

LAREDO ANYWHERE USER GUIDE

(Updated 12/2025)

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LAREDO ANYWHERE

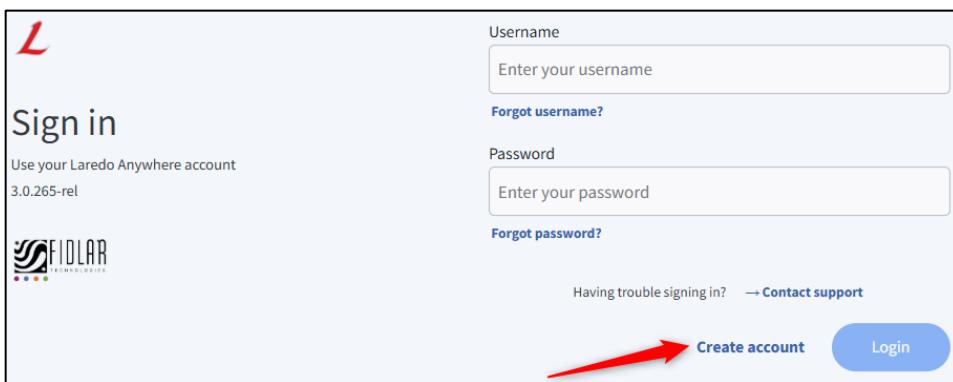
SEARCH GUIDE

(Updated 12/2025)

CREATING A LAREDO ANYWHERE ACCOUNT

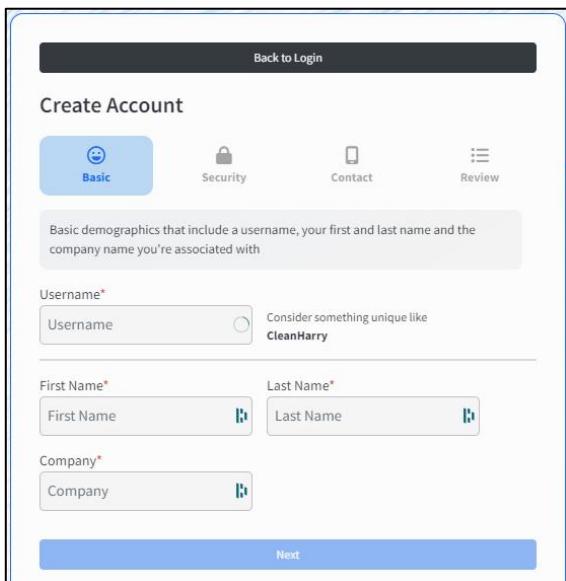
NOTE: Laredo Anywhere is the new version of Laredo that is replacing the Laredo Desktop search program. In order to start searching in Laredo Anywhere, you will need to first set up a new Laredo Anywhere “umbrella” account then link your existing Laredo Desktop account’s username and password to the new Laredo Anywhere account. If you have multiple Laredo Desktop accounts, you can link all of them in one Laredo Anywhere account. Creating a Laredo Anywhere account does not add any additional cost to your Laredo subscription.

1. Open your internet browser and go to www.LaredoAnywhere.com.
2. Click **Create account**.



The screenshot shows the Laredo Anywhere sign-in page. It features a large red 'L' logo at the top left. Below it is a 'Sign in' section with a 'Use your Laredo Anywhere account' link and a version number '3.0.265-rel'. To the right are 'Username' and 'Password' fields with 'Forgot username?' and 'Forgot password?' links. At the bottom is a 'Having trouble signing in? → Contact support' link. At the very bottom are 'Create account' and 'Login' buttons, with a red arrow pointing to the 'Create account' button.

The **Create Account** page shown below will display.



The screenshot shows the 'Create Account' page with the 'Basic' tab selected. It includes fields for 'Username*', 'First Name*', 'Last Name*', and 'Company*'. Each field has a 'Next' button below it. The page also features a 'Back to Login' link at the top left and navigation tabs for 'Basic', 'Security', 'Contact', and 'Review'.

3. In the **Basic** screen, enter a **Username** then fill in the rest of the fields. When selecting your username, please remember that you will not be able to change it after completing the signup process. This username is NOT necessarily your Laredo Desktop search program username; this can be any username you wish. However, you *can* utilize the same username as your Laredo Desktop login.

NOTE: Fidlar Technologies and our county partners take your privacy and data security very seriously. The information provided will never be sold or abused.

4. Click **Next** to display the security screen shown on the next page.

Back to Login

Create Account

Basic Security Contact Review

Security, namely just your password

Password*

Confirm Password*

Retype password

Next

ERROR: Password must be at least 8 characters long

5. In the **Security** screen, enter your desired **Password** then reenter the same password in the **Confirm Password** field. When creating a password, please note that it must be at least eight characters long. Also, this is a unique password of your own creation; you do **not** need to utilize your Laredo program password.

NOTE: This password can be changed by the Laredo user at any time. See page 59 for details on this process.

6. Click **Next**.

Back to Login

Create Account

Basic Security Contact Review

Another bit of general information; important updates will be forwarded to you through these if you so desire

Email Address*

Allow alerts to be sent to this email address? Yes No

Phone

Next

7. In the **Contact** screen, enter your **Email Address** and **Phone** number. When entering your email address, please be sure to use one that is monitored regularly.

8. We recommend leaving the **Allow alerts to be sent to this email address?** option set as **Yes** so as not to miss any important communications.

NOTE: This contact information will be used to communicate important updates as well as for username/password retrieval.

9. Click **Next**. The **Review** screen shown below will display.

Back to Login

Create Account

Basic Security Contact Review

Make sure all your information is just how you want it - everything can be updated later except for your username. Click a review item to edit

Username **SampleLAW**

Name **Doe, John**

Company **Fidlar Technologies**

Password *********

Email **JohnD@fidlar.com**

Alerts **Yes**

Phone **(555) 555-5555**

Create Account

10. Review your information carefully then click the **Create Account** bar at the bottom of the page. The screen shown below will display.

