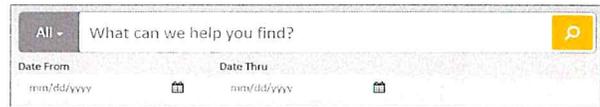


## SIMPLE SEARCH

Broad search using fewer initial filters to retrieve all documents containing the search values regardless of field.

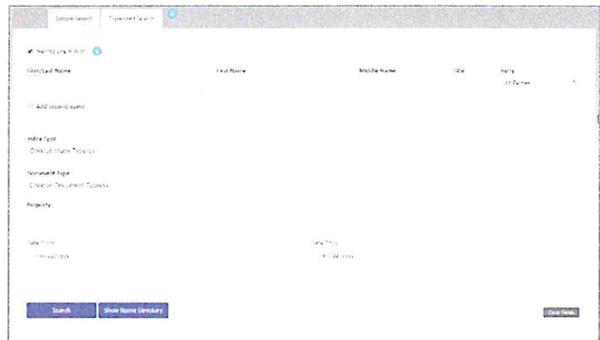
- Requires an EXACT match (not a BEGINS WITH search)
- Uses implied AND logic (searching John Smith will return documents containing any fields with John OR Smith)
  - Use quotation marks to group multiple words – searching “John Smith” will return documents containing fields with only John AND Smith together
  - Apply a wildcard by using the asterisk \* at the end of the word (requires 2 characters)
- Search specific categories by clicking the gray ALL button and selecting the desired category
- Search by date to limit your search to a specific date range with the calendar features



## EXPANDED SEARCH

Targeted search for specific values in specific fields or multiple fields at the same time.

- Default BEGINS WITH search or uncheck the box for CONTAINS search
- Requires LAST NAME search criteria
- Apply a wildcard by using the asterisk \* (requires 2 characters for last name and 1 character for first name)
- Select multiple index or documents types by holding down CTRL while selecting the desired types

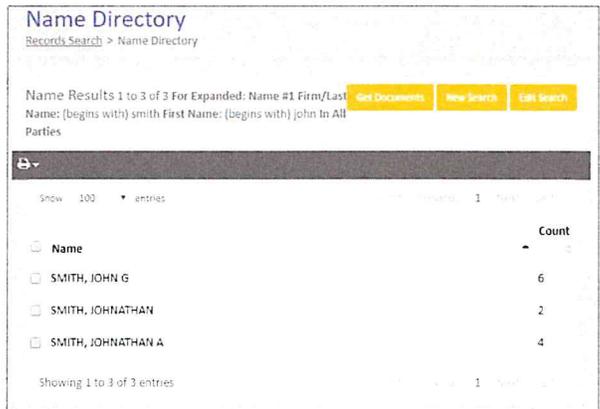


## EXPANDED SEARCH > NAME DIRECTORY

Easily view multiple spellings of a name and then decide which documents you wish to continue searching prior to viewing results.

1. Enter a name or portion of a name in the EXPANDED SEARCH
2. Click SHOW NAME DIRECTORY to view a list of each unique name and the number of documents that contain the name
3. Select the desired name and click GET DOCUMENTS to display the search results

**Note:** When using this feature with ADD SECOND NAME, the AND/OR drop-down box must be set to OR



## HISTORICAL RECORDS

If a site has HISTORICAL RECORDS SEARCH, it will appear on the main screen.



## SEARCH RESULTS

Search Results 1 to 32 of 32 For ALL: gilbert

Show 100 entries **Expand All icon**

**Expand a select set or expand all**

#	Date	Type	Party One	Party Two	Description
1	11/05/2014	DEED	GILBERT, LYNDA GILBERT, SONNY	BACON, BARB BACON, JESSIE	Amount: \$250,000.00 Subdivision Name: HAWTHORNE ADDN Lot: 2 Block #: 25 Remarks: PTL OUTLOT 15 Address: 250 EAST MAIN ST WORTHINGTON, OH 43112 Subdivision Name: HAWTHORNE ADDN Lot: 1 Block #: 25 Remarks: PTL OUTLOT 15 Address: 250 EAST MAIN ST WORTHINGTON, OH 43112

**Sort by column**

Scan Pages, Date, Type, Party One, Party Two, Description, File#, Book/Page

**View recorded information & images**

Show 100 entries

#	Date	Type	Party One
1	05/04/2016	DEED	HAYES, G

In Progress DEED

**View related documents**

Show 100 entries

#	Date	Type	Party One
1	11/05/2014	DEED	GILBERT, GILBERT,

## SEARCH FILTERS

**View the filter panel**

Show 100 entries

Scan Pages

#	Date
1	11/05/2014

**Search Filters**

**View or hide applied filters**

Filters Applied

- CONV
- DEED

**Remove applied filters**

Index Type

Search

- CHA (1)
- CONV (2)
- DEED (9)

**Quickly locate an entry in a filter**

**Select & deselect filters**