

IDEAS2000 User Guide

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IDEAS2000 User Guide

Getting Started

IDEAS2000 is probably the easiest computer service you will ever use. There's absolutely nothing to install or configure on your PC or Macintosh computer.

This User Guide assumes that you will be using a PC running under Windows 95, Windows 98, or Windows NT/2000/ME and that you will be using either Microsoft Internet Explorer Web Browser or Netscape Navigator/Communicator Browser (Web Browser).

To begin using IDEAS2000, all you have to do is connect to the Internet via your normal means and then launch your Web Browser (if it is not automatically launched when you connect to the Internet). Once you have done so, point your Web Browser to <http://www.tangiclerk.org>. When you do so, you will see the Tangipahoa Clerk of Court's home page appear on your computer's display screen. See **Figure 1**.

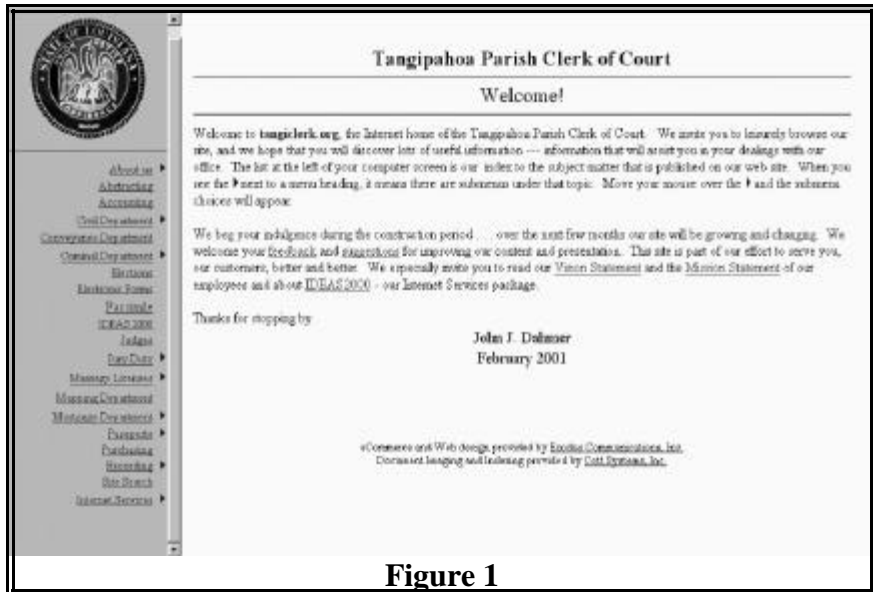


Figure 1

Move your mouse down the menu frame along the lefthand side of the web page and pause it over the [Internet Services](#) just to the right of [Internet Services](#). When you do so, the popup menu shown in **Figure 2** will appear. Highlight [Logon](#) and click it to bring up the Member Logon screen.

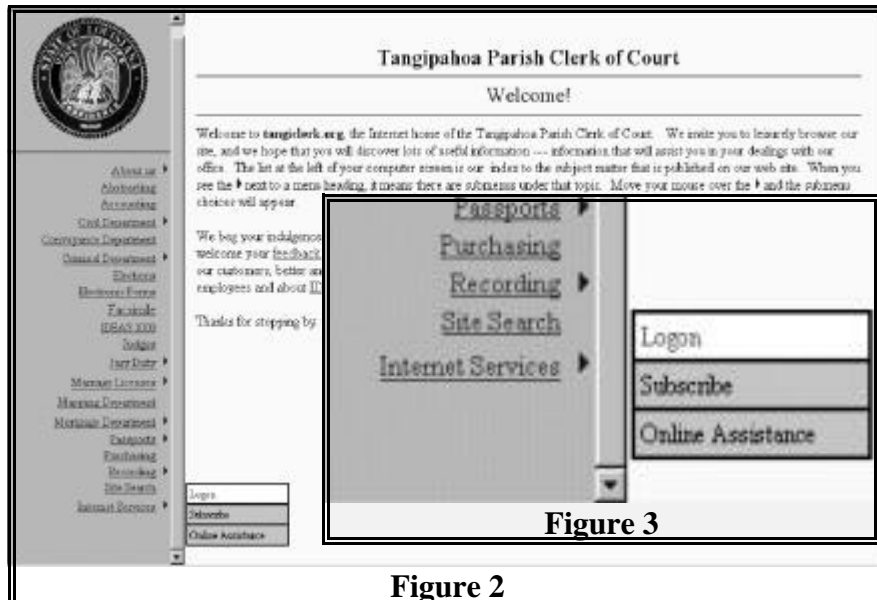


Figure 3

Figure 2

Note that the enlarged menu area is shown in **Figure 3**. Click on [Logon](#) as shown in the figures.

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Figure 4 shows part of the Member Logon screen for IDEAS2000. Click your mouse anywhere in the **Username** box and type your *username*, then press the [Tab] key and type your *password* in the **Password** box. Remember, your password is case sensitive, so be careful to type it properly. After typing your password, either press [Enter] or click the Logon button.



Figure 4

After you successfully logon to the system, you will see the main search screen. **Figure 5** shows that screen, titled Document Search Main Menu.

WARNING! Once you have logged onto IDEAS2000, if the system does not detect any activity from your computer for twenty (20) minutes, it will terminate your session and you will have to logon again.

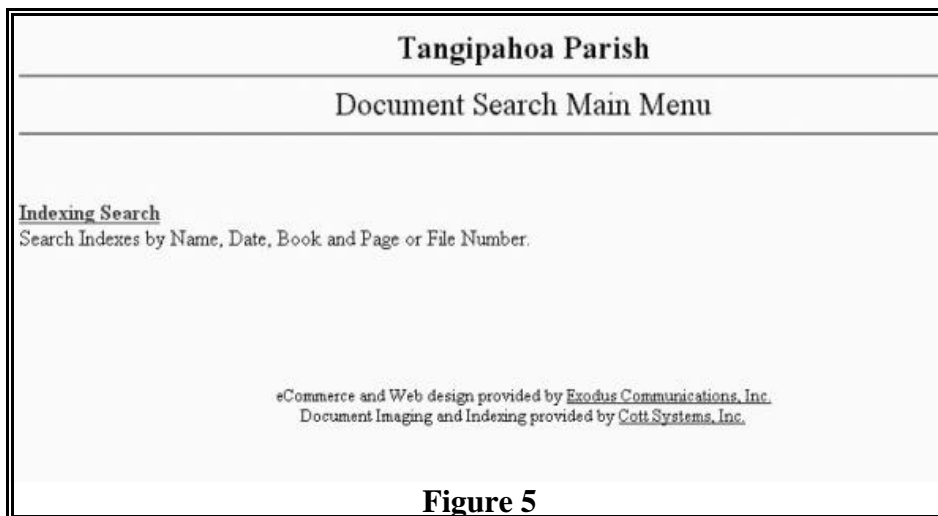


Figure 5

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Searching for Records

Click on **Indexing Search** (as shown in **Figure 5**) to begin your session. When you do so, the default search screen, titled Name Search will appear. **Figure 6** shows the Name Search screen as it first appears.

Note that the **Search Type** defaults to **Name** and that the **Index Type** defaults to **All Index Types**. Also, **All Parties** appears as the default **Party Type**. These are the most frequently used search parameters; however, the dropdown — pick lists offer alternatives to the defaults.

The **Records per page** box allows you to enter a specific number of records to be displayed on one computer screen height. This feature comes in handy when you expect dozens of hits on your search. It paginates the hit list so that you don't have to scroll down your computer screen to see them all.

Tangipahoa Parish Clerk of Court
Name Search

Search Type:

Index Type: Party Type:

Enter individual names as last name, first name
Name:

Records per page: (leave blank for no paging)

Click on Search to display your results.

eCommerce and Web design provided by Exodus Communications, Inc.
Document Imaging and Indexing provided by Cott Systems, Inc.

Figure 6

The broadest possible search is the default name search. It will search through all Indexes for the name entered in the **Name** box. It will also look for the name as Party One or Party Two as listed on the recorded document. Party One is typically the seller or the mortgagor. Party Two is typically the buyer or the mortgagee in a transaction.

Figure 7 shows a name search for a person named *Jessie James*. Note that the last name (surname) is entered first. Regardless of how you enter the name, IDEAS2000 will convert the entry to ALL CAPITAL LETTERS (upper case). This makes entry very convenient because you don't have to worry about incorrect capitalization ruining your search results.

After you have typed in the target name, click the **Search** button to perform your search.