L

Sign in

Use your Laredo Anywhere account
3.0.265-rel

Username

Forgot username?

Password

Forgot password?

Having trouble signing in? → [Contact support](#)

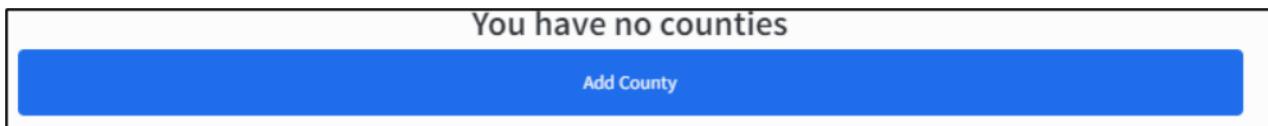
Create account

11. To log into Laredo Anywhere, enter your **Username** and **Password** in the **Sign in** screen then click **Login**.

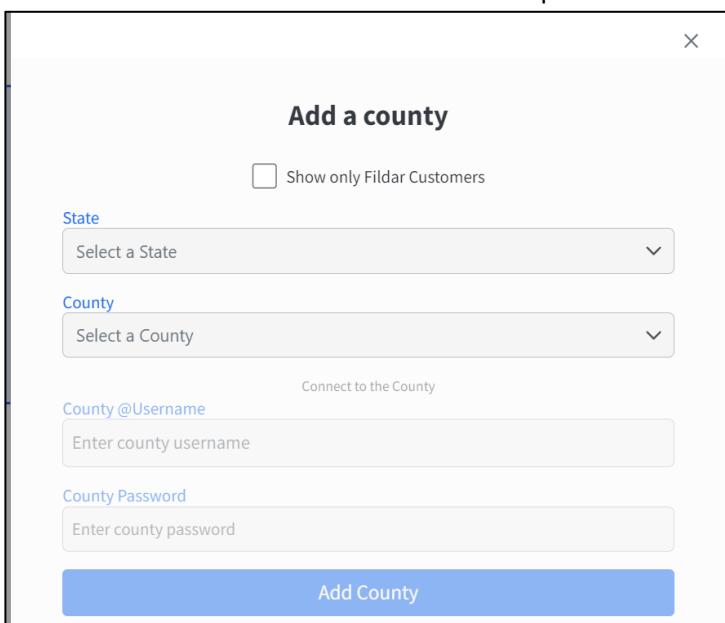
LINKING A COUNTY LAREDO SEARCH ACCOUNT

Once you have set up your general Laredo Anywhere account, you will need to link your county-specific Laredo account(s) to the Laredo Anywhere account. Please be sure that you have created a Laredo Anywhere account (see the steps noted above). Additionally, you will need to have signed a Laredo agreement with each county in which you will be searching and received a username/password for utilizing Laredo.

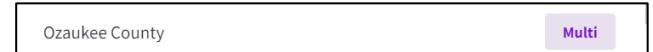
1. Log in to your Laredo Anywhere account, utilizing your newly-created **Username** and **Password** then click **Login**. The **Add County** bar shown below will display in the dashboard screen.



2. To link your county-specific Laredo search account(s) to the Laredo Anywhere account, click the **Add County** bar in the dashboard screen. The account setup wizard screen shown below will display.

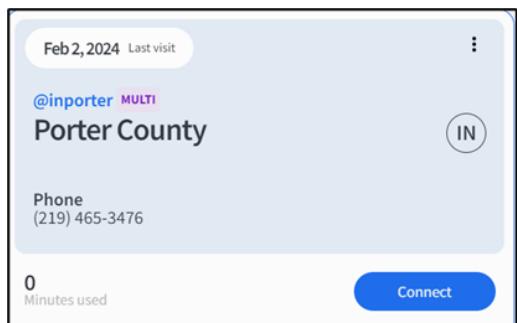


3. Select the relevant **State** and **County** in which you would like to search for land records.



NOTE: If you see a **Multi** tag next to a county, this means that the county will allow you to link multiple Laredo search usernames from your county subscriptions to the same Laredo Anywhere account. This allows users sharing usernames/passwords to have their own Laredo Anywhere accounts to accommodate their unique searching needs. (However, the same username cannot be utilized to log into the Laredo search program by more than one user at a time.)

4. Enter your Laredo **Username** and **Password** in the appropriate fields then click **Add County**. A confirmation message will display in the upper right corner of the browser window.
5. You may repeat the above three steps to add additional counties to your Laredo Anywhere account or click the **X** in the top right corner of the wizard to exit.
6. Once a county Laredo login username has been added to your Laredo Anywhere account, a "tile" listing that Laredo username will display on your Laredo Anywhere dashboard screen.

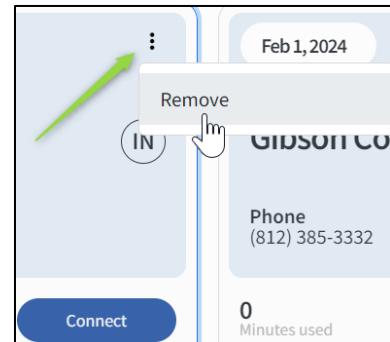


7. Each county's Laredo login tile will display the following information:
 - a. The date you last logged into Laredo for the particular county
 - b. The Laredo username, preceded by the @ symbol (e.g., "@inporter")
 - c. The **MULTI** user identification if the county allows multiple Laredo logins to be set up under the same Laredo Anywhere account.

- d. The state and county name for this Laredo user
- e. The phone number for this Laredo County
- f. The number of minutes this particular Laredo username has been logged into Laredo for the current month

8. To remove a Laredo username tile from your Laredo Anywhere dashboard, click the 3 dots in the upper right corner of the tile.

