

DIMES Logged in Search

DIMES offers a vast array of search engine functions. To assist with basic system navigation, please review the following information to help minimize any concerns and guide you through searching Mesa’s existing public files. Please reference “Mesa DIMES Citizens Access Program” handout on logging into DIMES before processing through this training guide sheet.

GENERAL SEARCH

The general search function provides numerous advantages. It searches any stored files, such as: current and past permits, physical addresses, property owners, etc. This feature can be accessed from any screen.

General Search

Narrow search criteria to specific departments

Within search result, select the **blue highlighted** Record to review file details

General Search results. This option locates ALL files associated with the drop down above. For example, permit PMT17-00005 does not show 55 N Center; however, someone may have used this address somewhere within the file.

ADVANCED SEARCH – This function refines search parameters to help narrow results.

This feature is only available from the Home and Dashboard screens

Search Licensee by name, business name, license type, license number, city/state, etc.

This searches all files associated between property addresses

Search Records/Applications refines search parameters by departments. Within each section, a more refined search is available. **Note: This exact search function is also available through each department category.**