Tangipahoa Parish Clerk of Court
Name Search

Search Type:

Index Type: Party Type:

Enter individual names as last name, first name
Name:

Records per page: (leave blank for no paging)

Click on Search to display your results.

eCommerce and Web design provided by Exodus Communications, Inc.
Document Imaging and Indexing provided by Cott Systems, Inc.

Figure 7

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Figure 8 shows the results of the name search of all indexes and parties for *Jessie James*.

The search has reported three variations of the name as indicated by the "3 Record(s) Found Page 1 of 1" message to the right of the Clear Form button.

It also indicates that there are 24 "hits" (entries in the indexes) under the name *Jessie James*, 2 hits under *Jessie J James*, and 3 hits under *Jessie W James*. The empty check boxes at the left of the hit list indicate that the user has not yet selected (clicked) any of the names for further processing. A header appears at the top of the screen and displays the parameters that produced the search results as well as the date and time that the search was performed.

Tangipahoa Parish Clerk of Court
Name Search - Directory Display

Search criteria: JAMES, JESSIE For All Index Types For All Party Types on Friday, February 08, 2001 11:54:16 PM

Date Filed From: mm/dd/yyyy Thru: mm/dd/yyyy

Select	Hits	Name
<input type="checkbox"/>	24	JAMES, JESSIE
<input type="checkbox"/>	2	JAMES, JESSIE J
<input type="checkbox"/>	3	JAMES, JESSIE W

Records per page: (leave blank for no paging)

Click on Display to display indexed entries for the selected names.

3 Record(s) Found
Page 1 of 1

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Figure 8

If you wish to further narrow your search, you may do so by adding dates into the **Date Filed From** and **Thru** boxes. If you choose to do so, you must enter dates in both boxes and you must enter the dates in the format shown on the Name Search - Directory Display screen - **mm/dd/yyyy** including the /'s.

To show the effect of limiting the hits by entering dates, in our example, we will limit the search to filings between January 1, 1989 and February 1, 2001. We will also select all three possible names.

Tangipahoa Parish Clerk of Court
Name Search - Directory Display

Search criteria: JAMES, JESSIE For All Index Types For All Party Types on Friday, February 08, 2001 11:54:15 PM

Date Filed From: mm/dd/yyyy Thru: mm/dd/yyyy

Date Filed From: 01/01/1989 Thru: 02/01/2001

Select	Hits	Name
<input checked="" type="checkbox"/>	24	JAMES, JESSIE
<input checked="" type="checkbox"/>	2	JAMES, JESSIE J
<input checked="" type="checkbox"/>	3	JAMES, JESSIE W

Records per page: (leave blank for no paging)

Click on Display to display indexed entries for the selected names.

3 Record(s) Found
Page 1 of 1

Figure 9

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Figure 9 on the preceding page shows the filled-in search screen just before we click the Display button.

Figure 10 shows a partial view of the Indexed Entries results screen. Note that of a possible 29 hits, the date parameters have limited the results to 8 records. Because the computer screen could not display all of the information within the Browser window horizontal and vertical scroll bars automatically appear to permit the user to pan up and down and right and left to see all the data on each record's row. In Figure 10, you can see that the last fully visible column is **Book** and you can just barely see the beginning of the **Page** column.

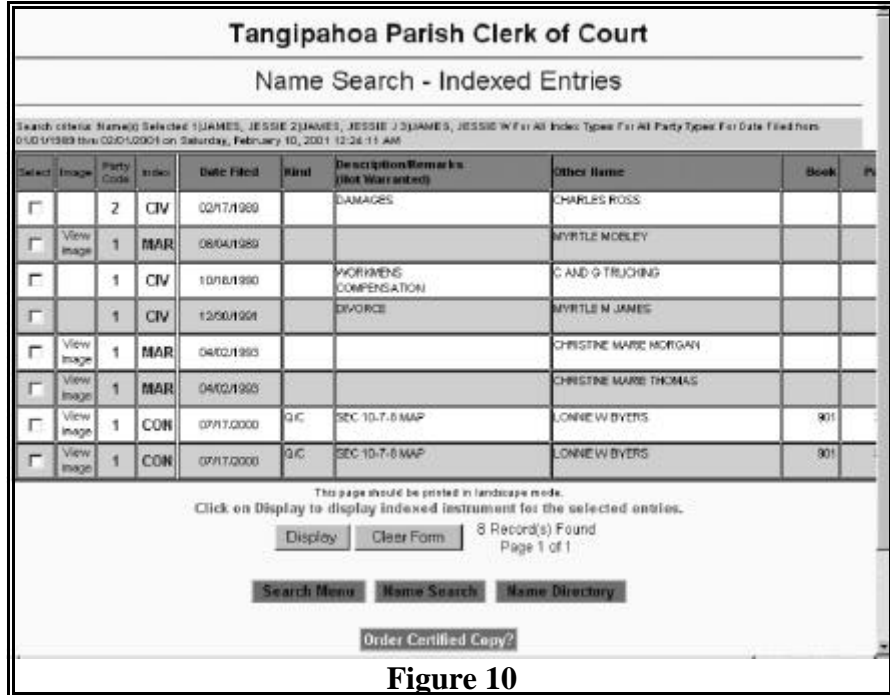


Figure 10

Figure 11 shows the exact same screen, but with the view panned all the way to the right. This was done by using the horizontal scroll bar along the bottom of the display window.

Referring to Figure 10, you can see the **Select** column (with no boxes checked at this point). You can also see a column titled **Image** and a **Party Code** column. Under the **Image** column, you can see several hyperlinks labeled **View Image**. These hyperlinks indicate that an image of the

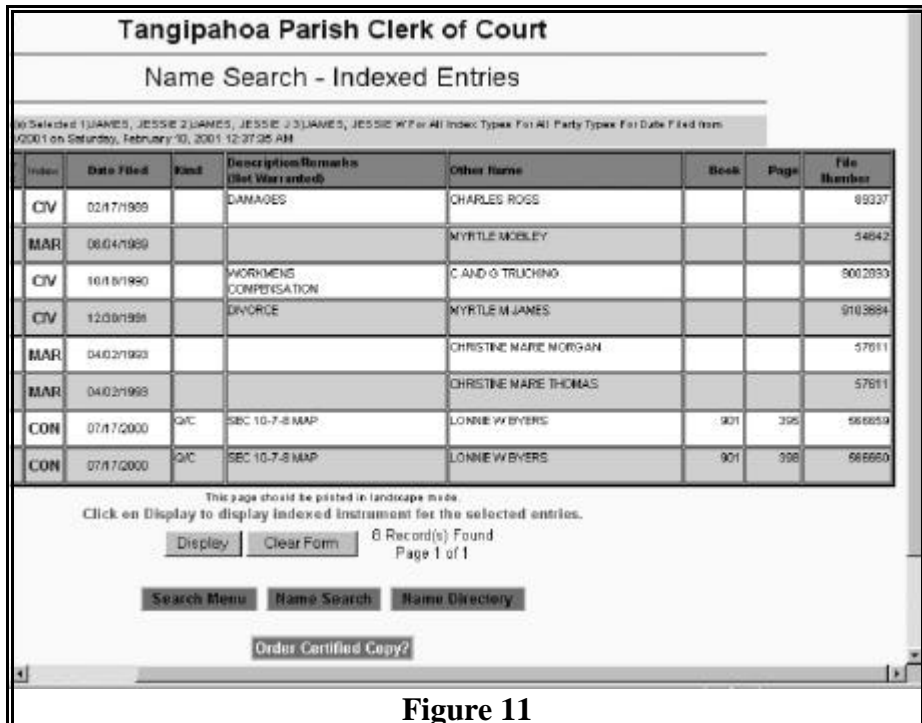


Figure 11

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document should be on file and can be viewed by clicking on the hyperlink. Under the **Party Code** column, one record has a code of **2** and the remaining records have codes of **1**. On your computer screen the codes will appear in blue text — indicating that more information will appear if you move your mouse over the code (this is called a “mouseover”). The party codes vary depending on the kind of document listed. The **Index** column indicates in which index the document resides AND governs the interpretation of the **Party Code**.

