

Tax Information

Tax information is provided to the MLS by *WTREdata*. *WTREdata* collects the tax information, assessment data, legal descriptions, and sales information that are stored in the tax system.

Following are some of the reasons you'll find tax information helpful to you in your business:

- When you are going on a listing appointment, you can get the tax information either by searching for address or owner name.
- When you are calling owners whose listings have expired, you can search for the tax information before you call so you have some information about their property.
- You can get tax information before contacting a FSBO (for sale by owner) to see if they are interested in listing their property with you.
- You can use the ID Walk in tax information to find properties around the subject property – either for a CMA or just to gain information about surrounding properties when going on a listing appointment.
- You can search by subdivision name or condominium name (if provided) in the legal description to find all of the properties in a particular subdivision or condominium complex.
- You can print labels for selected properties. You could either use Search by Address Range or All Fields, putting the subdivision name in the legal description field (again, if it is provided) to print labels. You could use this to print labels for properties in your market area, or perhaps labels for properties around your listing.

Some of the features of the tax system that will make your work quicker and easier are:

- If you normally search in only a few counties, you can set up default counties to eliminate a step when you're setting up searches.
- You can save searches for later use.
- You can create quick searches that have only the criteria you're interested in searching for.
- Parcel carts hold the matches from your searches – you can then recall those matches later.

Getting into WTREdata

To get to the tax system, in the menu, click Tax Info, and then click Tax Information. This takes you to the PropertyLinkSM Main Page. This page opens in a separate browser window so you can access *FlexMLS* at the same time.

The WIREdata menu

Along the left side of the *WIREdata* screen is the *WIREdata* menu.

Change default searchable counties here.

If you have selected default counties, they appear here.

Tax Setup.

Welcome to PropertyLinkSM you are logged in as: met.012345

Your current counties are :

- Milwaukee
- Waukesha

Update Information			
Community	Taxes and Assessments	Assessor	Sales
Adams County	01-23-2006		04-19-2006
Columbia County	03-06-2006		04-19-2006
Fall River, Village Of		04-26-2005	
Crawford County	02-03-2006		04-19-2006
Dane County	01-16-2006		04-19-2006
Madison, City Of	01-31-2006		
Dodge County	02-01-2006		04-19-2006
Lomira, Village Of		08-14-2003	
Reeseville, Village Of		08-03-2005	
Watertown, City Of	12-08-2005	11-09-2005	
Waupun, City Of		11-10-2004	
Fond Du Lac County	12-16-2005		04-19-2006
Campbellsport, Village Of		08-12-2003	
Fond Du Lac, City Of		08-31-2005	
Waupun, City Of		11-10-2004	
Grant County	12-22-2005		04-19-2006
Green County	12-13-2005		04-19-2006
Green Lake County	01-11-2006		04-19-2006
Iowa County	03-02-2006		04-19-2006
Jackson County	12-14-2005		04-19-2006
Jefferson County	12-14-2005		04-19-2006

The *WIREdata* Search menu (blue pane, left-hand side), has the following choices:

Choose Counties	SET YOUR DEFAULTS FOR COUNTIES
Search	SEARCHING FUNCTIONS
Address	Search for property tax information by address (up to 10 at a time)
Address Range	Search for tax information using a range of addresses on a street (up to 10)
Owner Name	Search for property tax information by owner name (up to 10, last name first)
Taxkey	Search by tax key number (up to 10, searches using "begins with")
Assessment	Search for property tax information by assessment information
All Fields	Search by any field (parcel information, tax information, assessor data**, etc.)
Quick Searches	Search using a Quick Search you created under Setup
Saved Searches	Search using a Saved Search you created
Parcel Carts	VIEW, DELETE, OR EDIT PARCEL CARTS
Setup	SETUP PREFERENCES, VIEWS, AND SAVED SEARCHES
Preferences	Set your defaults for your preferences, change counties
Browse Views	Create, edit, delete or use your own Views
Quick Searches	Create, edit, delete or use Quick Searches
Saved Searches	Use or delete your Saved Searches
Update Information	INFORMATION CURRENT THROUGH THE DATE SHOWN
Archived Parcels	PARCELS THAT HAVE NO CURRENT ASSESSMENT OR TAXES

**** NOTE:** When searching tax records, it is very important to know and remember that not ALL municipalities/counties provide assessor data (square footage, year built, number of units, etc.).

Choose Counties

Choose Counties is used to set default counties to automatically appear when you start your search. Thus, when you begin your tax search, those counties appear as your default rather than needing to choose them from “Select the desired counties” every time you get to this screen. To use this screen, in the *WIREdata* search menu on the left, click on Choose Counties.

WIREdata CORPORATION

Choose Counties

Select the desired counties, check up to 4

<input type="checkbox"/> Adams	<input type="checkbox"/> Columbia	<input type="checkbox"/> Crawford
<input type="checkbox"/> Dane	<input type="checkbox"/> Dodge	<input type="checkbox"/> Fond Du Lac
<input type="checkbox"/> Grant	<input type="checkbox"/> Green	<input type="checkbox"/> Green Lake
<input type="checkbox"/> Iowa	<input type="checkbox"/> Jackson	<input type="checkbox"/> Jefferson
<input type="checkbox"/> Juneau	<input type="checkbox"/> Kenosha	<input type="checkbox"/> La Crosse
<input type="checkbox"/> Lafayette	<input type="checkbox"/> Langlade	<input type="checkbox"/> Lincoln
<input type="checkbox"/> Manitowoc	<input type="checkbox"/> Marathon	<input type="checkbox"/> Marquette
<input type="checkbox"/> Milwaukee	<input type="checkbox"/> Monroe	<input type="checkbox"/> Oneida
<input type="checkbox"/> Ozaukee	<input type="checkbox"/> Portage	<input type="checkbox"/> Racine
<input type="checkbox"/> Richland	<input type="checkbox"/> Rock	<input type="checkbox"/> Sauk
<input type="checkbox"/> Sheboygan	<input type="checkbox"/> Taylor	<input type="checkbox"/> Trempealeau
<input type="checkbox"/> Vernon	<input type="checkbox"/> Vilas	<input type="checkbox"/> Walworth
<input type="checkbox"/> Washington	<input type="checkbox"/> Waukesha	<input type="checkbox"/> Waupaca
<input type="checkbox"/> Wood		

Save Counties **Restore Counties**

The counties chosen here will be used for your searches until you leave the tax system or choose different counties. If you want to use these counties the next time you use the tax system, click the **Save Counties** button, and your checked counties will be automatically used for your searches.

When you occasionally need to search in other counties, click the **Choose Counties** menu item and pick the counties desired for your searches. If you don't save these new counties, they will only be used until you leave the tax system. The next time you use the tax system, the last set of counties that you saved will be your default counties.

Select the counties you wish to have as your default counties, and then click the **Save Counties** button. If you should ever wish to change or remove your defaults, come to this same screen and make changes as needed.

Address

You can search the tax system directly for a property address. To do this:

1. In the *WIREdata* Search menu (the blue panel on the left of the screen), click Address.
2. Unless you have default counties saved in your preferences, the next screen allows you to select counties to search. (Otherwise, go to step 3.)

The tax system stores the counties you select as a default until you close the tax system window. Each search you perform will include information from those counties. (You can clear the defaults through the *WIREdata* Preferences menu under Setup or Choose Counties.)

You can also save the counties you select as defaults for every time you use the tax system – if you always want to search for tax information in a particular set of counties, saving default counties is a good idea. That way, you won't have to select counties each time you start searching the tax system. (If you need to search in a county that isn't included in your defaults, you can uncheck the counties through the *WIREdata* Preferences menu under Setup or Choose Counties.)

After you select the counties, click the **Address Search** button.

1. Select the counties you want to search. You can search up to four at a time.

2. Once you have selected your counties, click **Address Search** to proceed.

3. Click **Save Counties** to make the selected counties your default counties.

4. Click **Restore Counties** to reload your saved default counties (if you have not saved default counties, this button has no effect).