- a. Click **Remove**.
- b. **NOTE:** Removing a county Laredo account from your Laredo Anywhere dashboard does NOT delete that county's Laredo account. You will still need to contact the county office to cancel your Laredo subscription if desired.



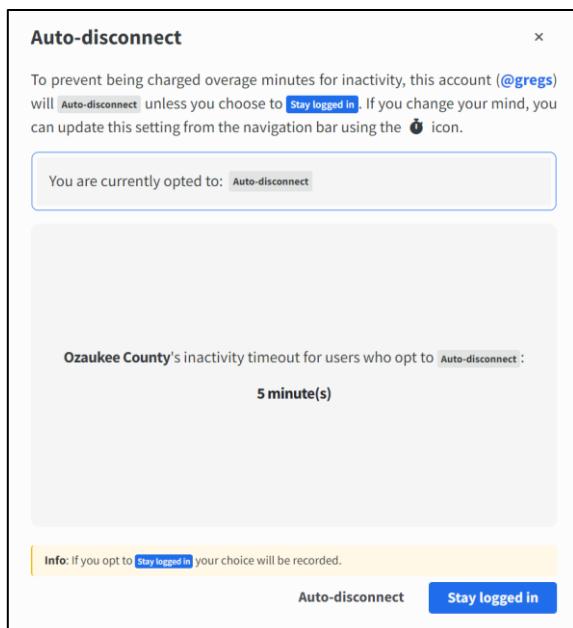
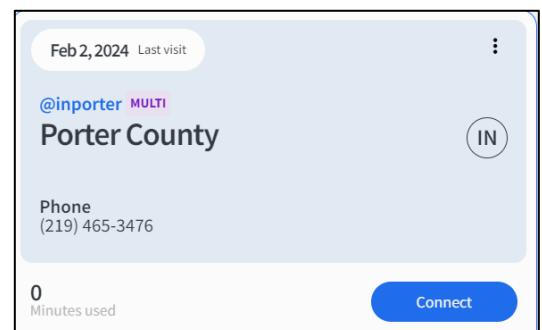
LOGGING INTO LAREDO

NOTE: The steps below assume that you have set up your general Laredo Anywhere account and have linked a specific county's Laredo account to Laredo Anywhere.

1. Once you have logged into Laredo Anywhere, click the desired county's **Connect** button in the dashboard screen. You will be auto-logged into Laredo.

NOTE: Once you enter your username and password in the **Add a county** screen shown on the previous page, you will not need to enter your username and password again to open Laredo.

2. If you log into a remote (billable) Laredo account, a screen similar to the following will display when you log in each time.



- a. To auto-disconnect from Laredo after a county-defined amount of inactivity in Laredo, click the **Auto-disconnect** option at the bottom of the screen. This is recommended if your Laredo billing plan is not an unlimited minute plan.

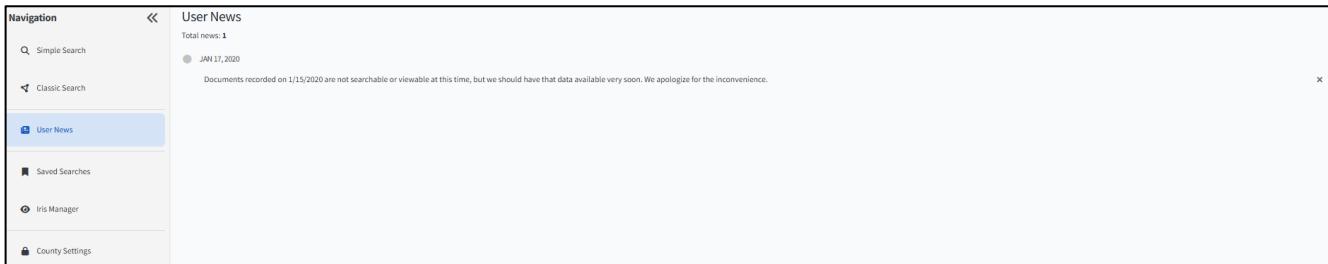
- b. To stay logged into Laredo, even if there is no activity in the program for a period of time, click the **Stay logged in** option at the bottom of the screen.

NOTE: Selecting the **Stay logged in** option could result in being billed for overage minutes by the county for Laredo usage that exceeds your per-minute plan (if applicable).

- c. If you are utilizing Laredo as an "Internal" user (for example, as a county employee), the **Auto-disconnect** window will not display.

LAREDO MENU – PART 1

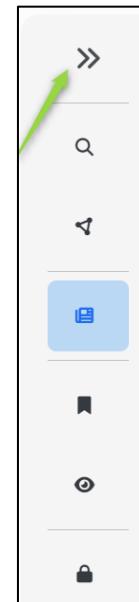
When you first log into a county Laredo account from the Laredo Anywhere dashboard, the menu bar shown on the left side of the image below will display with the **User News** section open.



NOTE: Depending on the county's Laredo configuration, the left menu bar may display in a collapsed view (see the image on the right). In the collapsed view you can hover the mouse over any icon in the menu bar to display a popup description of the item.

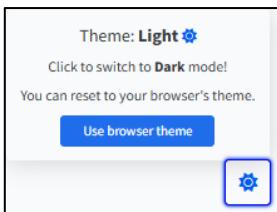
1. To expand the menu bar view, click the double **Arrow** at the top of the menu bar.

NOTE: See sections later in this manual for a description of the rest of the items in the Laredo menu bar.

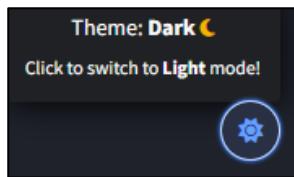


DARK AND LIGHT MODE

You can set your lighting theme in Laredo Anywhere to either a dark mode or a light mode. By default, the mode for Laredo Anywhere will be set to your web browser theme. The default lighting theme will be indicated by the icon in the lower right corner of the Laredo Anywhere screen. Hover the mouse over the icon to display more information.