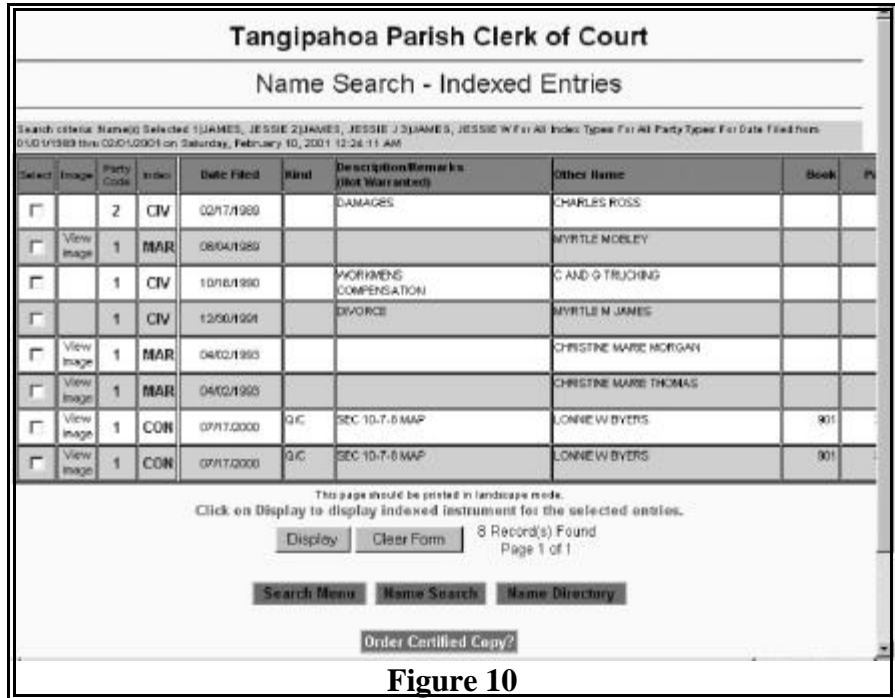


Figure 10

For example, a mouseover on the first entry’s **CIV** displays “Civil Suits” on the computer display. A mouseover on the **2** in the same record’s **Party Code** displays “Defendant - JAMES, JESSIE J.” Repeating the mouseovers on the same codes in the second record yields “Marriage Licenses” and “Groom - JAMES, JESSIE J.” The same applies to the other records displayed on the Indexed Entries screen.

The **Kind**, **Description/Remarks**, and **Other Name** columns are self-explanatory. In **Figure 11**, you can see the **Book & Page** reference and the **File Number** of each record. **File Number** means the same thing as **Instrument Number**.

The Indexed Entries screen also has quick navigation buttons along its bottom edge and a button by which you can order Certified Copies of any document(s) for which you have clicked the **Select** check box.

From the Indexed Entries screen, you can directly view images by clicking the **View Image** hyperlink of any of the displayed records or you can select one, some, or all of the records and click the **Display** button to bring up, in succession, the Indexed Instrument Display screen.

Figure 12 on the next page shows such a display for the first record entry from **Figure 10** or **Figure 11**.

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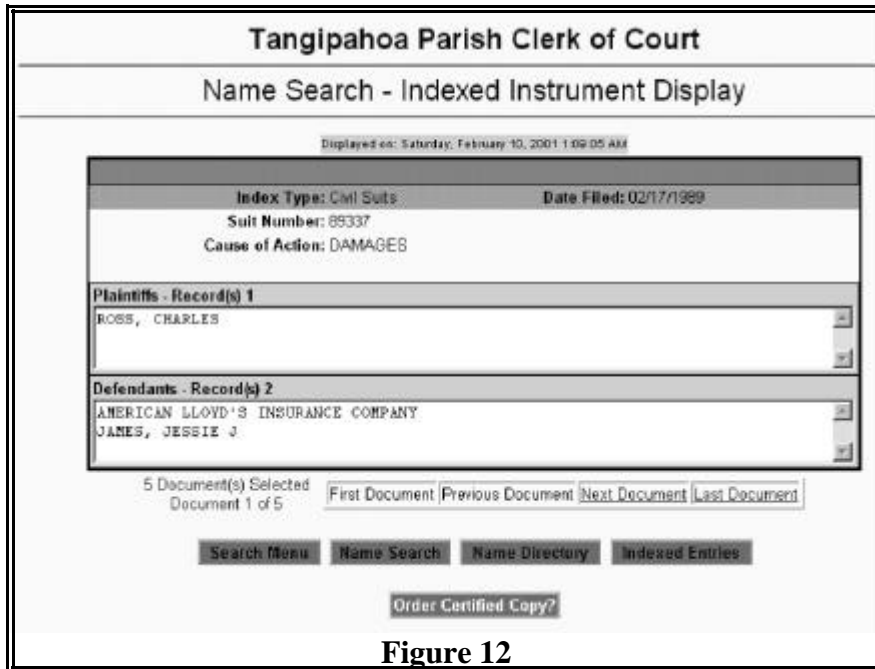


Figure 12

Note that we have selected five of the eight records and that the screen shows that the first of the five selected documents (instruments) is being viewed.

Also note that a series of document navigation hyperlinks has appeared on the screen so that you can move through the selected list.

Figure 13 shows the last (fifth) of the selected documents Indexed Instrument Display. Because IDEAS2000 has detected that an image is on file, a View Image button appears on the display.

Clicking on the View Image button will launch the *viewONE* Java applet so that you can actually see the underlying Quit Claim Deed.

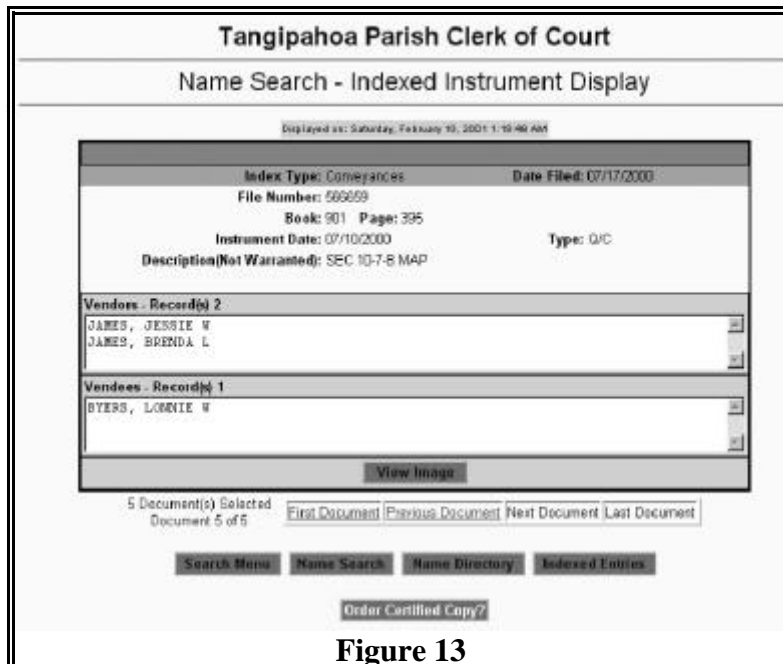


Figure 13

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Viewing Images of Documents

Regardless of how you get to the point of viewing an image, sooner or later, you will want to view an image. There is some important background information that you should be aware of before learning the details of viewing documents in IDEAS2000.

Why *viewONE*?

The designers of IDEAS2000 faced a technological challenge. The goal was to develop an application that was “platform” independent (i.e., would allow any computer - PC, Macintosh, Unix, Linux - operating system to be able to use IDEAS2000) and that wouldn’t require a subscriber to install any sort of special software or hardware on their systems. Part of the solution was to make IDEAS2000 work over the internet, using standard Worldwide Web tools — hence, designing IDEAS2000 so that any computer running a Web Browser would be able to access all of its features.

Web Browsers solved the accessibility problem, but posed another dilemma. Clerks of Court are self-generated revenue governmental agencies. The Clerk does not receive operating budget funding from tax revenues or legislative appropriations. A significant portion of the Clerk’s revenue is derived from the fees charged to customers for copies of documents. Standard web browsers allow a user to print and/or download whatever is viewed in the browser to a user’s computer. In fact, when you see anything on your computer’s display in a browser, whatever it is you are looking at has already been downloaded and stored on your computer’s hard disk.

So, the designers had to find a way to permit a subscriber to view a document (to verify that it is the correct document) in such a way that the document being viewed was not, and could not be, downloaded to the user’s computer before the user paid for a copy (print) of the document. Once a document (or its image) has been downloaded to a computer under normal browser circumstances, a savvy user could print an unlimited number of copies without ever having to pay the copy (print) charge.

The solution was for the Clerk and the developers to purchase a license to a program developed in the United Kingdom — *viewONE* from Daeja Image Systems. *viewOne* is a small program (called an “applet”) written in the Java computer language. It is invoked when a user clicks on any of the **View Image** buttons in IDEAS2000. When invoked, it automatically downloads itself to a temporary location on the user’s computer; takes control of the viewing, manipulating, and printing of images viewed within it; and erases itself from the user’s computer as soon as the IDEAS2000 session has ended.