Select the desired counties, check up to 4

<input type="checkbox"/> Adams	<input type="checkbox"/> Columbia	<input type="checkbox"/> Crawford
<input type="checkbox"/> Dane	<input type="checkbox"/> Dodge	<input type="checkbox"/> Fond Du Lac
<input type="checkbox"/> Grant	<input type="checkbox"/> Green	<input type="checkbox"/> Green Lake
<input type="checkbox"/> Iowa	<input type="checkbox"/> Jackson	<input type="checkbox"/> Jefferson
<input type="checkbox"/> Juneau	<input type="checkbox"/> Kenosha	<input type="checkbox"/> La Crosse
<input type="checkbox"/> Lafayette	<input type="checkbox"/> Langlade	<input type="checkbox"/> Lincoln
<input type="checkbox"/> Manitowoc	<input type="checkbox"/> Marathon	<input type="checkbox"/> Marquette
<input type="checkbox"/> Milwaukee	<input type="checkbox"/> Monroe	<input type="checkbox"/> Oneida
<input type="checkbox"/> Ozaukee	<input type="checkbox"/> Portage	<input type="checkbox"/> Racine
<input type="checkbox"/> Richland	<input type="checkbox"/> Rock	<input type="checkbox"/> Sauk
<input type="checkbox"/> Sheboygan	<input type="checkbox"/> Taylor	<input type="checkbox"/> Trempealeau
<input type="checkbox"/> Vernon	<input type="checkbox"/> Vilas	<input type="checkbox"/> Walworth
<input type="checkbox"/> Washington	<input type="checkbox"/> Waukesha	<input type="checkbox"/> Waupaca
<input type="checkbox"/> Wood		

Address Search Save Counties Restore Counties

- Choose the municipality or municipalities you want to search. If you want to search the entire county, check the **Search entire county** checkbox.
- Enter the address(es) for which you want tax information, and click the **Search** button. The Street Name field is a “begins with” field. If you type “MAIN” in the Street Name field, the system finds Main, Main St, Main Street, or any street that begins with the letters “MAIN.” You will want to use only the word they have in common because municipalities differ from one to another in the ways they enter addresses in their tax records.

Type the street address(es) into these fields.

Search Clear Search Sort Results By: ☐ Taxkey ☒ Address ☐ Owner

Municipalities in Milwaukee

☐ Search entire county

Wauwatosa, City Of

Unselect

Address Type ☒ Property ☐ Owner
☐ Owner Occupied

Street #	Dir	Street Name	Street Type
11430	W	north	

Search Clear Search

Address Searching Tips

- Select Address Type to search either Property or Owner address, or both.
- Enter only the street name in the Street Name field. Street type may be selected to limit search results.

The system locates the property and displays its tax record. The default view of the tax record is the Assessor View. You can configure the tax system to display whichever default view you want. See the Preferences section on p.123 for more information.

If you have more than one match, the system displays the Browse Results screen. If you have a single match, the system displays the tax record for that match.

Click **Print Report** to print a report of all information available for this parcel.

Search Criteria will display a screen showing the criteria you searched for.

Search Results returns you to the Search Results screen where you can select or deselect matches to view.

Click **Modify Search** to change your search criteria.

WIREDATA CORPORATION
Full Report
Property Location : 120 N 90TH ST

View: Assessor View | Report Options | Print Report | Search Criteria | Search Results | Modify Search

Taxed by: City Of Milwaukee
Taxkey # 4080068000
Owner Occupied:
Property Address :
120 N 90TH ST
Milwaukee, WI 53226-4510

Owner :
Cords Alice
N29W26700 Peterson DR
Pewaukee, WI 53072-4471

ID Walk Down | ID Walk Up

Record 1 of 1 selected records

Assessor		
Building Square Feet : 1292	Year Built : 1952	Township : 7N
Bedrooms : 3	Year Remodeled :	Range : 21E
Full Baths : 1	Effective Year Built :	Section : 28
Half Baths :	Air Conditioning :	Quarter :
Total Rooms : 5	Fireplace : Yes	Pool :
Number of Stories : 1.00	Number of Units : 1	Attic : No Attic
Building Type : Ranch	Basement : Full Basement	
Exterior Wall : Brck,fce,comn,romn,split-Rck,life-Brck	Heat :	
Exterior Condition :	Garage : Detached Garage	
Land Use : 8810 Single-Private Households	School District : 3619 Milwaukee School District	
Zoning : RS6 Residential Single-Family	Historic Designation :	

Information is supplied by third parties and has not been verified

Click the 'M' icon to have the address mapped for you using Mapquest.

Click the 'Y!' icon to have the address mapped for you using Yahoo! Maps.

The next illustration shows how to change the view of a tax record. To change to a different view, select it from the View list.

Select the Assessments View from the list. You can choose any of the views (Taxes, Sales, Legals, Full Report, Assessor, Assessments) from this list.

WIREDATA CORPORATION
Full Report
Property Location : 120 N 90TH ST

View: Assessor View | Report Options | Print Report | Search Criteria | Search Results | Modify Search

Taxed by: City Of Milwaukee
Taxkey # 4080068000
Owner Occupied:
Property Address :
120 N 90TH ST
Milwaukee, WI 53226-4510

Owner :
Cords Alice
N29W26700 Peterson DR
Pewaukee, WI 53072-4471

ID Walk Down | ID Walk Up

Record 1 of 1 selected records

Assessor		
Building Square Feet : 1292	Year Built : 1952	Township : 7N
Bedrooms : 3	Year Remodeled :	Range : 21E
Full Baths : 1	Effective Year Built :	Section : 28
Half Baths :	Air Conditioning :	Quarter :
Total Rooms : 5	Fireplace : Yes	Pool :
Number of Stories : 1.00	Number of Units : 1	Attic : No Attic
Building Type : Ranch	Basement : Full Basement	
Exterior Wall : Brck,fce,comn,romn,split-Rck,life-Brck	Heat :	
Exterior Condition :	Garage : Detached Garage	
Land Use : 8810 Single-Private Households	School District : 3619 Milwaukee School District	
Zoning : RS6 Residential Single-Family	Historic Designation :	

Information is supplied by third parties and has not been verified

The next illustration shows the Assessments View.

This is the "Assessments View."

Notice that the owner, property, and taxkey information carry over to each view.

The **ID Walk** function allows you to move up or down through taxkey numbers.

Assessment Year	Property Class	Land Assessment	Improvement Assessment	Total Assessment	Percent Of Change	Acres	Ratio
2006	Residential	\$ 16,300	\$ 152,100	\$ 168,400	6.921 ↑	0.144	
2005	Residential	\$ 16,300	\$ 141,200	\$ 157,500	5.000 ↑	0.144	0.960163730
2004	Residential	\$ 16,300	\$ 133,700	\$ 150,000	13.982 ↑	0.144	0.968432436
2003	Residential	\$ 16,300	\$ 115,300	\$ 131,600	2.812 ↑	0.144	0.970726965
2002	Residential	\$ 16,300	\$ 111,700	\$ 128,000	15.108 ↑	0.143	0.980981591
2001	Residential	\$ 16,300	\$ 94,900	\$ 111,200	0.000 -	0.143	0.933672849
2000	Residential	\$ 16,300	\$ 94,900	\$ 111,200	7.232 ↑	0.143	1.011007817
1999	Residential	\$ 16,300	\$ 87,400	\$ 103,700	0.000 -	0.143	0.932862037
1998	Residential	\$ 16,300	\$ 87,400	\$ 103,700	2.167 ↑	0.143	
1997	Residential	\$ 16,300	\$ 85,200	\$ 101,500	0.000 -	0.143	
1996	Residential	\$ 16,300	\$ 85,200	\$ 101,500		0.143	

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Using ID Walk

The ID Walk function lets you “walk up” or “walk down” parcels in accordance with tax key numbers.

The next illustration shows how to use ID Walk.

ID Walk Down will take you to the next taxkey number down.

ID Walk Up will take you to the next taxkey number up.

Click **Quit ID Walk** to return to your original property match.

