



## Search Plan Index

Once plans have been indexed at the back counter, they are automatically removed from the Plans in Process and placed in the plan index. At this point, more detailed searching information has been entered in Property Online and is now searchable by selecting the **Search Plan Index** option under the Access Registration Index menu (see previous page). You can search plans by keyword using the following fields:

Plan: A unique number assigned to the plan (mostly used by staff)  
Plan Reference: A key word search based on plan reference type\*  
Registration Date: Select or fine tune your search by date registered  
Plan Location: Lots Approved on the Plan  
County: County where the plan is recorded (e.g. Halifax)

The screenshot shows a web browser window titled "Search Registration Index By Plan : - Microsoft Internet Explorer". The address bar shows the URL "https://oracle-ias2.gov.ns.ca/LINNSDB/mpi0100\$.Startup". The main content area has the heading "Search Registration Index By Plan" and a sub-heading "Enter query criteria". Below this are several input fields: "Plan:" (text box), "Plan Reference:" (text box), "Plan Reference Type:" (dropdown menu), "Registration Date:" (text box), "Plan Location:" (text box), and "County:" (text box). The "Plan Reference Type:" dropdown is open, displaying a list of options: "SUBDIVISION NAME", "OWNER/ENTERPRISE NAMES", "STREET", "LOCATION", "MUNICIPAL FILE NUMBER", and "DETAILS". At the bottom of the form are "Find" and "Clear" buttons. The footer of the page contains a blue bar with icons and the text "Developed by caris".

### \* Searching by Plan Reference Type

Select the reference type you wish to search using the drop-down menu in the Plan Reference Type field and then enter the keyword(s) you wish to search by in the Plan Reference Field. Plan Reference types include:

Subdivision Name	For example:	Portland Hills
Owner/Enterprise Names	For example:	Shute or Clayton Developments
Street	For example:	Red Fern Terrace
Location	For example:	Timberlea
Municipal File Number	The approved plan # assigned by the DO	
Details	For example:	Lot 1, 1A, 3, 7 (Lots represented on the plan from Approval Stamp)

Click on the Find button to conduct your search.