While *viewONE* is running, it disables a web browser’s printing and caching features as well as the host operating system’s print controls. It also encrypts the image cache so that a user cannot “go through a backdoor” to save or print an image being viewed. When *viewONE* unloads itself, control of all functions passes back to the host operating system and browser.

CAUTION - Some anti-virus programs might interrupt the download of *viewONE* or challenge its download by displaying a screen message on your computer. If you see such a message or warning, please instruct your anti-virus software to permit the download and installation. It is perfectly safe; and, you will not be able to view or print images in IDEAS2000 without it.

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Using viewONE

As soon as *viewONE* completes its download and automatic installation on your computer, it will download the image of the document you selected for viewing. While it is downloading the document's image(s), you can monitor its progress by observing a progress meter along the lower left-bottom edge of the *viewONE* window. When the image download is completed, the first page of the document will appear in the main viewer window and "thumbnails" of all the pages in the document will appear in a supplementary view window to the left of the main viewer window (See **Figure 14**).

The length of time that it takes for the image to appear in the viewer is a function of the size of the document and the speed of your internet connection. The faster your connection, the quicker the download.

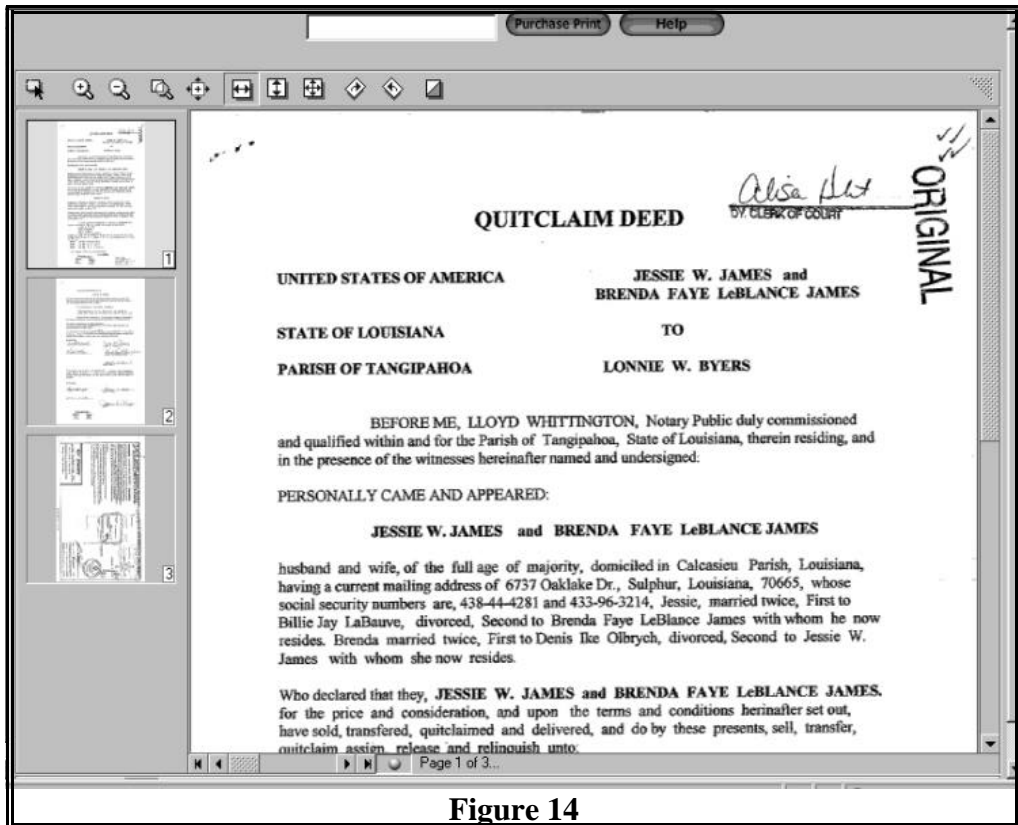


Figure 14

IMPORTANT

The most important item on the user interface of *viewONE* is the large **Help** button just to the right of the **Purchase Print** button. Every facet of the applet is covered in the online **Help**.

Users are advised to go through the entire **Help** system before using *viewONE* for the first time. The **Help** is compact, concise, and will make your use of *viewONE* an enjoyable, rather than a frustrating, experience.

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Toolbars

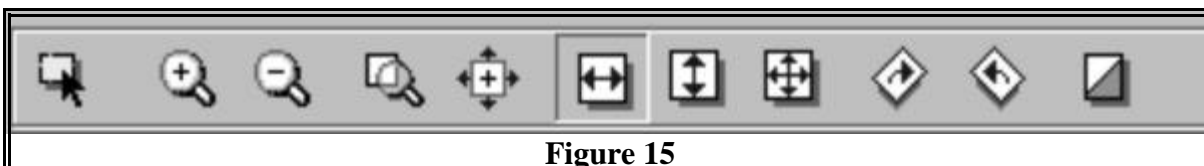


Figure 15

View buttons

Zoom area:



The “Zoom area” button changes the mouse pointer to a cross then allows a rectangle on the current page to be selected for zooming. When the mouse is released the selected area is zoomed to fill the display area

Zoom in:



The “Zoom in” button increases the zoom factor of the current page by 25%. When the page is zoomed so that it no longer fits into the display area then scrollbars will appear automatically.

Zoom out:



The “Zoom out” button decreases the zoom factor of the current page by 25%

Magnify:



Displays a magnify window to allow selected areas of the current page to be magnified.

Zoom to 100%:



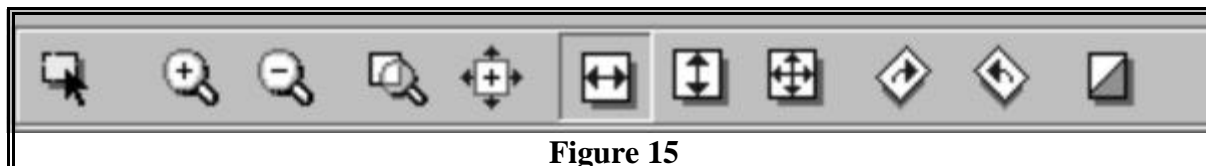
The “Zoom to 100%” button sets the zoom factor to 1.

Fit to width:



The “Fit to width” button scales the current page so that the page width matches the display area width. If this results in the page height being larger than the display area height then a vertical scrollbar will appear automatically.

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Fit to height:



The “Fit to height” button scales the current page so that the page height matches the display area height. If this results in the page width being larger than the display area width then a horizontal scrollbar will appear automatically.

Best fit:



The “Best fit” button scales the current page so that the whole page is visible in the display area. This mode is selected by default (when the applet is started).

Rotate clockwise:



Each time the “Rotate clockwise” button is clicked the current page and thumbnails are rotated by 90 degrees clockwise.

Rotate anti-clockwise:



Each time the “Rotate anti-clockwise” button is clicked the current page and thumbnails are rotated by 90 degrees anti-clockwise.

Invert colors:



The “Invert colors” button inverts the colors used to display the current page and thumbnails. Re-clicking this button restores the colors.

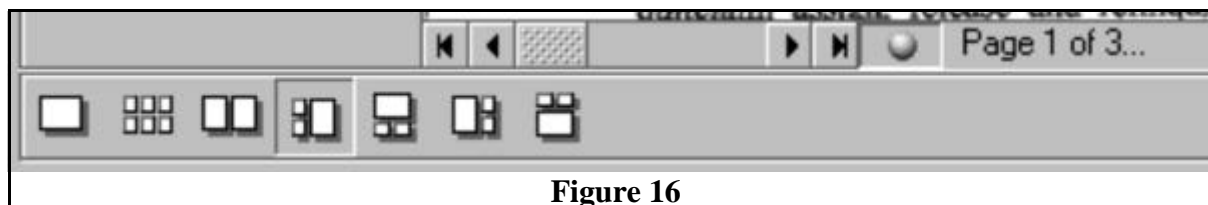
New window:



The “New window” button (at the far right of the Toolbar) creates a new window which will also contain the current document. This window is useful when viewONE is used on a web site that does not permit the display area to be resized or is too small.

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Navigation buttons



First page:



The “First page” button changes the page to the first page of the document.

Previous page:



The “Previous page” button changes the page to the previous page of the document. This button only functions when the current page is 2 or greater.

Next page:



The “Next page” button changes the page to the next page of the document. This button only functions when the current page is not the last page.

Last page:



The “Last page” button changes the page to the last page of the document.