Assessor		
Building Square Feet : 1300	Year Built : 1948	Township : 7N
Bedrooms : 3	Year Remodeled :	Range : 21E
Full Baths : 1	Effective Year Built :	Section : 28
Half Baths : 1	Air Conditioning : Yes	Quarter :
Total Rooms : 6	Fireplace : Yes	Pool :
Number of Stories : 2.00	Number of Units : 1	Attic : No Attic
Building Type : Colonial	Basement : Full Basement	
Exterior Wall : Aluminum Or Vinyl	Heat :	
Exterior Condition :	Garage : Detached Garage	
Land Use : 8810 Single-Private Households	School District : 3619 Milwaukee School District	
Zoning : RS6 Residential Single-Family	Historic Designation :	
Census Tract : 128.00		

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Address Range

Searching for tax information by Address Range is useful if you want to locate a series of properties for a CMA or to print labels for mailings.

1. To start a search by address range, click Address Range in the *WIREdata* Search menu.
2. Unless you have default counties already saved in your preferences, the next screen allows you to select counties to search. (Otherwise, go to step 3.)

The tax system stores up to four counties you select as default until you close the tax system window. Each search you perform will include information from those counties. (You can clear the defaults through the *WIREdata* Preferences menu under Setup or Choose Counties.)

You can also save the counties you select as defaults for every time you use the tax system – if you always want to search for tax information in a particular set of counties, saving default counties is a good idea. It saves you from having to select the same counties over again each time you start searching the tax system. (If you need to search in a county that isn't included in your defaults, you can uncheck the counties through the *WIREdata* Preferences menu.)

Select the counties you want to search. You can search up to four at a time.

Select the desired counties, check up to 4

<input type="checkbox"/> Adams	<input type="checkbox"/> Columbia	<input type="checkbox"/> Crawford
<input type="checkbox"/> Dane	<input type="checkbox"/> Dodge	<input type="checkbox"/> Fond Du Lac
<input type="checkbox"/> Grant	<input type="checkbox"/> Green	<input type="checkbox"/> Green Lake
<input type="checkbox"/> Iowa	<input type="checkbox"/> Jackson	<input type="checkbox"/> Jefferson
<input type="checkbox"/> Juneau	<input type="checkbox"/> Kenosha	<input type="checkbox"/> La Crosse
<input type="checkbox"/> Lafayette	<input type="checkbox"/> Langlade	<input type="checkbox"/> Lincoln
<input type="checkbox"/> Manitowoc	<input type="checkbox"/> Marathon	<input type="checkbox"/> Marquette
<input type="checkbox"/> Milwaukee	<input type="checkbox"/> Monroe	<input type="checkbox"/> Oneida
<input type="checkbox"/> Ozaukee	<input type="checkbox"/> Portage	<input type="checkbox"/> Racine
<input type="checkbox"/> Richland	<input type="checkbox"/> Rock	<input type="checkbox"/> Sauk
<input type="checkbox"/> Sheboygan	<input type="checkbox"/> Taylor	<input type="checkbox"/> Trempealeau
<input type="checkbox"/> Vernon	<input type="checkbox"/> Vilas	<input type="checkbox"/> Walworth
<input type="checkbox"/> Washington	<input type="checkbox"/> Waukesha	<input type="checkbox"/> Waupaca
<input type="checkbox"/> Wood		

Address Range Search Save Counties Restore Counties

Once you have selected your counties, click **Address Range Search** to proceed.

Click **Save Counties** to make the selected counties your default counties.

Click **Restore Counties** to reload your saved default counties (if you have not saved default counties, this button has no effect).

3. Select the county or counties you want to search, and then click **Address Range Search** button.
4. From the 'Municipalities in (County name)' list, choose the municipalities you want to search. If you want to search through an entire county, check **Search Entire County**.

Enter the street number ranges and street names you want to find. The Street Name field is a “begins with” field. If you type “MAIN” in the Street Name field, the system will find “Main,” “Main St,” “Main Street,” or any street that begins with the letters “MAIN.”

3. Click **Search**.

1. Select the municipalities you want to search. When you select a municipality, it appears in the list below.

If you want to search the entire county (or counties) you selected, check **Search entire county**.

2. Enter the address range(s) you want to search in these fields.

The screenshot shows a search interface with the following elements:

- Search Bar:** Contains "Search" and "Clear Search" buttons. Sort Results By: Taxkey, Address, Owner.
- Municipalities in Milwaukee:** A dropdown menu showing "Milwaukee, City Of".
- Search entire county:** A checkbox.
- Address Type:** Radio buttons for Property (checked), Owner, and Owner Occupied.
- Street # to Street # Dir:** Fields for entering address ranges and direction.
- Street Name:** A dropdown menu for selecting street names.
- Street Type:** A dropdown menu for selecting street types.
- Address Searching Tips:** A list of tips for using the search fields.

5. Click **Search**. The system displays the Browse Results screen. This screen displays the matches for your search. To see the details for a property, check the **Select** checkbox for the property, and then click **Details**.

To show the details for a property, check the **Select** checkbox for the property, and then click **Details**.

Clicking the plus (+) will toggle the display between one owner name and all owner names for the parcel (if there are multiple owners)

Details	Modify	One Line Rep	Full Report	Mailing Labels	Data Export	Save Search	Parcel Carts
Page 1 of 1 pages							
Parcels 1 to 11 of 11 total parcels							
View fields: Standard							
Number currently selected: 0							
Select	Owner Name	Property Address	Municipality	County	Taxkey		
<input type="checkbox"/>	Rodriguez Francisco & Kathryn	1002 Yout ST	Racine, City Of	Racine	18463000		
<input type="checkbox"/>	Essiembre Steven P & Kelly R	1006 Yout ST	Racine, City Of	Racine	18464000		
<input type="checkbox"/>	Skaarnes Steven H & Jeanne R	1007 Yout ST	Racine, City Of	Racine	19418000		
<input type="checkbox"/>	Mattes Timothy C & Pamela J	1011 Yout ST	Racine, City Of	Racine	19419000		
<input type="checkbox"/>	+ Verbeten Susan	1012 Yout ST	Racine, City Of	Racine	18465000		
<input type="checkbox"/>	+ Sura Donald G SR & Jeanne M	1014 Yout ST	Racine, City Of	Racine	18466000		
<input type="checkbox"/>	Decker Dale	1015 Yout ST	Racine, City Of	Racine	19420000		
<input type="checkbox"/>	TJS Realty LLC	1020 Yout ST	Racine, City Of	Racine	18467000		
<input type="checkbox"/>	Ritt Dennis S & Debra L	1021 Yout ST	Racine, City Of	Racine	19421000		
<input type="checkbox"/>	Schaefer Thomas J	1024 Yout ST	Racine, City Of	Racine	18468000		
<input type="checkbox"/>	Marquez Lewis JR	1025 Yout ST	Racine, City Of	Racine	19422000		
Search Criteria	Browse only tagged matches						

The following table describes the functions of the buttons and fields on the Browse Results screen.

This button or field:	Does this:
Details	Shows the details for the properties you select.
Modify	Allows you to modify your search parameters.
One Line Report	Displays a printer friendly version of the Browse Results screen.
Full Report	Displays a full report for the selected properties.
Mailing Labels	Allows you to generate mailing labels for the selected properties (we'll talk more about this in <i>Search by All Fields</i>).
Data Export	Export data into a .csv file.
Save Search	Allows you to save your search criteria for reuse.
Parcel Carts	Lets you save the selected properties in a parcel cart, which is a way you can save and organize properties from different searches into one easy-to-retrieve place.
Page (number) of (number)	Indicates which page of properties you are currently viewing. You can type a number into the field to go directly to that page.
Previous Page	Takes you to the previous page of properties.
Next Page	Takes you to the next page of properties.
View Fields	Allows you to change your view of the data on the screen.
Number currently selected	Shows you how many properties you have selected on the screen.
Select (button)	Selects all of the listings in the search results (on all pages). When you click the Select button, all the select checkboxes will check.
Select (checkboxes)	Check the select boxes to select the tax records on those rows.
Magnifying glass	Click the magnifying glass icon next to a tax record to see the full report for that record (if you want to see more than one full report at a time, select the records, then click the Full Report button).
Owner Name 1	Sorts the search results by the tax records' "Owner Name 1" field. Remember, a property may have more than one Owner Name field – only the Owner Name 1 field shows up on this screen.
Property Address	Sorts the search results by property address.
Municipality	Sorts the search results by municipality, then by county.
County	Sorts the search results by county name, then by municipality.
Taxkey	Sorts the search results by taxkey number.
Search Criteria	Allows you to display the search criteria you used for the current search.
Browse only tagged matches	Removes all the records from the search results screen except for the records you select with the select checkboxes. (You can return all the matches to the screen by clicking Browse all search matches – this button appears when you choose to browse only the tagged matches.)