1. The sun icon indicates that Laredo Anywhere will display in **Light** mode. To change the theme to **Dark** mode, click the sun icon. The icon will change to a crescent moon and the theme will be changed to dark mode.



2. To change back to Light mode, click the crescent moon icon.

CLASSIC SEARCH

1. To begin searching for documents, click **Classic Search** in the menu bar. The search criteria screen shown below will display.

The following information is displayed at the top of the Laredo Anywhere screen:



- a. The county you are logged into
- b. The Laredo username that is logged in
- c. The number of minutes you have been logged into Laredo for the current session
- d. The recording dates that the county is indexed and verified (audited) up to
- e. The **Disconnect** button for disconnecting from the current session of Laredo

NOTE: It is very important to click the **Disconnect** button when you wish to exit the Laredo search program. If you simply close the internet browser in which you are running Laredo, the program is not actually disconnected.

PARTY NAME SEARCH

The screenshot shows a search interface for 'PARTY'. It has fields for 'Last/business name' and 'First name', both with 'Enter' placeholder text. To the right are buttons for 'Exact search' (On, Off, the latter is highlighted in red), 'IRIS', 'County', 'User', and 'None'. Below these is a large blue 'Add' button. At the bottom, it says 'Item(s): 0' and 'No parties added', with a 'Delete all' button.

1. To search by party name, enter the last name in the **Last/business name** field and the first name, or a portion of the first name, in the **First name** field. There is an unseen automatic wild card at the end of both the last name and first name fields so you can enter a portion of the first name and Laredo will return results for any first name that begins with the letters entered (assuming that the **Exact search** option is set to **Off** – see below for details about this option). For a business name, enter the entire business name or the first portion of the business name in the **Last/business name** field.
2. Click **Add** then click the **Run** bar (**CTRL + K**) at the top of the screen to display the search results. (See the “**SEARCH RESULTS...**” section on page 22 for details on viewing data and images in the search results.)
 - a. **NOTE:** All criteria that has been entered in a criteria field will display in the **Criteria** section in the upper left corner of the Laredo Anywhere search screen. These values will remain displayed in this section even if you scroll down to the lower portion of the search screen.

The 'Criteria' section contains the following filters:

- Parties**: Item(s): 1 ✓
SULLIVAN, S EXACT OFF IRIS COUNTY (X)
- Document info**: Item(s): 1 ✓
Document date: Wednesday, January 1, 2020 – Tuesday, November 4, 2025 (X)
- Additional criteria**: Item(s): 1 ✓
Subdivision: 1ST ON MAIN CONDOMINIUMS (1MAINCO) — Lot: 1 (X)
IRIS COUNTY EXPAND
- Access codes**: Item(s): 0 ^

ADDITIONAL PARTY NAME SEARCH TIPS:

3. To search for multiple names in one search, enter each party name then click **Add** after entering each one. The search results will return records for all party names added.

The search results show two names added:

- STOUGHTON, JOE EXACT SEARCH OFF IRIS COUNTY (X)
- STOUGHTON, MITCHELL EXACT SEARCH OFF IRIS COUNTY (X)

 Below the names is a 'Delete all' button.

- a. Click the **X** to remove any of the names you have added. To remove all of the names you have added, click the **Delete all** button above the names.

4. If you are uncertain of the spelling of a party name, enter the % symbol (the wildcard in Laredo) anywhere in the beginning or middle of the name. For example, to search for the last name “Fisher” and “Fischer”, enter “Fis%er”. The single wildcard will fill in multiple letters. (**NOTE:** There is automatically an unseen wildcard at the end of any value you enter in both the **Last/business name** and **First name** fields so there is no need to enter one at the end, assuming that the **Exact search** option is set to **Off**.)
 - a. **TIP:** For party names entered as trusts, or government entities such as township names, sheriff names, city officials, etc., it is often helpful to enter the wildcard (%) in the beginning of the **Last/business name** field.
5. To ignore possible spaces and punctuation in names, select the **Off** toggle in the **Exact search** option before you click the **Add** button. (The **Exact search** toggle is typically set to **Off** by default.) For example, with **Exact search** set to **Off**, a search for “Walmart” will return results for “Wal-mart”, “Wal Mart”, etc. Additionally, a search for “Oneil” will return results for “O’neil” and “O neil”.
 - a. To search for an exact match for the name entered, click the **On** option in the **Exact search** field. For example, with **Exact search** set to **On**, a search for “Oneil” will not return results for “O’neil”.
 - i. **NOTE:** With **Exact search** set to **On**, if you enter a portion of the first name in the **First name** field, you will need to manually enter the % sign (wild card) at the end of the letter(s) entered in this field in order to return results for any first name that begins with the letter(s) entered (because the **Exact search** option removes the unseen, automatic wild card at the end of the value entered in the **First name** fields).
 - ii. Related to the previous note, with **Exact search** set to **On**, there is also not an unseen wild card at the end of the **Last/business name** field so a search for “Williams”, for example, will NOT return results for “Williamson”.
 - b. If you neglected to click the desired **Exact search** option before you added the name, click the **EXACT SEARCH** field next to the added name to change the setting.
6. To apply any alias names you have created in IRIS, click either **County** or **User** in the **IRIS** option of the **Party** name search criteria.

NOTE: See the **IRIS MANAGER** section on page 49 for a description of how to create and modify alias party names, addresses, and subdivision names.



- a. If you neglected to click an **IRIS** option before you added the name, click the **IRIS** box next to the added name to change the IRIS setting to the desired selection.

