

<b>Tax Assessor's Menu .....</b>	<b>2</b>
<b>Mod-IV Web Page.....</b>	<b>2</b>
<b>Record Search .....</b>	<b>2</b>
<b>SR1A.....</b>	<b>3</b>
<b>Reports.....</b>	<b>3</b>
<b>Adobe .....</b>	<b>3</b>
<b>Excel .....</b>	<b>4</b>

## Tax Assessor's Menu

m4 - Mod IV  
sr - SR1-A System

## Mod-IV Web Page

[www.msnj.us/union](http://www.msnj.us/union)

Contact Information  
PHONE: 908-704-8862  
FAX: 908-704-8861

[Bill@MicroSystems-nj.com](mailto:Bill@MicroSystems-nj.com)  
[George@MicroSystems-nj.com](mailto:George@MicroSystems-nj.com)  
[Trevor@MicroSystems-nj.com](mailto:Trevor@MicroSystems-nj.com)  
[Mike@MicroSystems-nj.com](mailto:Mike@MicroSystems-nj.com)

## Record Search

Press Q (do not press <Enter>).  
You will see the top line change to "QUERY:Press <ESC> to ..."  
Press the <F6> key to move the cursor to the owner's name.  
Type the last name followed by an asterisk. For example:  
SMITH\*  
Press the <ESC> key.

There will be a message on the bottom of the screen with the number of records found  
Press the letter N to go forward through the records. Use the letter P to go backward through the list.

An asterisk can be used in the beginning. For example:  
\*SMITH\*

This will find records having SMITH as the 2nd owner's name.

### How to Search by Street

The asterisk should be used for all street name searches. For example:

123 MAIN\*  
26\*MAIN\*  
\*28\*MAIN\*

**How to See the Next Screen**

Press the letter S to see the next screen. The white 1S, 2S, 3S... buttons on the toolbar can also be used to change screens.

**SR1A**

Choose "sr2" from the menu to use the split screen version.

Press "Q" for Query. The following screen will be displayed:

Move the cursor down to the Book/Page. Type the Book, press tab and type the Page. Press the <Esc> key to search for the record. When the record is found, the following screen will be displayed:

Next, press "U" for Update. Use the <Tab> key to move the cursor to each field. You can make changes to most fields on the screen. Press the <Esc> key to save the changes.

You must put a "Y" next to "OkByAssessor" to allow the Sr1a to be printed and then transmitted to the Division of Taxation. You can put a "N" to hold the record.

If you put a "Y" next to "M4 Update", the Mod-IV record will be updated with the Grantee's Name and Address. If you put a "Y" next to "Bank", the Bank-Code will be cleared.

**Reports**

Create Block/Lot List Entry – Press A to add a new request

Print Report from B/L List – The "Number: " assigned above is needed

Use the red PDF button on the toolbar to view with Adobe and to print.

**Adobe**

Edit, Preferences

Page Display –

    Single Page Continuous

    Fit Width

## *Excel*

Choose “cama”, “1”, 21 – Utilities, 16 – Upload/Download, csv

Click on the “Blue A”, Window, Open C:tmp

Right Click on csv, Extract All

Open .csv File

Data, Get External Data, New Database Query  
MICROSYSTEMS QUERY

Before “Microsystems Query” can be used, run the install program:

[www.msnj.us/query](http://www.msnj.us/query)