Depending on the Browse view you've selected, these fields may or may not be present.

Search by Owner Name

You can locate tax records by owner name. To do this:

1. In the *WIREdata* Search menu, click **Owner Name**.
2. Unless you have default counties saved in your preferences, the next screen allows you to select counties to search. (Otherwise, go to step 3.)

The tax system stores the counties you select as a default until you close the tax system window. Each search you perform will include information from those counties (You can clear the defaults through the *WIREdata* Preferences menu under Setup or Choose Counties.) You can also save the counties you select as defaults for every time you use the tax system – if you always want to search for tax information in a particular set of counties, saving default counties is a good idea. That way, you won't have to select counties each time you start searching the tax system. (If you need to search in a county that isn't included in your defaults, you can uncheck the counties through the *WIREdata* Preferences menu.)

After you select the counties, click the **Owner Name Search** button.

3. From the Municipalities in (county name) list, choose the municipalities you want to search. If you want to search through an entire county, check **Search Entire County**.
4. Enter the name/s you want to search for in the Owner Name field/s. Enter the last name first. Use the first initial or part of the first name only if the last name is common (like Smith).

Enter the owner name(s)
you want to find in the
Owner Name field(s).

Search Clear Search Sort Results By: ☐ Taxkey ☐ Address ☒ Owner

Municipalities in Milwaukee

☒ Search entire county

Unselect

Last Name	First Name
wagner	ly

Search Clear Search

Owner Name Searching Tips

- For Business names, use only the last name search field.
- For peoples names, enter a last name. The first name can be used to limit results.

- If there is more than one match, the system displays the Browse Results screen. If there is a single match, the system displays the details screen – that’s shown in the next step. There’s an interesting result in the example that follows – we searched for “Wagner Ly” as an owner name, but the system came up with “Wagner David G,” and “Wagner Lance R” as search results. Why would it do that? Keep reading...

Why would the system come up with “Wagner Lance R” as search results for “Wagner Ly?”

Details	Modify	One Line Rep	Full Report	Mailing Labels	Data Export	Save Search	Parcel Carts
Page 1	of 1 pages	View fields: Standard					
Parcels 1 to 3 of 3 total parcels	Number currently selected: 0						
Select	Owner Name	Property Address	Municipality	County	Taxkey		
<input type="checkbox"/>	Wagner Lynn	1906 E Shorewood BLVD UNIT 152	Shorewood, Village Of	Milwaukee	2760752152		
<input type="checkbox"/>	Wagner David G & Lynn A	4477 Skylark LN	Greendale, Village Of	Milwaukee	7120105000		
<input type="checkbox"/>	Wagner Lance R	2610 5TH AVE	South Milwaukee, City Of	Milwaukee	7760388		
Search Criteria: Browse only tagged matches							

- If there are additional owners for a parcel, a link that is a plus (“+”) appears immediately to the left of the displayed name. Clicking this link will toggle the display between one owner name and all owner names. One of the additional owner’s names matches our search!

Here’s why... a second owner name! The Browser Results screen shows only the first owner in the record until you click on the plus (+) link.

Details	Modify	One Line Rep	Full Report	Mailing Labels	Data Export	Save Search	Parcel Carts
Page 1	of 1 pages	View fields: Standard					
Parcels 1 to 3 of 3 total parcels	Number currently selected: 0						
Select	Owner Name	Property Address	Municipality	County	Taxkey		
<input type="checkbox"/>	Wagner Lynn	1906 E Shorewood BLVD UNIT 152	Shorewood, Village Of	Milwaukee	2760752152		
<input type="checkbox"/>	Wagner David G & Lynn A	4477 Skylark LN	Greendale, Village Of	Milwaukee	7120105000		
<input type="checkbox"/>	+ Wagner Lance R Wagner Lynn D	2610 5TH AVE	South Milwaukee, City Of	Milwaukee	7760388		
Search Criteria: Browse only tagged matches							

Searching by Taxkey Number

The system allows you to search directly for the tax record by a tax key number. You can also search for all tax key numbers that start with the same numbers.

To perform a Taxkey search:

- In the *WIREdata* Search menu, click Taxkey.
- Unless you have default counties saved in your preferences, the next screen allows you to select counties to search. (Otherwise, go to step 3.)

The tax system stores the counties you select as a default until you close the tax system window. Each search you perform will include information from those counties. (You can clear the defaults through the *WIREdata* Preferences menu under Setup or Choose Counties.) You can also save the counties you select as defaults for every time you use the tax system – if you always want to search for tax information in a particular set of counties, saving default counties is a good idea. That way, you won’t have to select counties each time you start searching the tax system. (If you need to search in a county that isn’t included in your defaults, you can uncheck the counties through the *WIREdata* Preferences menu.)

After you select the counties, click the **Taxkey** button.

- From the ‘Municipalities in (county name)’ list, choose the municipalities you want to search. If you want to search through an entire county, check **Search Entire County**.

4. Enter the tax key number(s) you want to find in the Taxkey field(s). You can enter an entire tax key number, or the beginning part of a number. Click **Search**.

Type the taxkey numbers you want to find in these fields. You can either enter a complete taxkey number, or you can enter the beginning of a taxkey number.

Sort Results By: ☒ Taxkey ☐ Address ☐ Owner

Municipalities in Milwaukee	Municipalities in Racine	Municipalities in Waukesha
<input type="checkbox"/> Search entire county	<input type="checkbox"/> Search entire county	<input type="checkbox"/> Search entire county
<input type="text"/>	<input type="text"/>	Mukwonago, Town Of
<input type="button" value="Unselect"/>	<input type="button" value="Unselect"/>	<input type="button" value="Unselect"/>

Taxkey

muk11874
muk11920995

Search by Assessment

An Assessment search is useful if you are trying to locate properties of a particular property class (Residential, Agricultural, Commercial, etc.) or a range of assessment information. To search by assessment data:

1. In the *WIREdata* Search menu, click Assessment.
2. Unless you have default counties saved in your preferences, the next screen allows you to select counties to search. (Otherwise, go to step 3.)

The tax system stores the counties you select as a default until you close the tax system window. Each search you perform will include information from those counties. (You can clear the defaults through the *WIREdata* Preferences menu under Setup or Choose Counties.)

You can also save the counties you select as defaults for every time you use the tax system – if you always want to search for tax information in a particular set of counties, saving default counties is a good idea. That way, you won't have to select counties each time you start searching the tax system. (If you need to search in a county that isn't included in your defaults, you can uncheck the counties through the *WIREdata* Preferences menu.)

After you select the counties, click the **Assessment Search** button.

3. From the 'Municipalities in (County name)' list, choose the municipalities you want to search. If you want to search through an entire county, check **Search Entire County**.
4. Select the property class/es you want to search from the Property Class list. (If you like, you can use Control-click to select more than one field at a time.) Enter the range of values in the Land Total, Improvement Total, Assessment Total, or Acres Total fields.

Select the Property Class(es) you want to search.

Type value ranges in these fields.

