



## TUTORIAL #6 SORT ORDER OPTIONS

The screenshot shows the Mercer County, Ohio website homepage. At the top, there are navigation tabs for various departments: Auditor, Bd. of Elections, Clerk of Courts, Com. Dev., Commissioners, Dog Pound, EMA, Engineer, Health Dept., Job & Family, Plan. Comm., Prosecutor, Recorder, Sheriff, SWCD, SWMD, Treasurer, and Veterans. Below these are search and utility tabs: HOME, Auditor Search, Recorder Search, Map Search, GIS 2011, Dog Tags, and CourtView. The main content area includes a 'Regular Hours' table, an 'EXCEPTIONS' table, a central 'Alert' box with a 'Click Here to Sign Up!' button, and a '2011 HOLIDAYS' table. A red arrow points from the 'Auditor Search' tab to the address bar in the browser window, which contains 'http://www.mercercountyohio.org/'.

Day	Hours
Sun.	CLOSED
Mon.	8:30 A.M. to 5:00 P.M.
Tue.	8:30 A.M. to 4:00 P.M.
Wed.	8:30 A.M. to 4:00 P.M.
Thu.	8:30 A.M. to 4:00 P.M.
Fri.	8:30 A.M. to 4:00 P.M.
Sat.	CLOSED

Title	Office
Sun.	CLOSED
Mon.	8:30 A.M. to 6:30 P.M.
Tue.	9:00 A.M. to 4:30 P.M.
Wed.	9:00 A.M. to 4:30 P.M.
Thu.	9:00 A.M. to 4:30 P.M.
Fri.	9:00 A.M. to 4:30 P.M.

Closing Date	Day of the Week	Holiday
January 17	Monday	Martin Luther King Day
February 21	Monday	Presidents' Day
May 30	Monday	Memorial Day
July 4	Monday	Independence Day
September 5	Monday	Labor Day
October 10	Monday	Columbus Day
November 11	Friday	Veterans Day
November 24	Thursday	Thanksgiving Day
November 25	Friday	Thanksgiving Holiday
December 26	Monday	Christmas

### INSTRUCTIONS:

1. Type **mercercountyohio.org** into the address bar in your browser.
2. Click the **Auditor Search** tab to begin.



## SORT ORDER OPTIONS

http://www2.mercercountyohio.org/auditor/ParcelSear

Mercer County Auditor  
101 North Main Street  
Room 105  
Celina, OH 45822-1794

(419) 586-6402 Phone  
(419) 586-8089 Fax (1st floor)  
(419) 586-9425 Fax (2nd floor)  
[auditor@mercercountyohio.org](mailto:auditor@mercercountyohio.org)  
[www.mercercountyohio.org/auditor](http://www.mercercountyohio.org/auditor)

### Randy Grapner MERCER COUNTY AUDITOR

### SEARCH FOR SPECIFIC PROPERTIES

Map/Aerial link now implements the new [GIS2011](#) application to retrieve maps.

Both forms work together to obtain results. However, use the top form ONLY when looking for specific properties.

OWNER NAME (LAST FIRST)  
ADDRESS NUMBER  
ADDRESS NAME  
MAP NUMBER (No Punctuation)  
TAX NUMBER (No Punctuation)  
LEGAL DESCRIPTION

**SORT ORDER:**  
Owner Name  
Address  
Map Number  
Tax Number

**SALES REPORTS:**  
[5 Year History](#)  
[5 Year Statistics](#)  
[By School District](#)  
[Single Line \(past year\)](#)  
[Multiple Line \(past year\)](#)  
[Delinquent List](#)  
[WRIST 2010 by Area](#)  
[WRIST 2010 Full Year](#)  
[WRIST 2011 Jan - June](#)

Results Format: Multiple Line

### COMPARE PROPERTIES

Leave above fields blank to search for ALL properties that fit the criteria below. These may be used in conjunction with the above input values under special circumstances. Most people will want to fill in the LOWER form only when gathering comps.

ALL CLASSES   
No Preference   
FROM: — [SALE PRICE RANGE](#) — TO:

County-wide (ALL)   
ALL   
ALL

3. Enter 0115 in the **MAP NUMBER** field (*finds all parcels in Section 15 of Area 01*)
4. Change the **Top Sort Order Option** to Map Number (leave the rest as is)
5. Click the **Search** Button

#### OPTIONS:

- a. Any of the 4 selections may be changed
- b. 4 levels of sorting are available and are always ascending order
- c. This is more useful when performing comps than when selecting individual parcels



## **SORT ORDER OPTIONS**

### **Examples:**

#### **1. Sort by Bedrooms, Bathrooms, SQFT, and Basement**

- a. Select a group of parcels
  - i. Enter 14 in the Tax Number field (This selects all parcels in Montezuma)
- b. Select the following options from the Sort Order fields
  - i. Bedrooms
  - ii. Bathrooms
  - iii. SQFT
  - iv. Basement
- c. Click the Search Button
  - i. Notice that the parcel with the most bedrooms is at the bottom of the list.

#### **2. Sort by Year Built, SQFT, Basement, and Style**

- a. Select a group of parcels
  - i. Enter 08 in the Tax Number field (This selects all parcels in Rockford)
- b. Select the following options from the Sort Order fields
  - i. Year Built
  - ii. SQFT
  - iii. Style (Stories)
  - iv. Basement
- c. Click the Search Button
  - i. Notice that the parcel built most recently is at the bottom of the list.

#### **3. Sort by Sale Date, Sale Price, Map Number, and Tax Number**

- a. Select a group of parcels
  - i. Enter 23 in the Tax Number field (This selects all parcels in St. Henry)
- b. Select the following options from the Sort Order fields
  - i. Sale Date
  - ii. Sale Price
  - iii. Map Number
  - iv. Tax Number
- c. Click the Search Button
  - i. Notice that the parcel sold most recently is at the bottom of the list.

#### **4. Sort by Sale Price, Sale Date, Map Number, and Tax Number**

- a. Select a group of parcels
  - i. Enter 05 in the Tax Number field (This selects all parcels in Coldwater)
- b. Select the following options from the Sort Order fields
  - i. Sale Price
  - ii. Sale Date
  - iii. Map Number
  - iv. Tax Number
- c. Click the Search Button
  - i. Notice that the parcel with the highest sale price is at the bottom of the list.