Results" button that is highlighted and larger. This button takes the user to the Search Results page. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Other Applications (Taxlot History)	Search Start Over button	Search Form has "Start Over" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria cleared. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Other Applications (Taxlot History)	Taxlot History Search (Form)	Search for properties by entering one or more exclusive (AND) criteria in an interactive form.	Functionality	Keep	Must Do

Other Applications (Taxlot History)	Taxlot History Search criteria sections	Criteria sections are: Map/Taxlot Map Revision Date Account Other Each section has one or more criteria component fields.	Functionality	Keep	Must Do
Other Applications (TCA Lookup)	Tax Code Area Lookup	Tool that retrieves the tax code area for properties that are specified.	Functionality	Keep	Must Do
Other Applications (TCA Lookup)	Search Get Results button	Search Form has "Get Results" button that is highlighted and larger. This button takes the user to the Search Results page. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Other Applications (TCA Lookup)	Search Start Over button	Search Form has "Start Over" button that is not highlighted and smaller. This returns the display to the Search Form with all existing criteria cleared. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Other Applications (TCA Lookup)	TCA Lookup Search (Form)	Search for properties by entering one or more exclusive (AND) criteria in an interactive form.	Functionality	Keep	Must Do
Other Applications (TCA Lookup)	TCA Lookup Search criteria sections	Criteria sections are: Site Address Site Address List Owner Account Each section has one or more criteria component fields.	Functionality	Keep	Must Do
Other Applications (Street Name Search)	Street Name Search	Tool to confirm whether a street name has already been used in Lane County	Functionality	Keep	Must Do

Other Applications (Street Name Search)	Search Get Results button	Search Form has "Get Results" button that is highlighted and larger. This button takes the user to the Search Results page. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Other Applications (Street Name Search)	Street Name Search (Form)	Criteria section is Street name with the ability to specify city.	Functionality	Keep	Must Do
Market Reports	Market Reports	Summarized regional property information reports (generated by CoStar, see v3 website for more details).	Data	Keep	Must Do
Quick Look	Quick Look	Free property information search tool. It consists of 5 sub-tools: Find my elected officials Identify my school district and schools Identify fire protection provider</option> Locate nearest fire station & hydrant What's my zoning?	Functionality	Keep	Must Do
Quick Look	Choose the Report page	This page allows the user to choose the tool they want to use. It then sends them to the selected tool's page.	Functionality	Keep	Must Do
Quick Look	Elected Officials Quick Look	The Quick Look tool has a wizard structure that steps you through the following steps: Search for a Location (by address or maplot) Choose the property from a results list View property information (e.g., Zoning info) View related map (optional) View related information (optional) (See v3 website for more details)	Functionality	Keep	Must Do

Quick Look	School Quick Look	<p>The Quick Look tool has a wizard structure that steps you through the following steps:</p> <ul style="list-style-type: none"> Search for a Location (by address or maplot) Choose the property from a results list View property information (e.g., Zoning info) View related map (optional) View related information (optional) <p>(See v3 website for more details)</p>	Functionality	Keep	Must Do
Quick Look	Fire Protection Quick Look	<p>The Quick Look tool has a wizard structure that steps you through the following steps:</p> <ul style="list-style-type: none"> Search for a Location (by address or maplot) Choose the property from a results list View property information (e.g., Zoning info) View related map (optional) View related information (optional) <p>(See v3 website for more details)</p>	Functionality	Keep	Must Do
Quick Look	Fire Station & Hydrant Quick Look	<p>The Quick Look tool has a wizard structure that steps you through the following steps:</p> <ul style="list-style-type: none"> Search for a Location (by address or maplot) Choose the property from a results list View property information (e.g., Zoning info) View related map (optional) View related information (optional) <p>(See v3 website for more details)</p>	Functionality	Keep	Must Do