Municipalities in Milwaukee		Municipalities in Racine		Municipalities in Waukesha	
<input checked="" type="checkbox"/> Search entire county	<input type="checkbox"/> Search entire county	<input type="checkbox"/> Search entire county			

Property Class: Productive Forest Land, Public Schools, School Sites, Redevelopment, **Residential**, Residential Farm Improvements

	Min	Max
Land Total		
Improvement Total		
Assessment Total	125000	135000
Acres Total		

Search by All Fields

You can search tax information by all available fields in the tax system. To do this:

1. In the *WIREdata* Search menu, click the **All Fields** button.
2. Unless you have default counties saved in your preferences, the next screen allows you to select counties to search. (Otherwise, go to step 3.)

The tax system stores the counties you select as a default until you close the tax system window. Each search you perform will include information from those counties. (You can clear the defaults through the *WIREdata* Preferences menu under Setup or Choose Counties.)

You can also save the counties you select as defaults for every time you use the tax system; if you always want to search for tax information in a particular set of counties, saving default counties is a good idea. That way, you won't have to select counties each time you start searching the tax system. (If you need to search in a county that isn't included in your defaults, you can uncheck the counties through the *WIREdata* Preferences menu.)

After you select the counties, click the **All Fields Search** button.

3. From the 'Municipalities in (County name)' list, choose the municipalities you want to search. If you want to search through an entire county, check **Search Entire County**.
4. The screen shows you all of the available fields. Enter your search parameters into the fields you want to search on, and then click **Search**.

In the illustration below, we've opened the Site Info portion of the screen. Here we can search on the Legal Description, which often contains subdivision or condominium names. In our case, we are searching for Concord Place Condominiums in Mequon.

NOTE: You can search for other Info types, such as Parcel, Assessment, Taxes, Assessor, Sales; any additional information you will not find in *FlexMLS*.

When this screen opens on your screen, these sections will be open.

When there is a plus (+) sign next to a section header indicate there is information under the heading – click the heading to open the section.

A minus (-) sign next to a header indicates that the section is open – click the section header to close it.

If a section contains search criteria and you close it, a message saying "Has Criteria" appears next to the section name.

The screenshot displays the WIREdata Search interface. At the top, there are buttons for 'Search' and 'Clear Search', and a 'Sort Results By' section with radio buttons for 'Taxkey', 'Address' (selected), and 'Owner'. Below this, there are three columns for selecting municipalities: 'Municipalities in Milwaukee', 'Municipalities in Racine', and 'Municipalities in Waukesha'. Each column has a dropdown menu and a checkbox for 'Search entire county'. Below these are 'Unselect' buttons for each column. A list of expandable sections follows: '+ Parcel Info', '+ Assessment Info', '+ Taxes Info', '+ Assessor Info', and '- Site Info' (which is expanded). The expanded 'Site Info' section contains fields for 'Historic Designation', 'School District', 'Township', 'Range', 'Section', and 'Quarter', each with an 'Or' option. At the bottom of this section is the 'Legal Description' field, which contains the text 'concord place'. Below the 'Legal Description' field is a '+ Sales Info' link. At the very bottom, there are 'Search' and 'Clear Search' buttons.

Mailing Labels

Using the results from the All Fields search in the previous page, you can to create and print mailing labels for these properties. To do this, click the **Select** button on the left side of the screen to select all of the properties. Then, click **Mailing Labels**.

Click **Mailing Labels** to print labels for those properties.

Click **Select** to choose all of the properties.

The screenshot shows a web interface with a top navigation bar containing buttons: Details, Modify, One Line Rep, Full Report, Mailing Labels, Data Export, Save Search, and Parcel Carts. Below the navigation bar, it indicates 'Page 1 of 1 pages' and 'Parcels 1 to 11 of 11 total parcels'. A 'View fields' dropdown is set to 'Standard'. A 'Number currently selected' field shows '0'. The main area is a table with columns: Owner Name, Property Address, Municipality, County, and Taxkey. There are 11 rows of property data. A 'Select' column is on the left of the table, with a checkbox for each row. At the bottom, there are buttons for 'Search Criteria' and 'Browse only tagged matches'.

Select	Owner Name	Property Address	Municipality	County	Taxkey
<input type="checkbox"/>	Rodriguez Francisco & Kathryn	1002 Yout ST	Racine, City Of	Racine	18463000
<input type="checkbox"/>	Essiembre Steven P & Kelly R	1006 Yout ST	Racine, City Of	Racine	18464000
<input type="checkbox"/>	Skaames Steven H & Jeanne R	1007 Yout ST	Racine, City Of	Racine	19418000
<input type="checkbox"/>	Mattes Timothy C & Pamela J	1011 Yout ST	Racine, City Of	Racine	19419000
<input type="checkbox"/>	Verbeten Susan	1012 Yout ST	Racine, City Of	Racine	18465000
<input type="checkbox"/>	Sura Donald G SR & Jeanne M	1014 Yout ST	Racine, City Of	Racine	18466000
<input type="checkbox"/>	Decker Dale	1015 Yout ST	Racine, City Of	Racine	19420000
<input type="checkbox"/>	TJS Realty LLC	1020 Yout ST	Racine, City Of	Racine	18467000
<input type="checkbox"/>	Ritt Dennis S & Debra L	1021 Yout ST	Racine, City Of	Racine	19421000
<input type="checkbox"/>	Schaefer Thomas J	1024 Yout ST	Racine, City Of	Racine	18468000
<input type="checkbox"/>	Marquez Lewis JR	1025 Yout ST	Racine, City Of	Racine	19422000

This screen lets us format the mailing labels, setting how names appear, which address is used, and the order the labels print in.

Choose how you want the names to appear on your labels.

If you want "Or Current Resident" to appear on your labels, check this box. (If you check this box, only the owner name in the "Owner Name 1" field of the tax record will appear on the label with "Or Current Resident.")

Select whether you want the owner address or property address on the labels.

Choose whether you want you labels to print in order of ZIP Code, owner name, or by the order they appear on the Browse Results screen.

The screenshot shows a web interface titled 'Generate mailing labels for the properties you have selected'. Below the title is a section 'Choose your desired label formatting options'. It contains several radio button options: 'Name(s) appear as:' with 'First Name First' selected, 'Last Name First', and 'Resident'; 'Also include line:' with 'Or Current Resident' checked; 'Address used:' with 'Owner Address' selected and 'Property Address' unselected; and 'Print order:' with 'Owner Name' selected, 'Zip Code', and 'Browse Order' unselected. A note states: '*** Note : labels are currently formatted for Avery 5160 label sheets ***'. Below the options are three buttons: 'Generate PDF label file', 'Delimited Data File', and 'Return To Browsing'. At the bottom, there is a section 'Instructions for printing labels from Adobe Acrobat Reader:' which includes a note about a print options window and a list of settings for Acrobat Reader 7, 8 or 9 users: 'Page Scaling: None', 'Auto rotate and center is NOT checked', and 'Choose paper source by PDF size is NOT checked'. A red update note states: '*** UPDATE *** Labels are now generated for Acrobat Reader 7, 8 & 9 settings. If you are using Acrobat Reader 7, 8 or 9 you should be able to print your labels without setting the horizontal & vertical shifts in Advanced Options.' Below this is a button 'Advanced Options'. At the very bottom, a note states: 'Mailing labels are generated as a PDF file, which you can print from Adobe Acrobat Reader. If you don't have Adobe Acrobat Reader installed on your computer, you can download it for free.' followed by a link 'Download Adobe Acrobat Reader'.

Generate mailing labels for the properties you have selected

Choose your desired label formatting options

Name(s) appear as: ☒ First Name First ☐ Last Name First ☐ Resident

Also include line: ☒ "Or Current Resident"

Address used: ☒ Owner Address ☐ Property Address

Print order: ☒ Owner Name ☐ Zip Code ☐ Browse Order

*** Note : labels are currently formatted for Avery 5160 label sheets ***

[Generate PDF label file](#) [Delimited Data File](#) [Return To Browsing](#)

Instructions for printing labels from Adobe Acrobat Reader:

When selecting print from either the File menu, or from the print button, a print options window will pop up.

