CIC Records Management Remote Access / Printing

By Computer Information Concepts, Inc.



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Printed in the USA January 19, 2006

Contents

977-B00 Ins	trument Search Subscriber Access Log In	1
977-B0	1 Login Screen	1
977-A00 In	strument Search Criteria	2
977-A0	94 Search Instrument Criteria	3
977-A0	95 Search Party Criteria	3
977-A0	06 Search Platted Property Criteria	4
	77 Search Unplatted Property Criteria	
	98 Search Options	
977-A0	01 Search Results	5
	Details for Instrument	
977-A0	3 Image for Instrument	7
Index		o

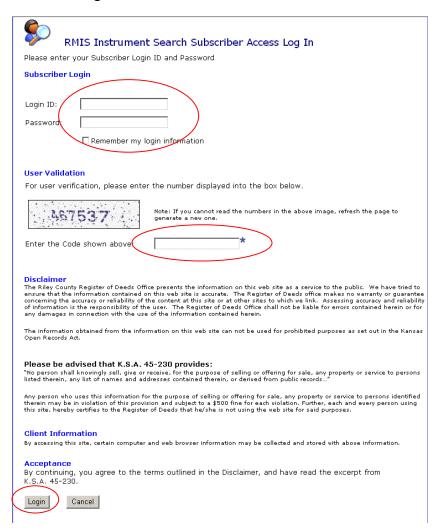
977-B00 Instrument Search Subscriber Access Log In

977-B01 Login Screen

Enter the user 'Login ID' and 'Password'.

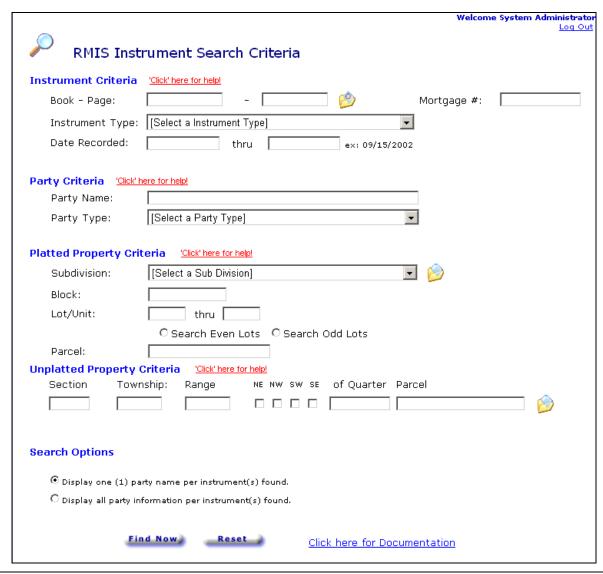
Enter the verification code in the 'Enter the Code shown above:' box.

Click on 'Login'.



977-A00 Instrument Search Criteria

The window below is the Instrument Search Criteria Screen. Enter information into the fields that you want to search by. The more fields provided will narrow the range of search results; the fewer fields provided will created a wider range of search results. Any combination of fields can be entered and will be considered. When finished entering the search criteria, click on the 'Find Now' button for the search to begin. The Instrument Type, Party Type, and Subdivision fields must be selected by using the drop down arrows to the right hand side of the field. The drop down will have all available options populated in the listing. All other fields can have text information typed into the field.



If the information entered for the search is inaccurate or needs to be changed, the user can click on the 'Reset' button to clear the entire quick search criteria and set the form back to the default settings.

When entering a party name to search by, the user can search by either text string or several strings separately by spaces. For example, if the user types the name string of "Smith," the system will find anyone with the string "Smith" in his or her name. If the user types a string with spaces in it like "Smith James A," the system will find anyone with Smith, James and A in their name.

977-A04 Search Instrument Criteria

The user may search in the Instrument Criteria with any or all of the following:

- Book Page
- Mortgage #
- Instrument Type
- Date Range

When searching with the 'Book – Page' option, the user may utilize the 'View Instrument Image' button to go directly to the image, after supplying a valid Book and Page.

NOTE: If help is needed in determining the appropriate input into each of the fields, the user may click on the 'Click here for help!' for a description of each field.

977-A05 Search Party Criteria

The user may search in the Party Criteria with any or all of the following:

- Party Name
- Party Type

NOTE: If help is needed in determining the appropriate input into each of the fields, the user may click on the 'Click here for help!' for a description of each field.

977-A06 Search Platted Property Criteria

The user may search in the Platted Property Criteria with any or all of the following:

- Subdivision
- Block
- Lot / Unit Range
- Parcel

When searching with the 'Subdivision' option, the user may utilize the 'View Platted NIB Records' button to go directly to images of Documents and Numeric Index Book Pages associated with the Platted Property.

NOTE: If help is needed in determining the appropriate input into each of the fields, the user may click on the 'Click here for help!' for a description of each field.