Quick Look	Zoning Quick Look	The Quick Look tool has a wizard structure that steps you through the following steps: Search for a Location (by address or maplot) Choose the property from a results list View property information (e.g., Zoning info) View related map (optional) View related information (optional) (See v3 website for more details)	Functionality	Keep	Must Do
Elections Custom App	Elections Custom App	Custom property search application made for Lane County Elections.	Functionality	Keep	Must Do
Elections Custom App (Form)	Standard Search (Form)	Search for properties by entering one or more exclusive (AND) criteria in an interactive form.	Functionality	Keep	Must Do
Elections Custom App (Form)	Search Form page search button	Page metadata button at the upper right that will search using the input criteria.	Functionality	Keep	Must Do
Elections Custom App (Form)	Search Form page clear button	Page metadata button at the upper right that will clear all input criteria.	Functionality	Keep	Must Do
Elections Custom App (Form)	Property Search criteria sections	Criteria sections are: Site Address Map/Taxlot Account Owner Subdivision Each section has one or more criteria component fields.	Functionality	Keep	Must Do
Elections Custom App (Form)	Property Advanced Search section	Only search criteria is Site Address with house number, street name, street type, and mailing city.	Functionality	Keep	Must Do
Elections Custom App (Form)	Search criteria component dropdown lists	Some search criteria component fields are drop-down lists (see v3 website for details).	Functionality	Keep	Must Do
Elections Custom App (Form)	Site Address search modes	Site Address search modes: Simple (single-field) Advanced (multi-field).	Functionality	Keep	Must Do

Elections Custom App (Form)	Map Taxlot auto-parse	User-pasted maptaxlot number is parsed into Map Number and Taxlot fields and any non-numeric characters (e.g., dashes) are removed.	Functionality	Keep	Must Do
Elections Custom App (Form)	Account Property Number search	Account number is input by the user to search.	Functionality	Keep	Must Do
Elections Custom App (Form)	Owner Name Search	Owner name is input by the user, search is a "contains" search and will return all options that contain what was input.	Functionality	Keep	Must Do
Elections Custom App (Form)	Subdivision	Users can either input subdivision name or choose from the scrolling list below, users also have the option to add the lot number for specificity.	Functionality	Keep	Must Do
Elections Custom App (Search Results)	Refine Results Button	Search Results has "Refine Results" button that will take you back to the Search Form to refine inputs from the search fields.	Functionality	Keep	Must Do
Elections Custom App (Search Results)	Start Over Button	Search Results has a "Start Over" button that will take you back to the Search Form and clear all fields.	Functionality	Keep	Must Do
Elections Custom App (Search Results)	Export Results to XLS button	Search Results has "Export Results to XLS" button. This button prints the table of results to an XLS file and downloads it to the user's computer. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do

Elections Custom App (Search Results)	Search results table	<p>Search results are displayed in a table. A subset of important columns from all those that can be related to the property are displayed. If more than 100 rows are returned in the result, they are displayed 100 per page with a page selector above the table. Only 2,000 rows can be shown.</p> <p>The table has the following columns:</p> <ul style="list-style-type: none"> Reports (see below) Maplot SIC TCA Prec Account Res Site Address Mail City Zip Owner City Limits 	Functionality	Keep	Must Do
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Elections Custom App (Report Results)	Search results table, Reports column	<p>The first column called "Reports" contains multiple icons that access reports and other applications which reference the property that the row represents (see v3 website for details).</p> <p>The following reports and apps are links: Look up maplot in Quicklook Fire Protection Provider search tool Summary Property Report View Property Summary Detailed Property Report View schools and polical district info</p> <p>(See below for descriptions of the above reports and apps as requirements.)</p>	Functionality	Keep	Must Do
Elections Custom App (Report Results)	Fire Protection Provider link	This report mentions the Address, Maptaxlot, City Limits, and Fire Disctrict(s) information.	Functionality	Keep	Must Do
Elections Custom App (Report Results)	Property Image Report	<p>The Property Image Report lists links to various kinds of images and documents related to the property selected. Each type of link is in its own table. The types of links are:</p> <ul style="list-style-type: none"> Current Taxmap(s) Archived Taxmap(s) Plat Map(s) Ownership Transfer Documents FIRM Map Assessor Sketch 	Functionality	Keep	Must Do



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Elections Custom App (Report Results)	Summary Property Report	<p>This report has various report information including:</p> <ul style="list-style-type: none"> Site Address Map & Taxlot # SIC Tax Account # Property Owner Taxpayer Assessor Photo (if available) and Quicklinks to: Look up maplot in Quicklook Fire Protection Provider search tool View Property Images Detailed Property Report View schools and political district info 	Functionality	Keep	Must Do
Elections Custom App (Report Results)	Boundary - Land Use Data (Summary Property Report)	<p>This section of the Summary Property report has various report information including:</p> <ul style="list-style-type: none"> Mapped Taxlot Acreage Incorporated City Limits Urban Growth Boundary Census Tract/Block Subdivision Name Lot / Tract / Unit Phase Recording Number School / Code / Name Zoning Parent / Overlay Land Use Property Class Statistical Class 	Functionality	Keep	Must Do