Acrobat Reader 7, 8 or 9 users:

Be sure that in the Page Handling section, the setting are as follows:

- Page Scaling: None
- Auto rotate and center is NOT checked
- Choose paper source by PDF size is NOT checked

*** UPDATE *** Labels are now generated for Acrobat Reader 7, 8 & 9 settings. If you are using Acrobat Reader 7, 8 or 9 you should be able to print your labels without setting the horizontal & vertical shifts in Advanced Options.

[Advanced Options](#)

Mailing labels are generated as a PDF file, which you can print from Adobe Acrobat Reader. If you don't have Adobe Acrobat Reader installed on your computer, you can download it for free.

[Download Adobe Acrobat Reader](#)

Mailing labels are created in Adobe Acrobat format.

You will need version 7 or higher of the Adobe Acrobat Reader to use these files. If you do not have Adobe Acrobat Reader version 7 or higher, click the 'Download Adobe Acrobat Reader' link at the bottom of the screen.

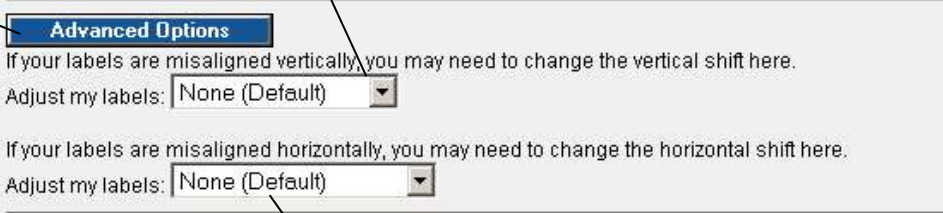
Following, are the instructions needed when printing labels. After generating you PDF label file, select Print from the File menu. In the printer dialog box that appears, uncheck the following under the Page Handling section:

- Auto rotate and center
- Choose paper source by PDF size
- Make sure under Page Handling that 'Page Scaling' is set to None.

If the labels are not printing correctly, click **Advanced Options** on the mailing labels page and adjust the vertical and horizontal alignment.

Click the **Advanced Options** button on the mailing labels page if you have trouble with label alignment.

Click here to adjust labels vertically.

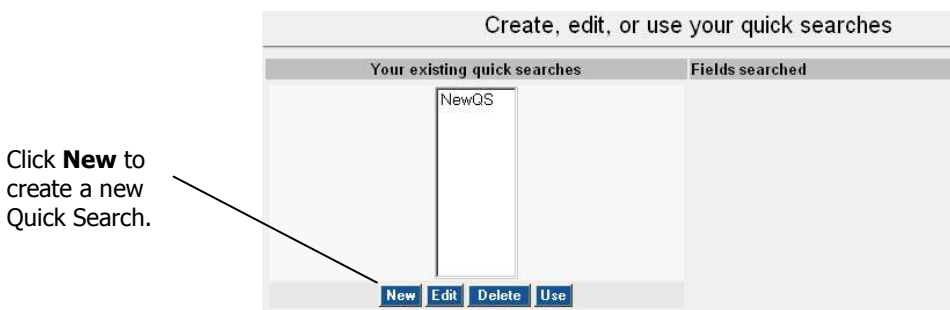


Click here to adjust labels horizontally.

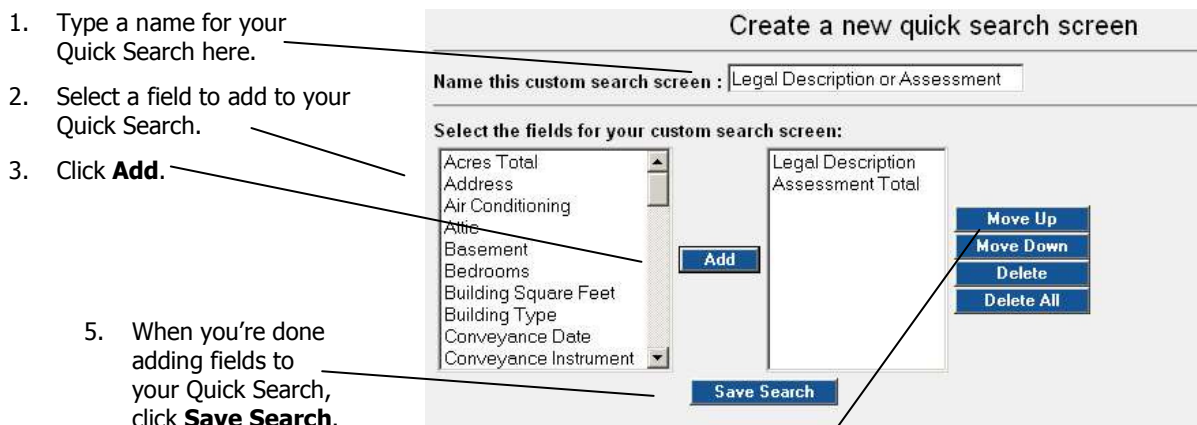
Quick Searches

You can use your own personally created Quick Searches for tax information. A Quick Search is a custom search that contains selected tax fields you want to use in a search. After you create Quick Searches, you can access them in the *WIREdata* Search menu by clicking Quick Searches. (You may also create *and* access your Quick Searches by opening the *WIREdata* Setup menu and clicking Quick Searches.) To create a Quick Search:

1. In the *WIREdata* Search menu, click Quick Searches. The system first displays the screen where you can select up to four the counties you would like to search. Choose your desired county/ies, and then click **Use Quick Searches Search**. This will take you to the “Choose a quick search to use” screen. Before using the Quick Search function, you must first create a Quick Search to use. When you have created and saved a Quick Search, it will appear in the “Your existing quick searches” box. Next, highlight it, and then click the **Use** button. Creating a Quick Search will be covered under Quick Searches in the section titled Setup.
2. Click **New**. The system displays the “Create a new quick search” screen.



3. Type a name for your Quick Search in the Name this custom search screen field.
4. From the list on the left, select a field you want in your Quick Search screen. Click **Add**. The field appears in the list on the right.
5. If you want to move fields up and down in the list, select the field you want to move, and then click **Move Up** or **Move Down**. You can also delete fields from the Quick Search. When you are finished making changes, click **Save Search**.



The following is an example of a Quick Search screen (the one created through the example screens shown on the previous page).

Search Clear Search Sort Results By: ☐ Taxkey ☒ Address ☐ Owner

Municipalities in Milwaukee

☐ Search entire county

Unselect

Legal Description

Assessment Total Min Max

Saved Searches

You can save tax information searches for later use. A Saved Search saves the search criteria – you can then re-run the search at any time without having to re-enter the search criteria.

To save a tax search:

1. After running a search you would like to save, click the **Save Search** button. The tax system displays the ‘Save your current search’ screen.

Click **Save Search**.

Details Modify One Line Rep Full Report Mailing Labels Data Export **Save Search** Parcel Carts

Page 1 of 1 pages View fields : Standard

Parcels 1 to 14 of 14 total parcels Number currently selected : 0

Select	Owner Name	Property Address	Municipality	County	Taxkey
<input type="checkbox"/>	± Marks Timothy R	120 N 90TH ST	Milwaukee, City Of	Milwaukee	4080068000
<input type="checkbox"/>	± Schmidt Edward F	125 N 90TH ST	Milwaukee, City Of	Milwaukee	4080043000
<input type="checkbox"/>	Clark Beverly J	129 N 90TH ST	Milwaukee, City Of	Milwaukee	4080042000
<input type="checkbox"/>	Trecher Katherine R	130 N 90TH ST	Milwaukee, City Of	Milwaukee	4080067000
<input type="checkbox"/>	Shebesta Jill A	134 N 90TH ST	Milwaukee, City Of	Milwaukee	4080066000
<input type="checkbox"/>	± Olson Joseph A	135 N 90TH ST	Milwaukee, City Of	Milwaukee	4080041000
<input type="checkbox"/>	± Conrath John C	142 N 90TH ST	Milwaukee, City Of	Milwaukee	4080065000
<input type="checkbox"/>	Lagrange Joellen K	143 N 90TH ST	Milwaukee, City Of	Milwaukee	4080040000
<input type="checkbox"/>	Schienze Alfred	148 N 90TH ST	Milwaukee, City Of	Milwaukee	4080064000
<input type="checkbox"/>	Garl-Monfeli Jana L	149 N 90TH ST	Milwaukee, City Of	Milwaukee	4080039000
<input type="checkbox"/>	± Watts Jeffrey W	152 N 90TH ST	Milwaukee, City Of	Milwaukee	4080063000
<input type="checkbox"/>	Leiblsle Larry L	155 N 90TH ST	Milwaukee, City Of	Milwaukee	4080038000
<input type="checkbox"/>	± Kuehmichel Mary E NKA	159-163 N 90TH ST	Milwaukee, City Of	Milwaukee	4080037000
<input type="checkbox"/>	± Raasch Fredrick P	160 N 90TH ST	Milwaukee, City Of	Milwaukee	4080062000

Search Criteria Browse only tagged matches

2. On this screen, type a name for the saved search in the 'Name your search' field, and then click **Save Search Criteria**.

