


## GENERAL USER



Crook County Assessor

Personal Property Reporting

Overview

Documents

Historic Submissions

Choose Account to Update

1505

13987

13987

Instructional HTML Box

General landing page that will contain basic instructions as well as be able to add new laws each year as things change.


## Instructional HTML Box

[illegible]

searches will do like searches  
and reduce options as the user  
types preferably

Rows are clickable or have an option to view. They will open to that accounts info. Also admin user can change which form populates the form page for end user.

Would it make more sense to have the ability to change the form type field after the user has already clicked into the account???




**Crook County Assessor**  
Personal Property Reporting

Log Out

+ New Account

Account	Business Name	Email	Form Type
1000	Bi-Mont	john@biomont.com	Standard
204	Waymont	john@biomont.com	Standard
40387	Teco Intl	john@biomont.com	Under Threshold
9056	Billy Robt Pitts	john@biomont.com	Standard

On click a window would appear and admin user would fill in field and new row in the users table.



**Crook County Assessor**  
Personal Property Reporting

Search Account #

Account

1000

2000

3000

4000

+

New Account

Account:

Business Name:

Email:

Document:

☒ Standard

☐ Under Threshold

Create

Cancel

On create a new record is added to the users table.  
An email is sent to the user and it contains a temp password.  
Once the user logs in they need to create a new password.

This document appears if a user is created with the Standard form selected


[illegible]

Opens a window on screen with instructions on how to fill out the form.

Document is a fillable pdf that can be replaced each year as new forms are sent by the state.

- Button is greyed out or inaccessible while user is on the Form page

This document appears if a user is created with the Under Threshold form selected



**Colorado**  
**Department of Revenue**

**Cook County Assessor**  
**Personal Property Reporting**


10/1/2018 10:00 AM

Informational and not for instructions or online review.

Form

Itemized List

Instruction Help




**COOK COUNTY**  
**ILLINOIS**

**Office of Cook County Assessor**  
 Brian Huber, Assessor

280 N. 2<sup>nd</sup> Street  
 Provenze, OR 97754

[assessor@cook.il.us](mailto:assessor@cook.il.us)



**CEAA**  
 COOK COUNTY  
 ECONOMIC DEVELOPMENT

280 N. 2<sup>nd</sup> Street  
Provenze, OR 97754

541-447-4133  
[assessor@cook.il.us](mailto:assessor@cook.il.us)

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2018 Return Threshold Notice and Declaration in List of Return

Oregon law (Oregon Revised Statute (ORS) 308.254) provides that personal property assessments under 315.500 (commercial) market value of all state-owned accounts in any one county) will not be subject to property taxation. Last year, your business personal property value was less than \$15,500 and the property was not taxable. Therefore, no tax will be assessed to you. However, you are still required to either file a personal property return or sign and return this notice to the county assessor (ORS 308.269).

**Check and sign again:** If you have not added or disposed of any business personal property, you are only required to check the box below, fill out and sign this declaration and file it with the county by March 15. By checking the box, you are indicating you have not added or disposed of any personal property in the year prior to the January 1 assessment date.

You may only select the check box after the assessor has determined your business personal property to be under the taxable threshold value for the previous tax year. Any account verified by the taxpayer to be less than the threshold may be added to verify value.

**I did not add or dispose of business personal property in the last calendar year (check):**

**I did add or dispose of business personal property in the last calendar year (check):**

**Important:** If you have added or disposed of business personal property in the last calendar year please add or remove the items from the Personal Property Itemized Equipment List and submit with this declaration. Returns must be filed no later than **March 15, 2018**.

Was a personal property return filed last year?      Yes      No

Provide the following information on attach page one of a previous personal property tax return.  
 Personal property location –street:

Name of Firm	
City	
State	
Telephone	

**\* NOTICE - Only Submit after completing the form and the itemized list**

Submit

Opens a window on screen with instructions on how to fill out the form.


Document is a fillable pdf that can be replaced each year as new forms are sent by the state.

Button is greyed out or inaccessible while user is on the Form page

to main dash page

account number and business name are populated when admin user selects a row from the list of accounts

Possibly have the ability to change the form type here?



**Crook County Assessor**  
Personal Property Reporting

top

← back

Acct: 54698

Burger King

Itemized List

Historical

Remove	Item Description	New Used	Manufactured Year	Year Purchased	# of Units	Cost When Purchased	Status
					Each	Total	
×	Fry Bubbler	Used	1965	1976	1	\$20	Active
×	Meat Masher	New	2016	2016	10	\$200	Active

Print

Export (csv, pdf)


admin user can change records for account

1. Users - These will essentially be the people who are logging in and editing the information.

Fields: Account - a series of numbers between 0 and 100000. Unique  
Business - Name of business. Text  
Email - users email address  
Form Type - Standard Form or Under Threshold Form. This will dictate which form populates their page  
ed List - This table will be a record of the item for a user. The items will be tied to the user.

Fields: Item Description - text describing what the item is  
New/Used - new or used  
Manufactured Year - year field  
Purchased Year - year field  
Number of Units - number of units  
Cost Per - cost per item  
Cost Total - number of units \* cost per item  
Status - Active, New, ?????????

Fields: year - year field  
pdf - pdf or link



Crook County Assessor

Personal Property Reporting

Overview

Documents

Historic Submissions

Informational text box for instructions or overview info.

Form

Itemized List

Export (xlsx, pdf)

Item Description	New Cost	Manufactured Year	Year Purchased	# of Cuts	1 Cut When Purchased	2 Cuts	3 Cuts	Active	Val
Reese Clark Ranch	10000	2018	2018	1	0%	0%	0%	Active	10000

+

Add New Item

NOTICE - Only Submit after completing the form and the Itemized List.


Submit

On click saved pdf opens up.  
Users can download or print.

Add New Item creates new row in users itemized list table that users can edit.

Button is active only when  
on Itemized List page

On submit an email is sent to the user and to the assessors. The PDF and itemized list are saved to a folder location that the Assessors have access too. The form is cleared and the list is left unchanged until the next year.



Crook County Assessor

Personal Property Reporting

Overview

Documents

Historic Submissions

Informational text box for instructions or overview info.


2016

2015

2014


2013

Takes admin user back to main dash page.



**Crook County Assessor**  
Personal Property Reporting

[Home](#)



back

**Acct: 54698**

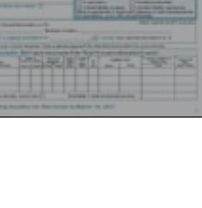
**Burger King**

Itemized List


Historical




**2016**




**2015**



**2014**



**2013**

 Add Document

admin user adds new row to historical table. Uploads document from computer and adds the year. List is ordered by year

Crook County Assessor  
Personal Property Reporting

Acct: 54698      Burger King      Historical

File:

Year:

2013

+ Add Document