Elections Custom App (Report Results)	Property Values & Taxes (Summary Property Report)	This section of the Summary Property report has various report information including: Real Market Value (RMV) Total Assessed Value 2020 Taxable Value 2020 Tax 2020 Tax Code Area Lane County Assessment & Taxation Billing Rate Document	Functionality	Keep	Must Do
Elections Custom App (Report Results)	Two Most Recent Sales / Ownership Transfers (Summary Property Report)	This section of the Summary Property report has various report information including: Date Price Grantor (first listed) Grantee (first listed) Instrument # Document Image	Functionality	Keep	Must Do

Elections Custom App (Report Results)	Dwelling #1 of 1 / Building Type >> Plex (Summary Property Report)	This section of the Summary Property report has various report information including: Year Built Bedrooms Full Baths Half Baths Percent Complete as of Jan 1st Fireplace(s) Base Sq Ft Finished Sq Ft Heating Roof Style / Cover Bsmt Gar Sq Ft Att Gar Sq Ft Det Gar Sq Ft Att Carport Sq Ft	Functionality	Keep	Must Do
Elections Custom App (Report Results)	Detailed Property Report (DPR)	Most popular report with the most amount of information. This is a report page giving an inventory of most property characteristics in the RLID web database. (See v3 website for content and layout details)	Functionality	Keep	Must Do
Elections Custom App (Report Results)	DPR Print to PDF button	Detailed Property Report has a "Print to PDF" button. This button prints the report to a PDF file and downloads it to the user's computer. This button appears at the top right of the page above the table.	Functionality	Keep	Must Do
Elections Custom App (Report Results)	DPR Print Selective Sections to PDF button	Detailed Property Report has a "Print Report Sections to PDF" button. This button launches a window that allows the user to select the sections to print from the report to a PDF file and downloads it to the user's computer. This button appears at the top right of the page.	Functionality	Keep	Must Do

Elections Custom App (Report Results)	DPR Print screen button	Detailed Property Report has a "Print screen" button. This button launches a print screen window. This button appears at the top right of the page.	Functionality	Keep	Must Do
Elections Custom App (Report Results)	DPR Quick Links	Quick Link icons to Property Image Report and Summary Property Report are located in the lower left corner of the first data section.	Functionality	Keep	Must Do
Elections Custom App (Report Results)	Go to DPR section drop-down list	The Detailed Property Report has a drop-down list that allows the user to jump to another section in this long report. This list appears at the top right of the page.	Functionality	Keep	Must Do
Elections Custom App (Report Results)	Top links	Above each data section, at the right, is a "top" link that returns the view to the top of the page.	Functionality	Keep	Must Do

Elections Custom App (Report Results)	DPR data sections	Data sections display data in several formats:	Functionality	Keep	Must Do
		<p>Data sections display data in several formats:</p> <ul style="list-style-type: none"> Tables Free text Map thumbnails Image gallery (carousel style) Charts Hyperlinks (text or icons) <p>There are 20 data sections:</p> <ul style="list-style-type: none"> Summary (not titled) Account Status Building Permits Business Information Census Information Environmental Data General Tax Account General Taxlot Characteristics Improvements Land Use Applications Liens Maps Owner/Taxpayer Petitions Political Districts Property Values & Taxes Sales & Ownership Changes Schools Service Providers Site Address Information Tax Code Area & Taxing Districts Tax Statements & Tax Receipts Township-Range-Section / Subdivision Data 			