DOCUMENT INFORMATION SEARCH

DOCUMENT CORE

Start date	End date
Enter a start date	Enter an end date
Document type	Search group
Select a type	Select a search group
Start doc number*	End doc number
Enter start number	Enter end number
Add	
<i>You can add multiple entries at once by delimiting each with a comma eg. 'item1, item2, item3'</i>	
Item(s): 0	Delete all
No documents added	
Book	Page
Enter a book	Enter a page
Add	
Item(s): 0	Delete all
No book & page added	
Memo	
Enter a memo	

NOTE: Multiple search criteria listed above and below can be combined in one search.

RECORDING DATE & DOCUMENT TYPE SEARCH

DOCUMENT CORE

Start date	End date
01/01/2025	11/04/2025
Document type	Search group
Select a type	Select a search group

1. To search by a recording date range, click in the **Start date** field then type the desired starting date. Press **Tab** – the current date will auto-display in the **End date** field but you can overwrite this with any date you wish. You can also click on the calendar on the right side of the **Start date** and **End date** fields to select the desired dates on the calendar that displays.
2. To narrow your search criteria to a particular document type, click in the **Select a type** box in the **Document type** field. To select the desired document type:
 - a. Scroll down to the desired document type and click it. You can also press the **Down** or **Up Arrow** on the keyboard until the correct document type is highlighted then press the **Enter** key.

- b. Or begin typing the document type you wish to search by; all document types that match the letters typed will display; select the correct one.
- 3. To narrow your search criteria to a particular grouping of document types (known as search groups), click in the **Select a search group** box in the **Search group** field. Follow the steps noted above (for the document type field) to select the desired search group.

DOCUMENT NUMBER SEARCH

Start doc number*	End doc number
<input type="text" value="Enter start number"/>	<input type="text" value="Enter end number"/>
Add	

1. There are two options by which to search by a specific document number or document number range:
 - a. DOCUMENT NUMBER RANGE: To search by a sequential document number range, enter the beginning document number in the **Start doc number** field then press **Tab** to enter the **End doc number** field. You can overwrite the same document number with a later document number in the ending field to search for a range of sequential document numbers.
 - i. Click the **Add** button then click the **Run** button at the top of the Laredo screen.
 - b. DOCUMENT NUMBER LIST: To search for a non-sequential list of document numbers, enter each document number you wish to search in the **Start doc number** field with each number separated by a comma.
 - i. Press the **Tab** key, click the **Add** button then click the **Run** button at the top of the Laredo screen.
 - ii. **TIP:** If you wish to search for a list of document numbers that all begin with the same first few numbers or letters, enter those characters in the **Start doc number** field followed by the **% sign** (wild card) then click the **Add** button. For example, “DE101%” will return results that include all document numbers that begin with “DE101” followed by any other characters (DE101-001, DE101-002, etc.).

BOOK-PAGE (LOCATION) SEARCH

Book	Page
<input type="text" value="Enter a book"/>	<input type="text" value="Enter a page"/>
Add	

1. To search by book and page (or liber and page or volume and page) values, enter the appropriate values in the **Book** and **Page** fields.
2. Click **Add**.
3. Click **Run** at the top of the search screen to run the search.

ADDITIONAL BOOK-PAGE SEARCH TIPS

4. If you are uncertain if the county utilizes prefixes, leading zeros, or suffixes in the book or page fields, you can enter the wildcard (%) in any place in the book and page fields. For example:
 - a. Enter “%871” in the Book field to search for possible book numbers “0871”, “MG871”, etc.
 - b. Enter “%10” in the Page field to search for possible page numbers “10”, “010”, etc.

- c. Enter % at the end of any value in the Book or Page field, such as “100%” in the Page field.
- 5. You can also search for an entire book by entering the book number in the **Book** field then just the wildcard (%) in the **Page** field.
- 6. To search for multiple Book-Page values in one search, enter each value then click **Add** after entering each one.

Item(s): 2

Book: 100 | Page: 1 X
Book: 100 | Page: 25 X
Delete all

The search results will return records for all book-page values added.

- a. Click the **X** to remove any of the book-page values you have added. To remove all of the book-page values you have added, click the **Delete all** button.

MEMO SEARCH

Memo

Enter a memo

- 1. To search by a particular memo (note) value, enter the memo value in the **Memo** field then click **Run**.

NOTE: The **Memo** field is not utilized in all counties. If a county does enter data in this field, it is typically a general notes field. (In earlier versions of Laredo, this field was called the “Reference Number” field.)

- a. **TIP:** If you are uncertain of the spelling of a note in the **Memo** field, or you are not sure of how the value was indexed, enter the % symbol (the wildcard in Laredo) anywhere in the beginning, middle, and/or end of the value you enter in the field.

(NOTE: See the **SEARCH RESULTS...** sections on pages 22 for details on viewing images and data in the search results screen.)

ADDITIONAL CRITERIA SEARCH

There are a number of additional search criteria fields that display below the “Core” search fields. The additional fields that display may vary per county since some counties do not index data in certain fields; in these counties, the fields may be hidden from view in Laredo.

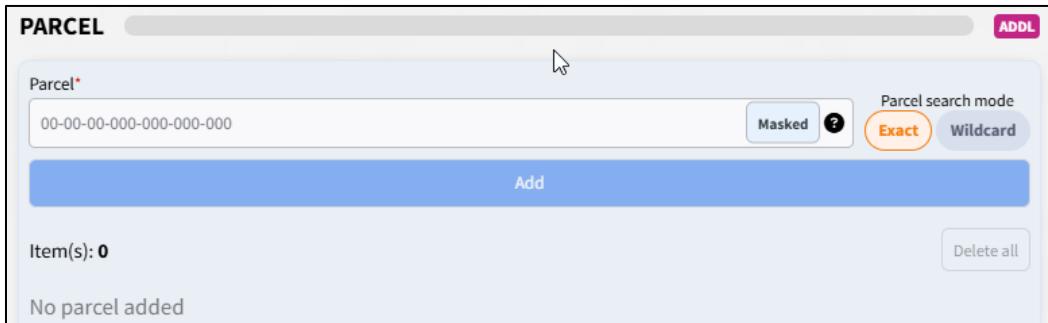
NOTE: You can access the additional criteria fields either by scrolling down the screen or by clicking on the desired field in the **On this page** section in the upper right section of the criteria window:

On this page

Party
Document
Parcel
Subdivision
Tract
Address
Associated Documents
Access codes

PARCEL NUMBER

1. To search by parcel ID number, scroll down the criteria screen to the **Parcel** section then enter the parcel number in the **Parcel** field.