Drag bar:



The drag bar allows an individual page to be selected. As the bar is dragged, the caption in the statusbar will indicate which page will be selected when the bar is released.

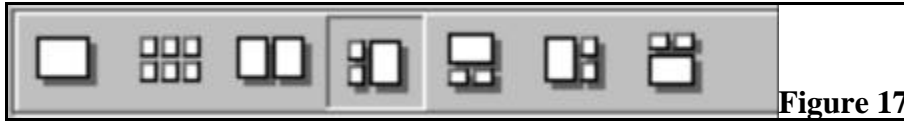
Enhance:



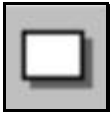
The “Enhance” button is effective for monochrome images (black and white).

When pressed, pages are displayed using anti-aliasing. Anti-aliasing is an algorithm that enhances the readability of an image that would otherwise be degraded as it is reduced to fit the display area. Images may take a little longer to display but the improved quality usually makes it worth while.

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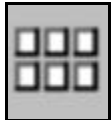


Full page:



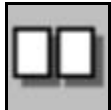
When the “Fullpage” button is selected, a single view of the current page is visible.

Thumbnails:



When the “Thumbnails” button is selected, as many thumbnails as will fit in the available area are visible.

Two pages:



When the “Two-pages” button is selected, two pages are visible.

Thumbs left:



When the “Thumbs-left” button is selected, thumbnails are visible to the left of the page.

Thumbs bottom:



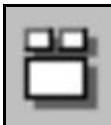
When the “Thumbs-bottom” button is selected, thumbnails are visible at the bottom of the page.

Thumbs right:



When the “Thumbs-right” button is selected, thumbnails are visible to the right of the page.

Thumbs top:



When the “Thumbs-top” button is selected, thumbnails are visible at the top of the page.

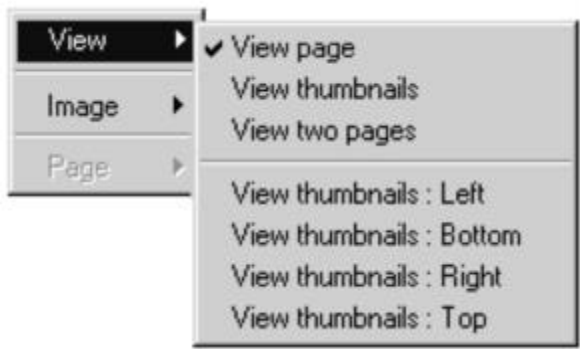
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Menus

Pop-up menus are accessed by pressing mouse button 2 or 3 (right button) while the mouse pointer is inside the image area. Pop-up menus on Macintosh computers are accessed by holding down the mouse button for at least one second.

This section is designed to be used in conjunction with the Toolbars section which provides more detailed explanations of the same options that are available via toolbar buttons.

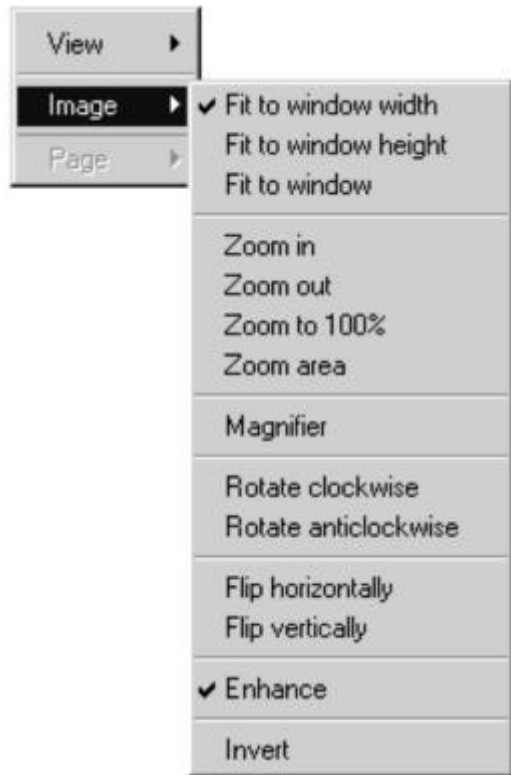
View menu



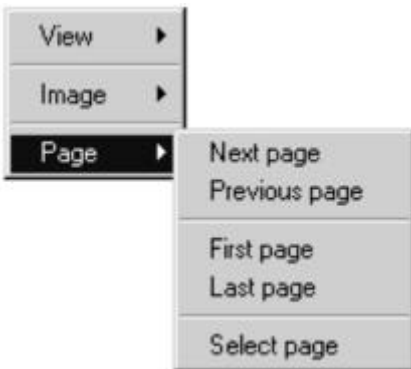
The view menu provides options to change fullpage and thumbnail views. The current page can be viewed on its own, thumbnails on their own or a combination of both.

Image menu

The image menu provides options to change the scale, magnify, rotate, flip, enhance and invert the colors of the current page and thumbnails.



Page menu



The page menu provides options to change the page to the next, previous, first and last page or select a page (for printing using the print menu).

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Keyboard

viewONE provides keyboard access (**Figure 18**) to the same functions offered by the toolbars.

This section is designed to be used in conjunction with the Toolbars section which provides more detailed explanations of the same options that are available via toolbar buttons.

<u>Image keys</u>	
Fit to window width	F9
Fit to window height	F10
Fit to window	F11
Zoom in	Add
Zoom out	Subtract
Magnifier	M
Zoom to 100%	Z
Zoom area	A
Rotate clockwise	R
Rotate anticlockwise	L
Enhance	E
Invert	I
<u>Page keys</u>	
Next page	Page Down
Previous page	Page Up
First page	Home
Last page	End
Select Page	S
<u>View keys</u>	
View page	F2
View thumbnails	F3
View two page	F4
View thumbnails : Left	F5
View thumbnails : Bottom	F6
View thumbnails : Right	F7
View thumbnails : Top	F8
Figure 18	

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Printing

Printing is a three part process. First of all, you may have noticed that all of the images in the viewer have a “watermark.” (Figure 19). This is an image that has been merged with the original document at request time. It is not part of the actual scanned document. Subscribers who have signed up for IDEAS2000 and purchased the printing option will not see the watermark. Subscribers who have not purchased the printing option, will see the watermark. To remove the watermark you will have to purchase images on an individual basis.

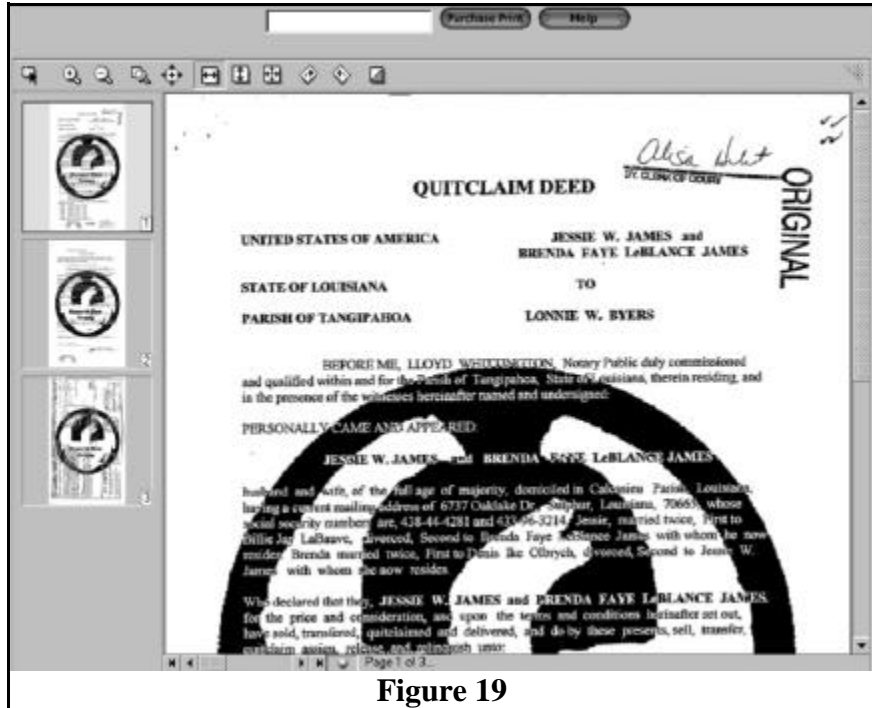


Figure 19

The first part of process is to select the images that you would like to print. The entry box to the left of the **Purchase Print** key will allow you enter the pages you would like to print.