Elections Custom App (Report Results)	DPR data section metadata hyperlinks	Most data sections on the Detailed Property Report show a hyperlink button in the upper left that links to a metadata page explaining that data section.	Functionality	Keep	Must Do
Elections Custom App (Report Results)	DPR data label metadata hyperlinks	Some report data labels on the Detailed Property Report are hyperlinks to a metadata page explaining that data field.	Functionality	Keep	Must Do
Elections Custom App (Report Results)	DPR data value hyperlinks	Some report data values are hyperlinks to external web pages with related information.	Functionality	Keep	Must Do
Elections Custom App (Report Results)	DPR data section metadata button	Each data section has a metadata button at the upper left that opens a hypertext page explaining the current section (see v3 website).	Functionality	Keep	Must Do
Elections Custom App (Report Results)	Expand and collapse data sections	All report data sections are expandable and collapseable via a +/- button in the upper left corner. Data sections with no relevant data are collapsed on the first display of the report.	Functionality	Keep	Must Do
Elections Custom App (Report Results)	Show All / Hide All buttons	These buttons expand or collapse all data sections. These buttons appear in the upper right of the page below the first data section and at the bottom right of the page.	Functionality	Keep	Must Do
Elections Custom App (Report Results)	New Property Search button	Detailed Property Report has a "New Property Search" button that is highlighted and larger. This button appears at the top right of the page and the bottom right.	Functionality	Keep	Must Do
Elections Custom App (Report Results)	Detailed Property Report as PDF	The Detailed Property Report is printed as a PDF and downloaded to the user's computer.	Functionality	Keep	Must Do

Elections Custom App (Report Results)	View Schools and Political District Info (Other Property Information)	The Other Property Information report has various report information including: Site Address Map & Taxlot # SIC Tax Account # Property Owner 1 Mapped Taxlot Acreage Tax Account Acreage and Quick Links to: Look up maplot in Quicklook Fire Protection Provider search tool View Property Images View Property Summary View Detailed Property Report	Functionality	Keep	Must Do
Elections Custom App (Report Results)	Schools	This section of the Other Property Information report has various report information including: School School Code School Name	Functionality	Keep	Must Do
RLID Lite (A&T Custom) Custom App	RLID Lite (A&T Custom) App	Custom property search application made for Lane County Assessment & Taxation.	Functionality	Keep	Must Do
RLID Lite (A&T Custom) Custom App (Form)	Standard Search (Form)	Search for properties by entering one or more exclusive (AND) criteria in an interactive form.	Functionality	Keep	Must Do
RLID Lite (A&T Custom) Custom App (Form)	Search Form 'Get Results' button	Page metadata button at the upper right that will search using the input criteria.	Functionality	Keep	Must Do
RLID Lite (A&T Custom) Custom App (Form)	Search Form 'Start Over' button	Page metadata button at the upper right that will clear all input criteria.	Functionality	Keep	Must Do



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RLID Lite (A&T Custom) Custom App (Form)	Search Form Search Criteria	Search for properties by entering Account Number or Site Address or Map & Taxlot	Functionality	Keep	Must Do
RLID Lite (A&T Custom) Custom App (Results)	Search results table, Reports column	<p>The first column called "Site Address" contains multiple icons that access reports and other applications which reference the property that the row represents (see v3 website for details).</p> <p>The second column called "Account" contains the tax account number for the property in the Candidate List.</p> <p>The third column called "Map & Taxlot" contains the map and taxlot number for the property in the candidate list.</p> <p>The fourth column called "SIC" contains the Special Interest Code which exists for some properties as an extension to the 13-digit map and taxlot number used for Manufactured Structures, Undivided Interest, Senior Deferral, a Condominium, taxable portion of a taxlot, and Improvement Only Accounts.</p> <p>The last column called "View" contains multiple icons that access reports and other applications which reference the property that the row represents (see v3 website for details).</p> <p>The following reports and apps are links: View Taxlot Record (Description Card) Commercial Appraisal Card (if available) View Additional Property Information View taxlot in Lane County Maps</p> <p>(See below for descriptions of the above reports and apps as requirements.)</p>	Functionality	Keep	Must Do

RLID Lite (A&T Custom) Custom App (Reports)	Taxlot Record (Description Card)	The Taxlot Record report has various report information including: Map & Taxlot # Status Current Parcel / Account # Current TCA Document # Document Type Date Effective Year Tax Lot Acres	Functionality	Keep	Must Do
RLID Lite (A&T Custom) Custom App (Reports)	Commercial Appraisal Card	The Additional Property Information report has various report information including: Map & Tax Lot # Status Current Parcel / Account Type Archive Date Copy of Commercial Appraisal Card	Functionality	Keep	Must Do