PARCEL

Parcel*
00-00-00-000-000-000-000

Parcel search mode
Masked ? Exact Wildcard

Add

Item(s): 0

No parcel added

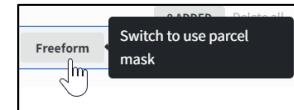
Delete all

2. Enter the parcel number in the **Parcel** field, adding the appropriate punctuation, if applicable.
 - a. If the county's parcel numbers have a standard format (related to number of digits and punctuation), and the county has selected the option to auto-display the punctuation for parcel numbers, **Masked** will display on the right side of the **Parcel** field. If **Masked** displays, you will not need to manually enter the appropriate punctuation. This "Masked" option is not utilized by all counties.
 - b. If the **Parcel** field is displaying the **Masked** option, and you wish to enter the punctuation of the parcel number manually, click the **Masked** notation to change the notation to **Freeform** then enter the appropriate punctuation along with the parcel number.
 - c. Hover the mouse over the ? symbol next to **Masked** or **Freeform** to display details about the county's parcel number format.



Parcel*
00-00-00-000-000.000-000

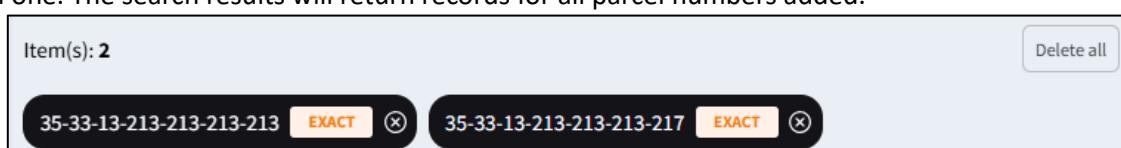
Masked ?



3. Once the parcel number has been entered in the **Parcel** field, click **Add**.
4. Click **Run** at the top of the search screen to run the search.

ADDITIONAL PARCEL NUMBER SEARCH TIPS

5. To search for all documents that match the beginning portion of a particular parcel number, click the **Wildcard** option in the **Parcel search mode** section before clicking **Add**. (The default mode is to search for an exact match for the parcel number entered.)
6. To search for multiple parcel numbers in one search, enter each parcel number then click **Add** after entering each one. The search results will return records for all parcel numbers added.