Figure 20

If you wish to print the current page only, leave the field blank, and press the **Purchase Print** key. If you wish to print the entire document, type an asterisk “*”, minus the quotes, and press the **Purchase Print** key. If you would like any other combination of pages, type the page numbers, separated by a comma. The page number appears in the lower right hand corner of the thumbnail image.

The second part of the process is to purchase the pages. Once you press the **Purchase Print** key, you will be redirected to the e-commerce portion of the web site where you will be asked to render payment.

The third part of the process is the repackaging of the images. The next time you view the images, you will notice that only the images you purchased are viewable, and that the watermark has been removed. In addition, you will notice that a new icon has been added to the tool bar. Pressing the print icon will allow you to print the images you purchased.



Printer
Icon

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Other Types of Searches

Under **Searching for Records** on page 2, you learned that the default search type is a **Name** search. Name searches can be quite specific --- in which case they may fail to produce the desired results because of a variation in spelling. Because of that, most users conduct very broad name searches --- often entering only the last name (surname) in the search field. This is an effective way to make sure that you don't "miss" a name because of a difference in the spelling of a first name or a middle initial or name; but it can also have a huge drawback. To illustrate the point, a name search on the surname of *Williams* under all index types recently produced a hit list of 507 entries. Such a broad search can take an inordinate length of time and the resulting list may be so long that it is virtually useless.

IDEAS2000 offers three other search options in addition to the defaults. This section will explore those options and how to effectively use them. **Figure 21** shows the Name Search screen after the — on the **Search Type** box has been clicked.

The additional search types: **Date Range**, **Book/Page**, and **File Number** appear on the dropdown menu just below the default **Name** search.

The additional search types have one very important characteristic in common — none of them may be searched across **All Index Types**. That is, when employing one of these search types, you must indicate under which Index to search. The available indexes vary for each different type of search.

Figure 21

As you will learn later on, not all indexes are available for every type of search — other than the default **Name** search. This is an important point to remember when framing your search requests.

Figure 22 at the top of the next page shows the names of all of the Indexes maintained on the Clerk's computer system. **Remember! Only Name searches search across all of them.**

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Figure 22 at the right shows all search indexes maintained on the Clerk’s computer system.

We will proceed with the discussion of additional search types, beginning with the most common - Book/Page searches.

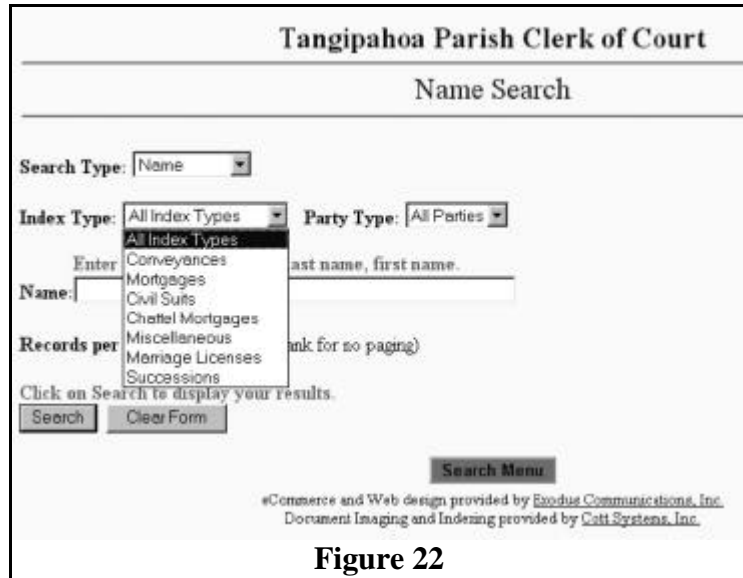


Figure 22

Book/Page Searches

People who frequent the Courthouse are familiar with the “Book and Page” method of indexing documents. For years, Clerks of Court have maintained separate series of “Books” for the various types of documents recorded in the public records. Terms such as MOB (Mortgage Book) and COB (Conveyance Book) are familiar to attorneys, abstractors, surveyors and other “regular” customers and visitors to the Clerk’s Office. The Clerk numbers each book in each series for the different series. For example, a reference of **MOB 335 Page 156** indicates that the first page of a particular document is indexed under and bound in **Mortgage Book 335, page 156**. The IDEAS2000 **Book/Page** search type follows the same system.

To conduct a Book/Page search, select **Book/Page** as the **Search Type** on the default Name Search screen. Once you do so, a new search screen will appear. See **Figure 23** for a snapshot of a portion of the Book Page Search Menu as it first appears after selecting **Book/Page** as the **Search Type**.

Note that the **Index Type** defaults to **Conveyances** and that the other available Indexes are **Mortgages** and **Miscellaneous**.

To illustrate how important it is to search the correct Index when using a Book/Page search type, we will search the same Book/Page under each of the three available Indexes and compare the results.

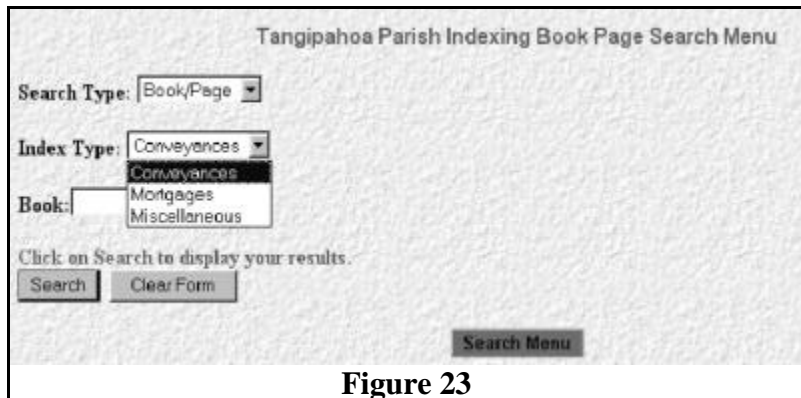


Figure 23

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The first step in our Book/Page search example is to select the Index to be searched.

Figure 24 shows the Search Menu after we have highlighted and clicked the **Conveyances Index Type**.

Our example will search each of the three available Indexes for Book 901/Page 395.

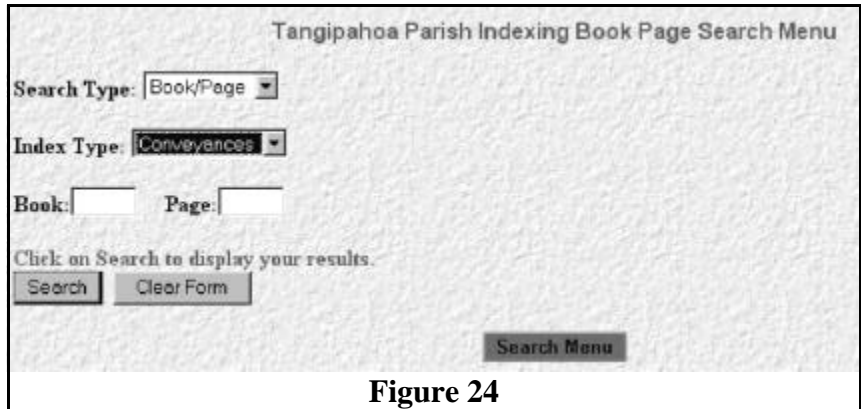


Figure 24

Figure 25 shows the Search Menu after we have typed in the Book number and the Page number for our search. To execute the search, you click on the Search button on the screen.

Figure 26 below shows the search results - in the Indexed Instrument Display screen.