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RLID Lite (A&T Custom) Custom App (Reports)	Additional Property Information Report	The Additional Property Information report has various report information including: Account # Site Address Taxpayer Address Additional Account Numbers for the Tax Lot Owner Information Account Type Account Acreage Pending Property Change Property Class Special Assessment Program Taxlot Record Commercial Appraisal Card Assessor's Photos & Sketches Property Value and Taxes 2020 Taxable Value 2020 Tax 2020 Tax Code Area Year Built Percent Complete as of Jan 1st Floor / Base Sq Ft / Finished Sq Ft Structure / Sq Ft	Functionality	Keep	Must Do
RLID Lite (A&T Custom) Custom App (Reports)	View Taxlot in Lane County Maps	This link opens the property in a new window in Lane County's online GIS	Functionality	Keep	Must Do
Advanced Search	Simplify Advanced Search	Simplify the Advanced Search feature and make it more intuitive to use. For example, provide editable preset searches (like saved searches but available to all users) and editable and shareable saved searches at the user and organizational level.	Design	Enhance	Must Do

Deeds and Records	Arbitrary word search	Add the ability to search documents for an arbitrary word (use OCR to make the document text searchable).	Data	Enhance	Might do
Deeds and Records	Add pre-1994 records	Add deeds and records that precede 1994 (incorporate scanned reels from Lane County Records).	Data	Enhance	Might do
External Links	Make external links more obvious	Make links that point outside of RLID easier to find by adding an icon to identify them. For example, Wikipedia's external link icon.	Design	Enhance	Must Do
Logging In	Improve user authentication and session controls	Replace the limitation that user cannot be logged in on two devices at once with a more modern solution such as Multi-Factor Authentication (MFA). Consider retaining session duration limit.	Security	Enhance	Might do
Property Search	Search field visibility by subscription level	Make search field visibility depend on subscription level instead of having two different property searches.	Functionality	Enhance	Might do
Property Search	Make DPR the default	Make the Detailed Property Report the default report if we resort to "quick actions".	Reports	Enhance	Might do
Property Search	DPR Expand/collapse based on user settings	In the Detailed Property Report, allow users to expand or collapse desired detail in report and save collapsed options in user settings.	Reports	Enhance	Might do
RLID Maps	RM More personal layer tools	Add more tools that would allow uploading of personal data layers.	Functionality	Enhance	Might do
RLID Maps	RM New authentication method	Change authentication model to work with new RLID v4 website authentication.	Functionality	Enhance	Must Do
Subscription Model	Subscription model analysis	Analyze current subscription levels, ways of providing service, and charging for it.	Access	Enhance	Must Do
Taxes Balance Due	Improve Taxes Balance Due performance	Speed up the process and increase the reliability of the application for tax season	Functionality	Enhance	Might do
Website (General)	Accessibility Compliant	Make the RLID layout and color scheme accessibility-compliant.	Design	Enhance	Must Do
Website (General)	Mobile-friendly	Make the entire RLID site more mobile-friendly so users can access data and tools on mobile devices like phones and tablets.	Design	Enhance	Must Do

RLID Maps	Add a data layer of underground tanks and wells	Add a data layer of underground tanks and wells	Data	Add	Might do
Advanced Search	Richer expression building features	User should be able to create expressions (all AND) and sets of expressions (expression1 OR expression2). Example: search for properties on multiple streets by street names. Compare to JS Query or ArcGIS Pro query tool.	Functionality	Add	Might do
Advanced Search	Add attributes in DPR not currently in Advanced Search	Add attributes in DPR not currently in Advanced Search (Farm Deferral, Forest, etc)	Functionality	Add	Might do
Advanced Search	Add Land Use Application attributes to the Advanced Search criteria	Add Land Use Application attributes to the Advanced Search criteria. (date range and project description).	Functionality	Add	Might do
Advanced Search	Enhanced export	Export results option should allow users to pick sets of columns to include, as well as aggregation options (FIRST, SUM, etc.). Allow saved user selection sets. Include all columns (e.g. anomaly_description). Format options (e.g., exclude non-mailable addresses)	Functionality	Add	Might do
Advanced Search	Pre-set searches	List of pre-set searches for commonly used searches (all users or based on prior user activity).	Functionality	Add	Might do
Advanced Search	Expanded file export formats	Expanded file export formats, including spatial. CSV, shapefile, KML, (Geo)JSON, etc. Consider Copy (text format) option.	Functionality	Add	Might do
Deeds and Records	Add additional document types (non-recorded)	Add additional types of documents like BLM permits, and business registry	Data	Add	Might do
Detailed Property Report	Enhance permit data shown	Enhance permit data shown for Cottage Grove, Creswell, Junction City, and other Cities	Data	Add	Might do
Home Screen	Modernize home screen	Modernize and add more information so users don't have to scroll so far down the page for information.	Layout	Add	Might do
Property Search	Add contact information for property owner	Add contact information for property owner	Data	Add	Might do
Detailed Property Report	Show all related Easements, covenants,	Show all related Easements, covenants, and CC&Rs for a property.	Data	Add	Might do