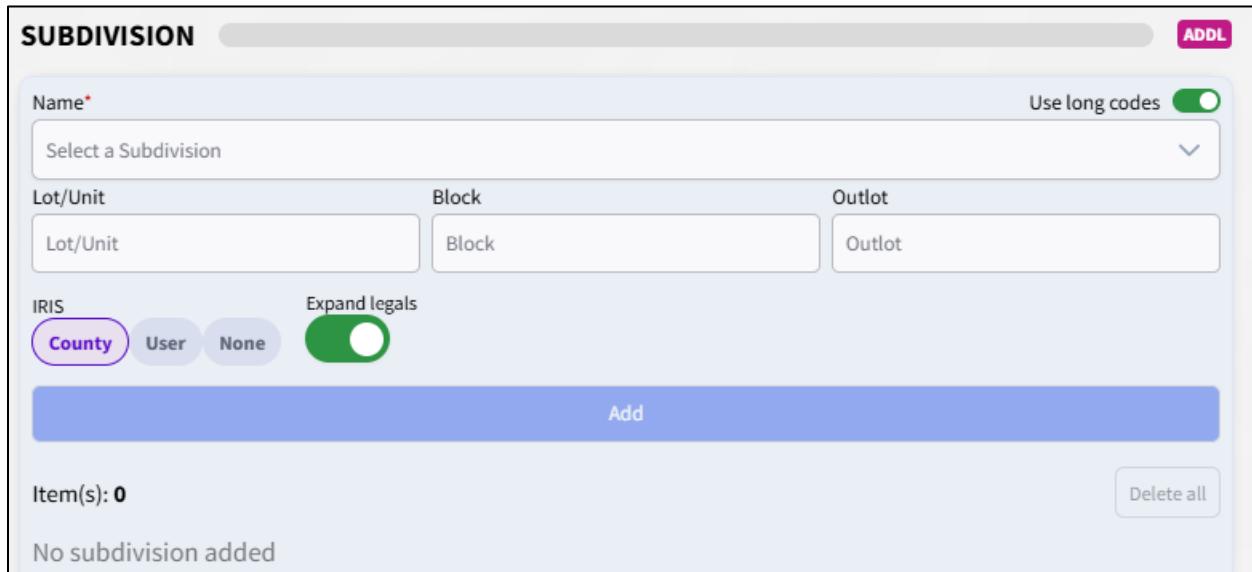
Item(s): 2

35-33-13-213-213-213-213 EXACT 35-33-13-213-213-213-217 EXACT

Delete all

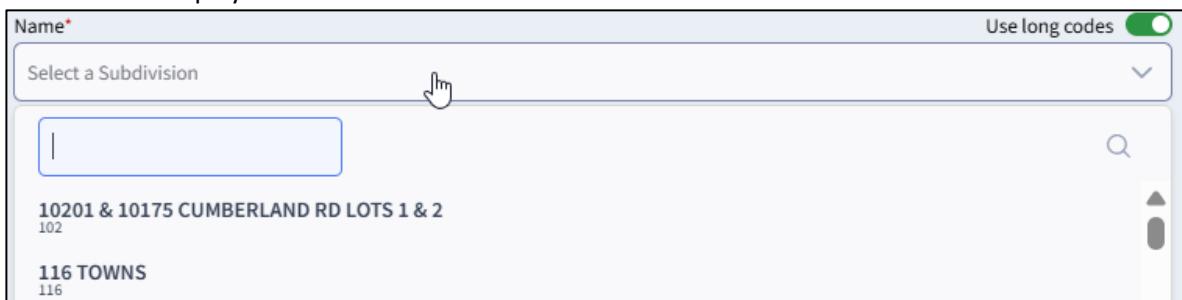
- a. Click the **X** to remove any of the parcel numbers you have added. To remove all of the parcel numbers you have added, click the **Delete All** option.
- b. To change the **Wildcard** or **Exact** option after you have added one or more parcel numbers, click the **Exact** or **Wildcard** option listed to the right of the parcel number to change the option.

SUBDIVISION



The screenshot shows the 'SUBDIVISION' search interface. At the top right is a red 'ADDL' button. Below it is a 'Name*' field with a dropdown arrow, a 'Use long codes' toggle switch (which is on), and a 'Select a Subdivision' dropdown menu. To the right are 'Lot/Unit', 'Block', and 'Outlot' fields. Below these are 'IRIS' and 'County' buttons, and an 'Expand legal' toggle switch (which is on). A large blue 'Add' button is at the bottom. At the bottom left is an 'Item(s): 0' label and a 'Delete all' button. The message 'No subdivision added' is displayed at the bottom.

1. To search by subdivision, scroll down the criteria screen to the **Subdivision** section.
2. To select a subdivision by the subdivision name, click in the **Name (Select a Subdivision)** field; a list of subdivisions will display.



The screenshot shows the subdivision search results. The 'Name*' field has a dropdown arrow and a search input field with a magnifying glass icon. Below the search field is a list of subdivisions: '10201 & 10175 CUMBERLAND RD LOTS 1 & 2' and '116 TOWNS'. A vertical scroll bar is on the right side of the list.

- a. You can either scroll down the list of subdivision names with the mouse wheel or **Down Arrow** on the keyboard then select the desired subdivision or you can filter the list by typing a few letters of the desired subdivision name in the search field; a list will display all subdivisions that match the characters entered.
- b. To select the subdivision by the subdivision short code, click the **Use Long Codes** toggle to change the option to **Use Short Codes**.



The screenshot shows the 'Name*' field with a dropdown arrow and a 'Select a Subdivision' dropdown menu. A green arrow points to the 'Use long codes' toggle switch, which is on.

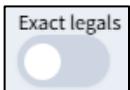
The subdivisions will then be listed in the **Name** field by short code.

3. Select the correct subdivision name.
4. If you wish to narrow your search to a particular **Lot/Unit**, **Block**, and/or **Outlot** value, enter the values in these fields.
5. Click **Add**.
6. Click **Run** at the top of the search screen to run the search.

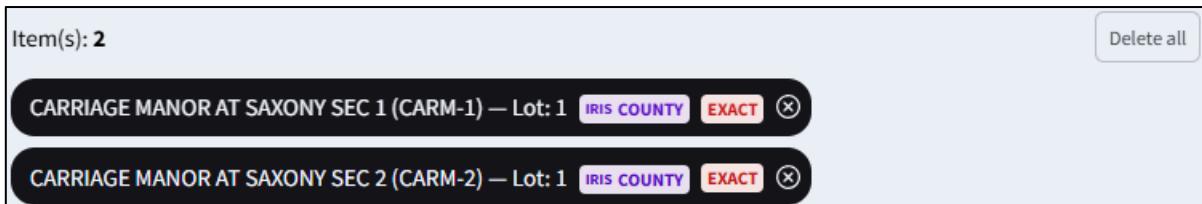
ADDITIONAL SUBDIVISION SEARCH TIPS

7. **EXPAND LEGALS:** With the **Expand legal**s option checked on (green), a search for a particular subdivision Lot, Block, and/or Outlot will return results for the specific values entered as well as documents in which there were no Lots, Blocks, or Outlots indexed.

a. To limit the search results to only display records indexed with the specific Lot, Block, and/or Outlot entered, click the **Expand legal**s field to turn off this option (the field name will change to **Exact legal**s) before clicking the **Add** button.

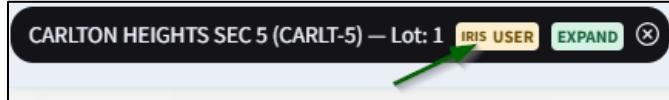


8. To search for multiple subdivisions (or multiple Lots, Blocks, and/or Outlots) in one search, select each subdivision value then click **Add** after entering each one. The search results will return records for all subdivision values added.



a. Click the **X** to remove any of the parcel numbers you have added. To remove all of the parcel numbers you have added, click the **Delete All** option.

9. To apply any alias names for subdivisions you have created in IRIS (if the county has enabled IRIS), click either the **County** or **User** option in the **IRIS** section of the subdivision search criteria before you click **Add**.