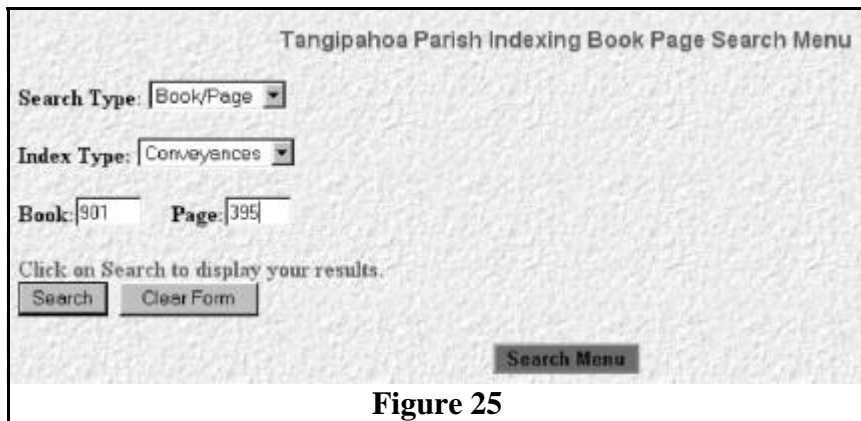


Figure 25

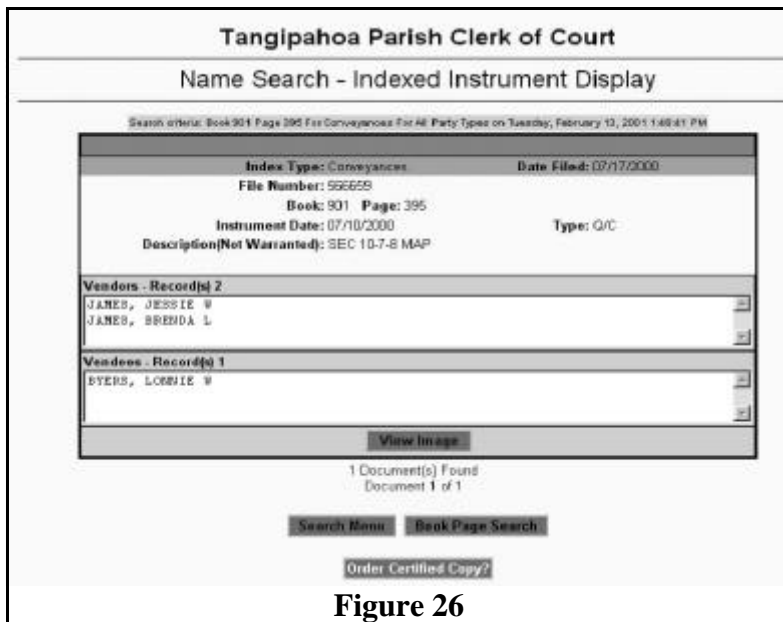


Figure 26

Note that the search parameters including the date and time of the search are displayed along the top of the screen (just as they were when displaying the results of a Name search). Unlike the Name search, this time, the search results skipped the “hit list” (Directory Display) because there can only be one occurrence of a Book and Page combination in the Conveyances Index.

Also note that the View Image button appears below the record header, indicating that an image is on file and may be viewed.

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Our Book/Page search of Conveyances produced a Quit Claim Deed indexed under Book 901 and Page 395. Now we will perform the same search, but under the **Mortgages** index instead of **Conveyances**. We will then compare the search results.

Figure 27 shows the familiar Search Menu with the same Book 901 and Page 395 parameters entered, but with **Mortgages** selected as the **Index Type**.

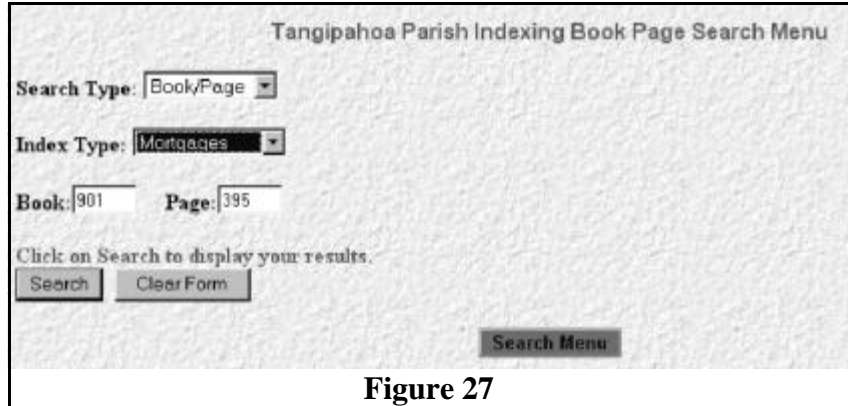


Figure 27

This time when we click the Search button, we get the results displayed in **Figure 28**.

Note that the search produced a mortgage for a different person. Compare that to the Quit Claim Deed shown in **Figure 26** on the preceding page.

The example illustrates the importance of choosing the correct Index Type for any given Book/Page search.

For the last part of our illustration, we will search Book 901 and Page 395 under the **Miscellaneous** index. The entry and search results screens are shown on the next page.

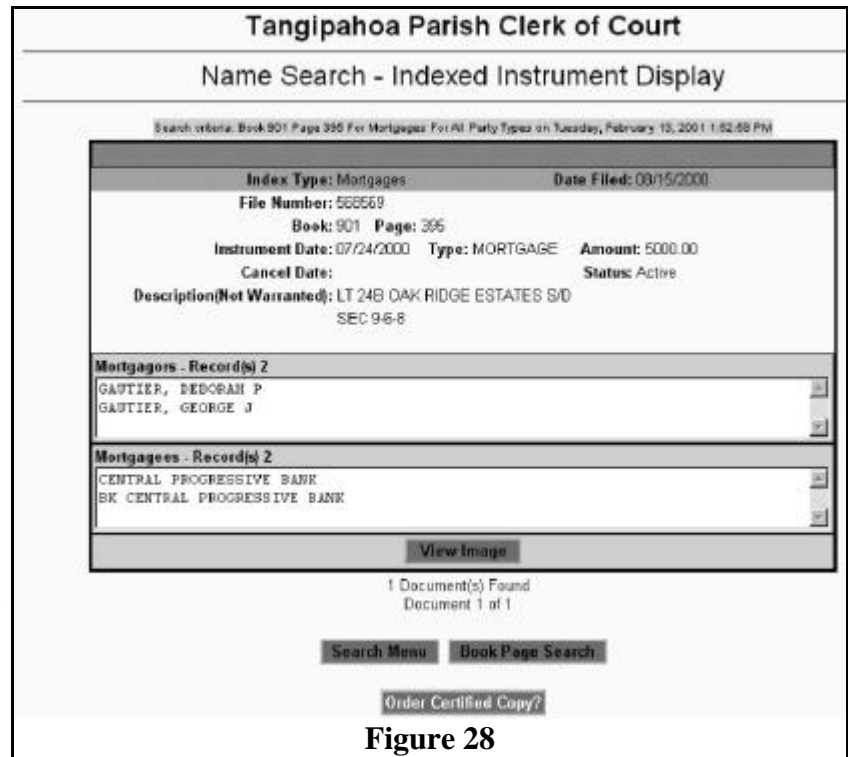


Figure 28

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Figure 29 shows the familiar Search Menu with the same Book 901 and Page 395 parameters entered, but with **Miscellaneous** selected as the **Index Type**.

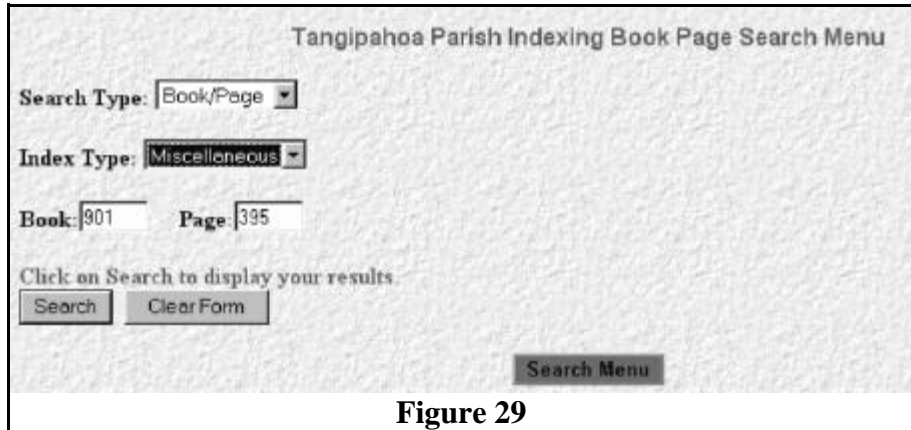


Figure 29

Figure 30 shows the search results. In this instance, there is no Book 901 and Page 395 entry in the **Miscellaneous** index; so IDEAS2000 returns a **NO DATA FOUND MATCHING SELECTED CRITERIA** message in the results display.