	and CC&Rs for a property				
Detailed Property Report	Add Google Street View to DPR	Add a link to Google Street View to the DPR.	Functionality	Add	Might do
Property Search	Add Google-style universal search field	Add a "Google" style universal search field.	Functionality	Add	Might do
Property Search	Show unique maplots	Show unique maplots in search results count summary and results list (instead of all rows).	Functionality	Add	Might do
Detailed Property Report	Add updated photos of all properties	Add updated photos of all properties.	Data	Add	Might do
Property Search	Add Farming Report functionality	Add Farming Report functionality similar to that found in tools used by the title companies.	Reports	Add	Might do
Property Search	Add Mailing Labels feature	Add a Mailing Labels feature (e.g., search results export option).	Reports	Add	Might do
Reports	Add user logo to reports	Add the ability to customize reports with subscriber logo.	Layout	Add	Might do
Reports	Add dynamic inset maps to reports	Add dynamic inset maps in various reports.	Report Layout	Add	Might do
Reports	Add a property "basket"	Add a property "basket" feature (add properties to a list, then generate reports for those).	Functionality	Add	Might do
Reports	Add Mailing Labels feature	Add Quick Link icons for other reports to all reports (e.g., to Profile Report from Detailed Property Report).	Functionality	Add	Might do
Standard Search; Detailed Property Report	Add water rights to property searches and DPR	Add water rights to DPR and searches (from State Water Master).	Data	Add	Might do
Property Search	Map-centric property search	Create a more map-centric property search ability that is similar to Zillow or Redfin or Google Maps.	Design	Add	Might do
Advanced Search	Add Save search button to Advanced Search Form	Add Save search button to Advanced Search Form (currently only on AS Results page).	Functionality	Add	Might do
Advanced Search	Add Saved Search management features to Advanced Search Results page	Add Saved Search management features to Advanced Search Results page.	Functionality	Add	Might do
Website (General)	User notifications	Add the ability for the RLID team to send notifications to users (via SMS or Email Notification).	Functionality	Add	Might do

Appendix E: Content Management System Functional Requirements

The functional requirements of the RLID CMS are aimed at the RLID Team rather than the RLID users. RLID users can interact with some account and user management functions via the My Account feature of RLID, users do not have access to the CMS at RLID v3.

The following table describes the current functional requirements for the RLID CMS. While technological platform choices will change the way these functions are delivered (e.g., low-code/no-code), these functions or their equivalent will need to be kept for RLID v4 in order to support the work of the RLID Team.

Core Functional Area	Name	Description	Type	Strategy	Priority
Main Account Tools	Account Lookup	Search engine used to look up accounts in database by Account Name, Contact name, Username, or Email	Manage Accounts	Keep	Must Do
Main Account Tools	Add New Account	Tool used to create new account and add account and logins to database. New accounts require various information including Account, Address, & Contact Info / RLID Info (subscription details) / Logins (username and logins)	Manage Accounts	Keep	Must Do
Main Account Tools	Manage Evaluation Accounts	Tool used to view active Evaluation accounts as well as create new batches of evaluation accounts or singular evaluation accounts. New accounts need First and Last name as well as a valid email.	Manage Accounts	Keep	Must Do
Main Account Tools	View Usage Reports	Engine used to view and generate usage reports. Usage Reports can be generated by specifying date ranges or specifying Account name. Detailed usage reports can be created by specifying a singular start date. Quick usage reports include: All Subscriber Usage - Most Recent Month / Top 20 Subscriber Usage - Most Recent Month / LCOG Member Agency Usage - Most Recent Month / Top 20 Usage (Last Full Calendar Year AND Current Fiscal Year-to-Date).	Manage Accounts	Keep	Must Do
Other Account Tools	View Electronic Payment History (PaySimple)	Tool used to view customer payment history. This tool can be updated to work with current Caselle Payment system or any other future system that will be implemented in v4	Manage Accounts	Enhance	Must Do