977-A07 Search Unplatted Property Criteria

The user may search in the Unplatted Property Criteria with any or all of the following:

- Sections
- Township
- Range
- Direction of Ouarter
- Parcel

When searching with the 'Section', 'Township' and 'Range' options, the user may utilize the 'View Unplatted NIB Records' button to go directly to images of Documents and Numeric Index Book Pages associated with the Unplatted Property.

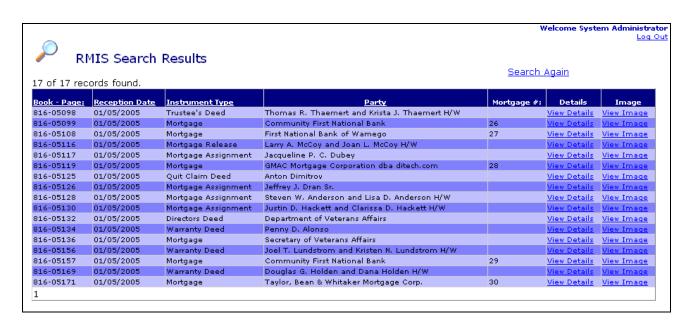
NOTE: If help is needed in determining the appropriate input into each of the fields, the user may click on the 'Click here for help!' for a description of each field.

977-A08 Search Options

In the Search Options section, the user can specify how found instruments are displayed. The default is to display only one (1) line of information per instrument found. If you would like to display all information (i.e. multiple lines, one line per name found) then select the option to display all information

977-A01 Search Results

Once the search is completed, the information found will be shown on the screen. The Document number, Reception Date, Instrument Type, Party Name and Mortgage # (when applicable) will be displayed and the detailed index information and image can be viewed.



After the search results screen is populated, the user can sort the records by clicking on the underlined fields in the heading column. This will then sort the records by that column. The information within that column can toggle from ascending/descending sort order if the underlined field is clicked multiple times.

977-A02 Details for Instrument

In order to view the details of an instrument, click on the 'View Details' from the search results screen. The following details screen will be displayed.

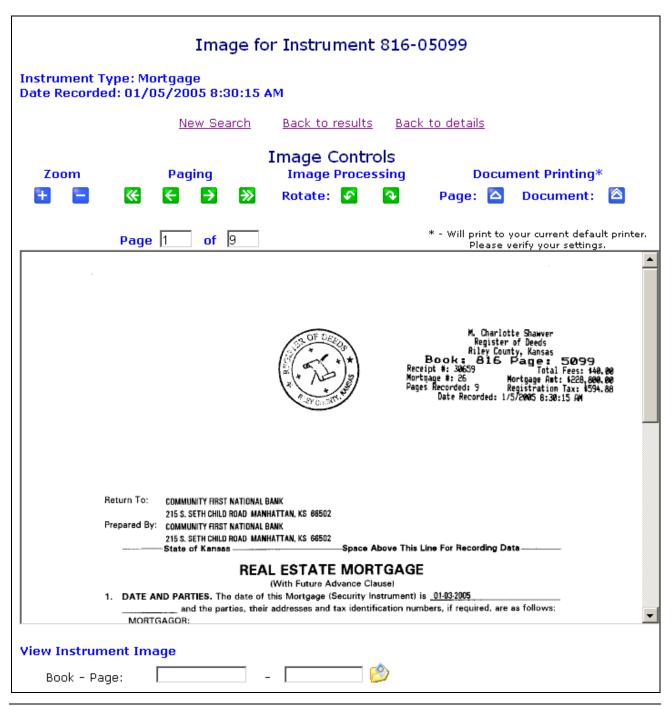


Instruments can have several different informational fields that can be displayed. The system will only display those fields that contain information pertaining to the particular instrument. From this screen the user can click on 'Search Again' to begin a new search, click 'Back to results' to go back to the search results screen or click 'Display Image' to display the image associated with the instrument.

977-A03 Image for Instrument

In order to view an image for an instrument, the user can either click on the 'View Image' from the search results screen, click on 'Display Image' from the detail for instrument screen or utilize the

view button from the 'Instrument Search Criteria' screen. All of these options will display the following screen.



The user will be able to view the image. There is an Image Controls section on this screen. This allows the user to zoom in and zoom out on the image. Paging can be used by clicking on any of the paging buttons to either move from page to page or move from the first to the last page or type in the actual page number. This is helpful when a multiple page image is being displayed. The Image Processing option allows the user to rotate the image any direction desired for the image to be viewed. The Documentation Printing option enables the user to print the current page or the entire document to the user's default printer.

The user may utilize the 'View Instrument Image' button to go directly to the image, after supplying a valid Book and Page.

Index

D

Details for Instrument 6

I

Image for Instrument 7 Instrument Search Criteria 2 Instrument Search Subscriber Access Log In 1

L

Login Screen 1

S

Search Instrument Criteria 3 Search Options 5 Search Party Criteria 3 Search Platted Property Criteria 4 Search Results 2, 5–7, 5–7 Search Unplatted Property Criteria 4