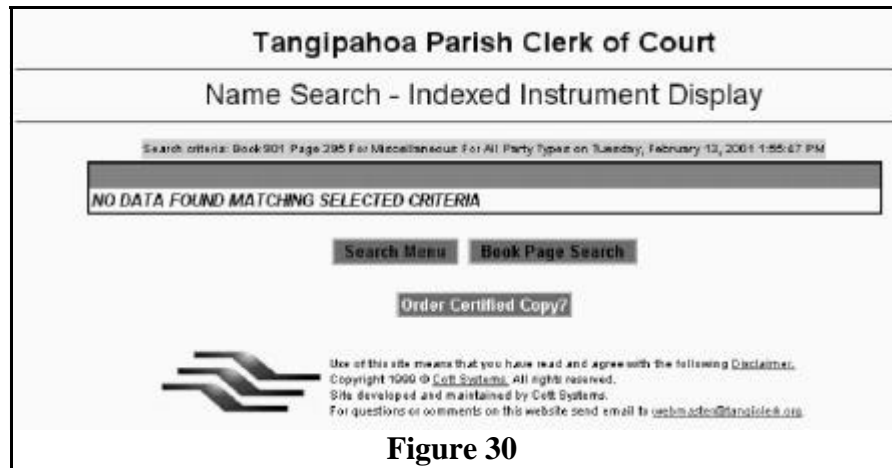


Figure 30

This concludes the discussion of Book/Page searches. Again, we remind you that Book/Page searches cannot span multiple Indexes. They must be made under either the Conveyances (default), Mortgages, or the Miscellaneous indexes. Searching under the wrong index will produce incorrect results.

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File Number (Instrument Number) Searches

Because each document recorded at the Clerk's office is assigned a unique instrument (file) number as it is recorded, by far the fastest computer search type is the File Number search. File Number searches can be tricky. You have to be certain that you know the correct Instrument Number *before* you attempt one. Over the years, the format of Instrument numbering has changed several times. Also, the numbering schemes vary from Index to Index. For example, Civil Suits are numbered differently from Conveyances. So, it can be said that in order to execute a successful File Number search, you must have the actual Instrument Number in your possession and you must know exactly in which Index the document has been recorded.

Figure 31 shows the indexes under which a File Number search may be performed.

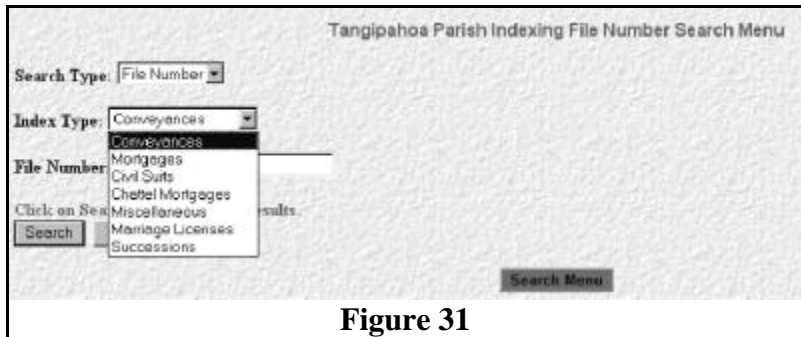


Figure 31

Figure 32 shows the Search Menu after the **Conveyances** Index has been selected as the type and file number 566659 has been entered into the **File Number** box.

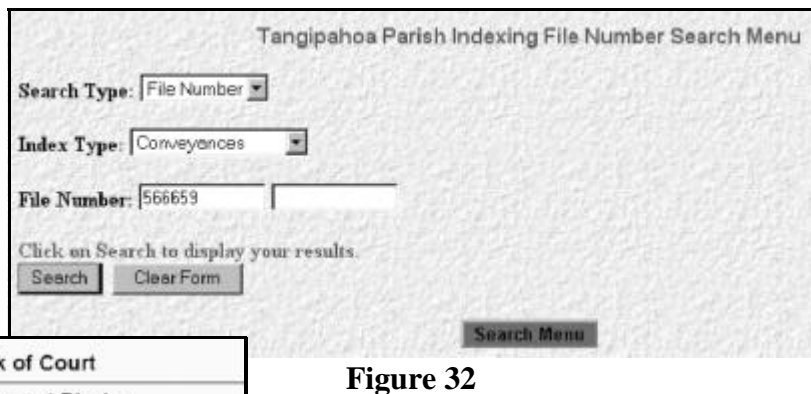


Figure 32

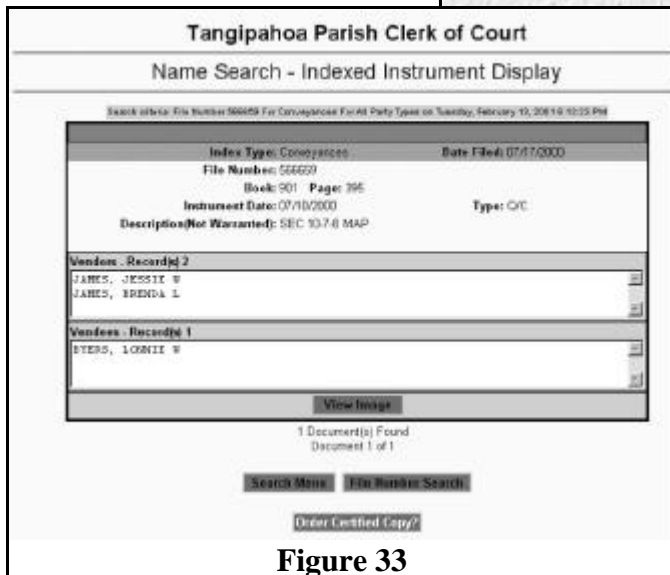


Figure 33

Clicking on the Search button will execute the search.

Figure 33 shows the search results.

The remaining available indexes are searched in exactly the same way for a **File Number** search.

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Date Range Searches

The final search type is the Date Range search. Date Ranges, as they are used in IDEAS2000, can be confusing. It is important to distinguish between the operation of Date Ranges as a primary Search Type and the operation of Date Ranges as a search limiter within a Name Search. The distinctions are explained in the following discussion.

Common Elements of Date Ranges

Whenever you are required to enter a Date Range in IDEAS2000, you must obey two rules:

1. The date must be entered in the format **mm/dd/yyyy** where **mm** includes the leading zero for the months January (01) through September (09), **dd** includes the leading zero for days 01 through 09, and slashes (/) are used as the separator. You may not use hyphens (-), periods (.) or any other character to separate the month, day and year components of the date;
2. Because you will always be entering a *range*, you must enter a beginning date and an inclusive end date.

How Date Ranges work as a Search Type

When used as a primary Search Type, the Date Range is not coupled with any other search parameter other than which Index to search. In this case, the range of days may not exceed seven (7).

For example, a search of the **Conveyances** Index for all records from 01/01/1989 through 12/31/1994 will produce an error message like the one shown in **Figure 34**.

Date Range searches can be performed under only one Index at a time. You may

search all the

Indexes, but you may not run a Date Range search under the **Any Index Search Type** (all simultaneously).

See **Figure 35** for the Index Types under which you may perform a Date Range search.

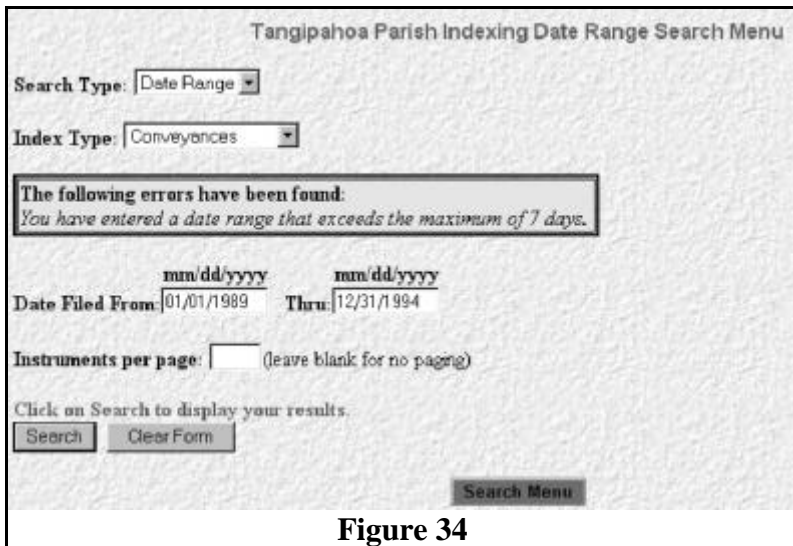


Figure 34

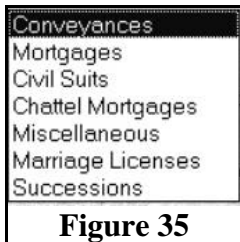


Figure 35

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How Date Ranges work as a Search Limiter

As discussed under Name Searches, once you have obtained a hit list (Directory Display) as shown in **Figure 9**, you may further refine, or narrow down, your results list by entering a Date Range in the **Date Filed From** and **Thru** boxes on the Name Search - Directory Display screen. When used as a search limiter, there is no restriction on the number of days between the inclusive dates.

This concludes the contents of the IDEAS2000 User Guide.