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Other Account Tools	View Outstanding Invoices	Tool to view outstanding invoices that customers have not yet paid. This tool can be updated to work with current Caselle Payment system or any other future system that will be implemented in v4	Manage Accounts	Enhance	Must Do
Other Account Tools	Create Marketing Email and/or Export RLID Contacts	Tool to create marketing emails that will be sent to RLID customers. Templates are made and edited for ease of use.	Manage Accounts	Keep	Must Do
Manage Site Content	Update RLID Home Page: System & Training Section	Tool used to update the System Information (Service Outages) and Learning Center on the RLID home page.	General Administration	Keep	Must Do
Manage Site Content	Manage RLID News Section	Tool used to manage different excerpts in the RLID news center where the RLID team gives updates on data and sourcing.	General Administration	Keep	Must Do
Manage Site Content	Manage Page Content	Tool used to view and edit the various pages of the RLID website. Folders can be clicked to view the different pages of that section.	General Administration	Keep	Must Do
Manage Site Content	Manage Metadata	Tool used to edit the metadata (help text) throughout the various web pages. Sections are organized by Title, Description, and Last Modified Date	General Administration	Keep	Must Do
Manage Site Content	Manage Website Links	Tool to manage and edit different types of links that appear throughout the website. Link types include: Elected Official Links, Global Links, Regional Links, Related Resources, and School Links.	General Administration	Keep	Must Do
Manage Site Content	Manage Custom Apps	Tool to edit and lock Lane County Assessment & Taxation Property Information app (RLID Lite) and the Lane County Elections Property Search	General Administration	Keep	Must Do
General Administration	Taxes Balance Due	Tool used to toggle availability of Taxes Balance Due. This tool also allows staff to edit the message stated when displayed when Taxes Balance Due is turned off.	General Administration	Keep	Must Do
General Administration	Turn RLID on/off	Tool to toggle availability of RLID to make RLID available (RLID status "Normal") or unavailable (RLID status "Offline") to RLID accounts. Setting RLID status to "Partial" will cause the website to be unavailable to most users.	General Administration	Keep	Must Do

General Administration	Turn Springfield Liens on/off	Tool to toggle availability of Springfield liens that exist on a remote server, so they are sometimes unavailable to RLID. If this happens, the database will turn off Springfield liens to RLID.	General Administration	Keep	Must Do
General Administration	Manage Blocked IP Addresses	Tool to add and edit various IP addresses that have been detected with problematic actions - apparent injection attacks, e.g.	General Administration	Keep	Must Do
General Administration	View Custom Apps	Tool to view RLID tools (these do not show in menu, e.g. RLID Lite, Elections Custom Prop Search)	General Administration	Keep	Must Do
Miscellaneous	Manage Locked Pages	Tool that allows users to view and edit locked pages, items can be selected and unlocked.	Miscellaneous	Keep	Must Do
Miscellaneous	Manage CMS administration Logins	Tool to view and manage admin logins for the RLID CMS	Miscellaneous	Keep	Must Do
Miscellaneous	View Other	Page with hyperlinks to "Manage Image Types", "Manage Document Types", "Manage Locked Pages", and "Show debug errors to your machine".	Miscellaneous	Keep	Must Do
Media	Manage Photos	Tool used to manage the different photos that are used throughout the website.	Media	Keep	Must Do
Media	Manage Documents	Tool used to manage the different documents that are used throughout the website.	Media	Keep	Must Do
Media	Manage Tutorials	Tool used to manage the different tutorials that are used throughout the website. There are currently no tutorials uploaded in the system.	Media	Enhance	Must Do
Media	Manage Image Types	Tool used to manage various image types throughout the website in terms of categorization.	Media	Keep	Must Do
Media	Manage Media Categories	Tool used to manage various media categories throughout the website in terms of categorization.	Media	Keep	Must Do
Account Actions	My Login	Tools used to edit ones personal login credentials and information	Account Actions	Keep	Must Do



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Account Actions	Refresh RLID	Tool used to "refresh" RLID and implement any changes that were made in the CMS. The page is refreshed and RLIS is opened in another window.	Account Actions	Keep	Must Do
Account Actions	To RLID	Tool used to view RLID, the page is refreshed and RLIS is opened in another window.	Account Actions	Keep	Must Do