1. Type a name for your Quick Search here.
2. Click **Save Search Criteria**.

Save your current search

Enter a new name to save your search as, or pick an existing name from the list. If you pick an existing name, the previous saved search by that name will be deleted.

Name your search :

Or, pick an existing search to overwrite

test

Save Search Criteria

Cancel Save Search Criteria return to browsing

3. The tax system returns you to the browse screen.

To run saved searches, in the *WIREDATA* Search menu, click Saved Searches. Select the search you want to run, and then click the **Run** button.

To modify or delete saved searches, open the *WIREDATA* Setup menu and click Saved Searches. (You can run saved searches from there as well.)

Parcel Carts

A Parcel Cart allows you to save tax records for later use. When you locate a parcel you would like to save, you select the parcel and add it to a cart. You can then open the parcel cart to see the parcels you've saved.

To create a Parcel Cart:

1. After you have searched for tax records, select the records you want to save to a Parcel Cart. Click **Parcel Carts**.

The screenshot shows a web application interface for managing tax records. At the top, there are several tabs: 'Details', 'Modify', 'One Line Rep', 'Full Report', 'Mailing Labels', 'Data Export', 'Save Search', and 'Parcel Carts'. The 'Parcel Carts' tab is highlighted with a red box. Below the tabs, it says 'Page 1 of 1 pages' and 'Parcels 1 to 15 of 15 total parcels'. There is also a 'View fields : Standard' dropdown and a 'Number currently selected : 8' indicator. The main part of the screen is a table with columns: 'Select', 'Owner Name', 'Property Address', 'Municipality', 'County', and 'Taxkey'. The table contains 15 rows of parcel data. At the bottom, there are buttons for 'Search Criteria' and 'Browse only tagged matches'.

Select	Owner Name	Property Address	Municipality	County	Taxkey
<input checked="" type="checkbox"/>	E & K Land LLC	11500 W North AVE	Wauwatosa, City Of	Milwaukee	336030001
<input type="checkbox"/>	Patch Marital Trust	11501 W North AVE	Wauwatosa, City Of	Milwaukee	339000100
<input checked="" type="checkbox"/>	STK LLC	11515 W North AVE	Wauwatosa, City Of	Milwaukee	339000301
<input checked="" type="checkbox"/>	Dennis & Barbara Wanless LLC	11520 W North AVE	Wauwatosa, City Of	Milwaukee	336030301
<input checked="" type="checkbox"/>	J & K North LLC	11521 W North AVE	Wauwatosa, City Of	Milwaukee	339000400
<input checked="" type="checkbox"/>	North Avenue Holding Company	11525 W North AVE	Wauwatosa, City Of	Milwaukee	339000501
<input checked="" type="checkbox"/>	Dental Arts Associates LLC	11600 W North AVE	Wauwatosa, City Of	Milwaukee	337011000
<input type="checkbox"/>	Page National Inc	11601 W North AVE	Wauwatosa, City Of	Milwaukee	338000101
<input checked="" type="checkbox"/>	Lowe Christopher LLC	11616 W North AVE	Wauwatosa, City Of	Milwaukee	337011100
<input checked="" type="checkbox"/>	Mayfair Property Investment LL	11619 W North AVE	Wauwatosa, City Of	Milwaukee	338000300
<input type="checkbox"/>	Wauwatosa Realty Co	11622 W North AVE	Wauwatosa, City Of	Milwaukee	337010900
<input type="checkbox"/>	Mayfair Property Investments	11637 W North AVE	Wauwatosa, City Of	Milwaukee	338999903
<input checked="" type="checkbox"/>	Cobra Properties LLC Wi Limited Liability Co	11702 W North AVE	Wauwatosa, City Of	Milwaukee	337009500
<input checked="" type="checkbox"/>	Cedarbrook Investments LP David J Carter	11707 W North AVE	Wauwatosa, City Of	Milwaukee	338001601
<input type="checkbox"/>	SGWI & MCW Trust Trust I	11728 W North AVE	Wauwatosa, City Of	Milwaukee	337009400

2. The tax system displays the “Add parcels to a new or existing cart screen.” Type the name for your Parcel Cart in the Cart Name field. You can also type a description of the cart in the Cart Description field. Click **Save Parcels**.

The screenshot shows the 'Add parcels to a new or existing cart' screen. It has a title bar and a main content area. The main content area contains a text box for 'Cart Name' and a text box for 'Cart Description'. Below these is a section titled 'Your existing carts' which shows 'No carts defined'. At the bottom, there are two buttons: 'Save Parcels' and 'Cancel'. There are three numbered annotations: 1. 'Type the name for the Parcel Cart here.' pointing to the 'Cart Name' field. 2. 'Type a description for the Parcel Cart here.' pointing to the 'Cart Description' field. 3. 'Click Save Parcels.' pointing to the 'Save Parcels' button.

1. Type the name for the Parcel Cart here.

2. Type a description for the Parcel Cart here.

3. Click Save Parcels.

To see what you've stored in a Parcel Cart, open the *WIREdata* Setup menu and click Parcel Carts. Select the cart you want to view, and then click the **View Parcels** button.

If you want to delete a Parcel Cart, highlight the cart, and then click **Delete Cart**.

If you want to edit a Parcel Cart, highlight the cart, and then click **Edit Cart**. The tax system shows you the parcels in the cart. Select the parcels you want to delete, and then click **Delete From Cart**.

Setup

Preferences

1. To set your default preferences to customize the tax system for your use, open the *WIREdata* Setup menu, and click Preferences. The tax system displays the Set up your personal preferences screen.
2. To select up to four counties as your default counties, check the checkboxes for the counties you want to be your defaults.
3. The default Number of matches per browse screen is set at 12. If you would like to change the number of matches that display on the browse screen, click in the box and enter the number of matches per screen for your default. You can set this value up to 99.
4. For the display, the box next to “When displaying details for a parcel,” start with the page set to default to Assessor View. If you wish to have a different view when you are displaying details, click on the arrow in the drop-down box next to Assessor View and highlight the view you want to set as your default.
5. By default, the option “When browsing parcels uses this view,” is set.
6. You will only be able to select other browsing views if you create them (see *Browse Views* on p.124).

The screenshot shows the 'Set up your personal preferences' screen. It includes a section for selecting counties, a field for the number of matches per browse screen, dropdown menus for default views, and checkboxes for report printing options. Annotations with arrows point to specific elements: 'Select the counties you want to search by default in your tax searches.' points to the county list; 'Set the number of matches you want to see on each browse screen.' points to the 'Number of matches per browse screen' field; 'Set which view you want to use by default when you are displaying details for a parcel.' points to the 'When displaying details for a parcel, start with' dropdown; 'Select the view you want to use when browsing parcels. (The Standard view is the only one you can use until you define your own views.)' points to the 'When browsing parcels, use this view' dropdown; 'Click Save These Settings to save your preferences.' points to the 'Save These Settings' button; and 'Click Restore Defaults to restore your preferences to the default settings.' points to the 'Restore Defaults' button.

Set up your personal preferences

Select the desired counties, check up to 4

<input type="checkbox"/> Adams	<input type="checkbox"/> Columbia	<input type="checkbox"/> Crawford
<input type="checkbox"/> Dane	<input type="checkbox"/> Dodge	<input type="checkbox"/> Fond Du Lac
<input type="checkbox"/> Grant	<input type="checkbox"/> Green	<input type="checkbox"/> Green Lake
<input type="checkbox"/> Iowa	<input type="checkbox"/> Jackson	<input type="checkbox"/> Jefferson
<input type="checkbox"/> Juneau	<input type="checkbox"/> Kenosha	<input type="checkbox"/> La Crosse
<input type="checkbox"/> Lafayette	<input type="checkbox"/> Langlade	<input type="checkbox"/> Lincoln
<input type="checkbox"/> Manitowoc	<input type="checkbox"/> Marathon	<input type="checkbox"/> Marquette
<input checked="" type="checkbox"/> Milwaukee	<input type="checkbox"/> Monroe	<input type="checkbox"/> Onieda
<input type="checkbox"/> Ozaukee	<input type="checkbox"/> Portage	<input type="checkbox"/> Racine
<input type="checkbox"/> Richland	<input type="checkbox"/> Rock	<input type="checkbox"/> Sauk
<input type="checkbox"/> Sheboygan	<input type="checkbox"/> Taylor	<input type="checkbox"/> Trempealeau
<input type="checkbox"/> Vernon	<input type="checkbox"/> Vilas	<input type="checkbox"/> Walworth
<input type="checkbox"/> Washington	<input checked="" type="checkbox"/> Waukesha	<input type="checkbox"/> Waupaca
<input type="checkbox"/> Wood		

Have chosen counties pre-selected on new searches? ☐

Number of matches per browse screen :

When displaying details for a parcel, start with :

When browsing parcels, use this view :

Report Printing Options:

☒ All Tax Info [Advanced Options](#)

☒ Sales View
(Sales will print on a separate page)

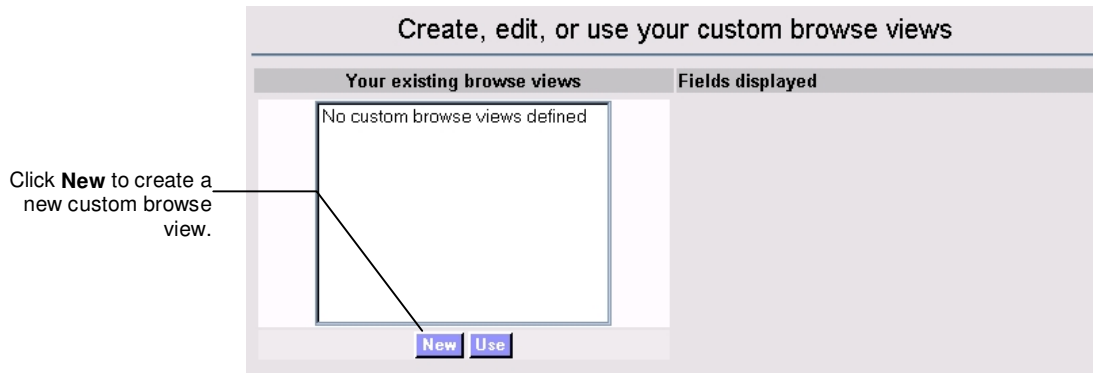
[Save These Settings](#) [Restore Defaults](#)

Click **Save These Settings** to save your preferences.

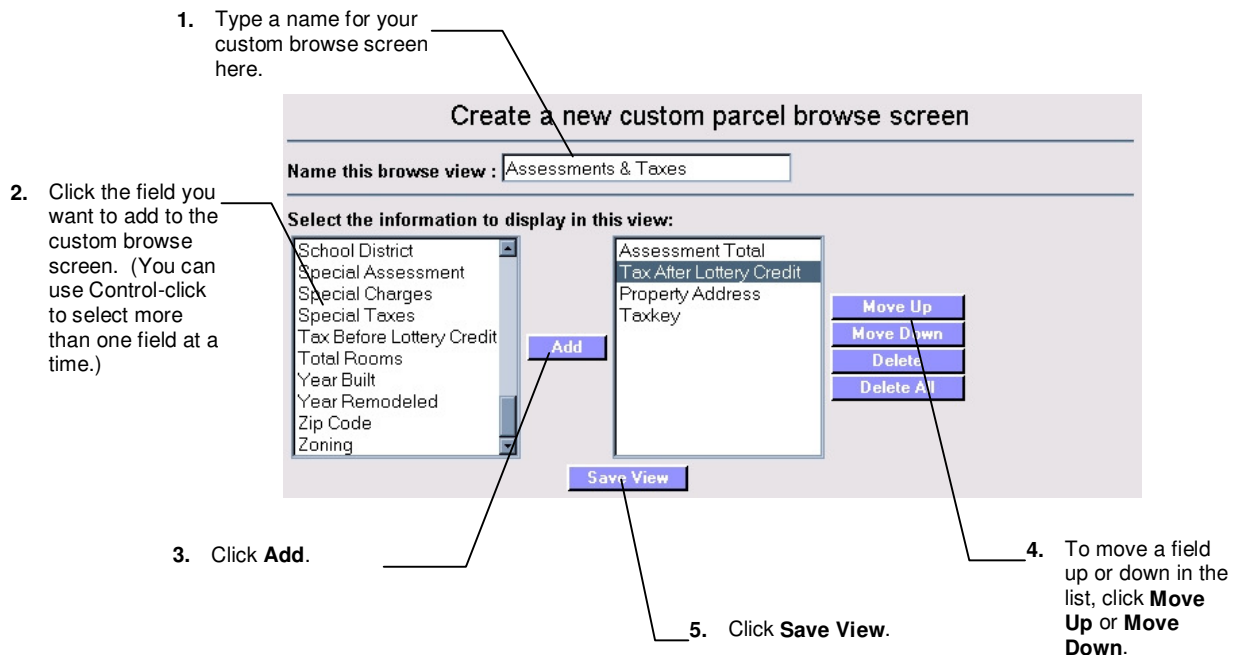
Click **Restore Defaults** to restore your preferences to the default settings.

Browse Views

1. To create your own views that you can choose on the browse screen, open the *WIREData* Setup menu, and click Browse Views. The system displays the “Create, edit, or use your custom browse views setup screen.”
2. To create a new browse screen, click **New**. The system displays the “Create a new custom parcel browse screen.”



3. Type the name for the browse view in the “Name this browse view” field.
4. To add fields to your browse screen, click a field you want to add (you can also double-click the field), then click the **Add** button. (If you like, you can use Control-click to select more than one field at a time.) The field appears in the list to the right.
5. When you have finished selecting the fields for your browse screen, you can choose to move them up or down in the list as necessary. You can also delete fields from the browse view. When you are finished making changes, click **Save View**.



Update Information

Update Information is sorted by county, and then municipality within each county. As information becomes available, the dates shown will reflect the latest update by that county or municipality. Below is a partial view of this screen.

Glendale, City Of	12-14-2005	08-04-2006 NEW!	
Greendale, Village Of	12-09-2005	08-11-2006	
Greenfield, City Of	01-19-2006		
Hales Corners, Village Of	12-05-2005	02-04-2005	
Milwaukee, City Of	05-31-2006	03-02-2006	
Oak Creek, City Of	12-13-2005	08-05-2005	
River Hills, Village Of	12-12-2005		
Saint Francis, City Of	12-16-2005	03-08-2005	
Shorewood, Village Of	12-07-2005	04-28-2005	
South Milwaukee, City Of	12-09-2005	08-04-2006 NEW!	

Archived Parcels

Archived Parcels allows you to search parcels that have no current assessments or taxes. You can start by choosing the county(ies) you would like to search, municipality/ies, and the fields you would like to use in your search, then choose Archived Parcels to begin your search.