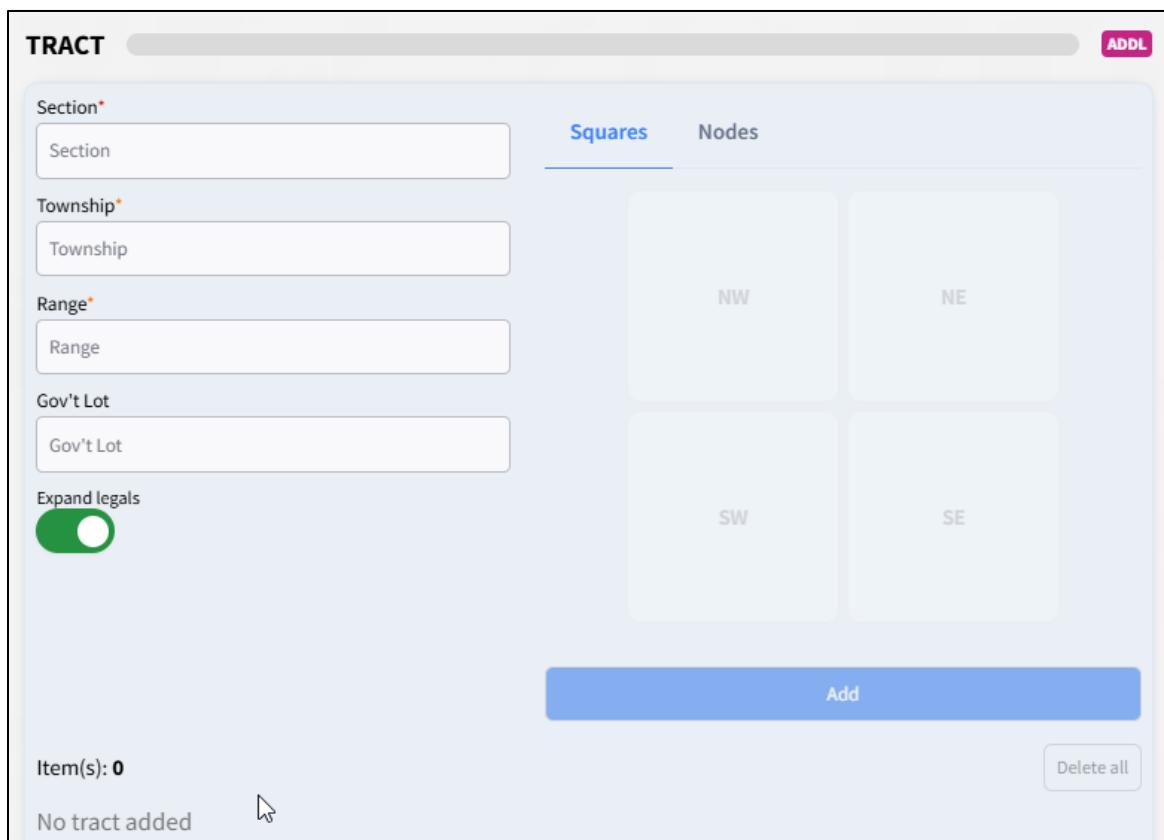


a. To apply the IRIS feature after you have clicked **Add**, click in the **IRIS** field to change the **None** value to either **County** or **User**.

b. **NOTE:** All IRIS alias subdivision names previously created in the Desktop version of Laredo will be available to utilize in Laredo Anywhere. See page 49 for a full description of **IRIS**.

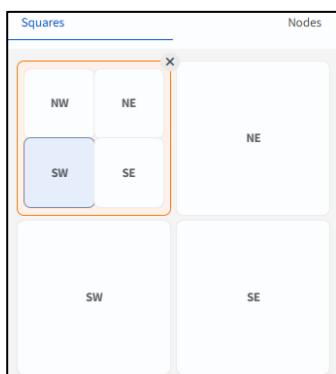
TRACT

1. To search by tract (unplatted land), scroll down the criteria screen to the **Tract** section.



The screenshot shows the 'TRACT' search interface. On the left, there are input fields for 'Section', 'Township', 'Range', and 'Gov't Lot'. Below these is a toggle switch labeled 'Expand legals'. On the right, there is a 'Squares' section with a 1x4 grid of quarter sections: NW, NE, SW, and SE. The 'Add' button is highlighted in blue at the bottom right. At the bottom left, it says 'Item(s): 0' and 'No tract added'.

2. Enter the appropriate values in the **Section**, **Township**, and **Range** fields (and **Gov't Lot** field, if applicable).
 - a. **NOTE:** If a county indexes the directionals ("N", "S", "E", "W") along with the numeric values in the **Township** and **Range** fields, you can enter those directional values after the numbers in these fields.
3. To narrow your search to a particular quarter section, click the desired **Quarter** section in the **Squares** section.



4. If you wish to narrow the search to two quarter sections, click the second **Quarter** section within the first selected quarter section.

5. To narrow your search to three quarter sections, click the third **Quarter** section within the second selected quarter section.

6. To clear any of the selected quarter sections, click the **X** in the upper corner of the quarter section.



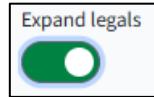
7. To select a half section, click the two quarter sections that constitute the half section.

NOTE: Many counties do not index the Quarter-Quarter-Quarter values so it is typically recommended to NOT select a third quarter value.

8. When all values have been entered and selected, click **Add**.
9. Click **Run** at the top of the search screen to run the search.

ADDITIONAL TRACT SEARCH TIPS

10. **EXPAND LEGALS:** With the **Expand** legal option checked on (green), a search for a particular section, township, and range and quarter section(s) will return results for the specific values entered as well as documents in which there were no quarter sections indexed.



a. To limit the search results to only display records indexed with the specific quarter sections entered, click the **Expand** legal field to turn off this option (the field name will change to **Exact** legal) before clicking the **Add** button.



11. To search for multiple tract values in one search, enter and select each value then click **Add** after entering each one. The search results will return records for all tract values added.

Item(s): 2	<input type="button" value="Delete all"/>
NW S: 5 – T: 13 – R: 5 EXPAND <input type="button" value="X"/>	NW S: 5 – T: 13 – R: 6 EXPAND <input type="button" value="X"/>

a. Click the **X** to remove any of the tract values you have added. To remove all of the tract values you have added, click the **Delete All** option.

ADDRESS

1. To search by address, scroll down the criteria screen to the **Address** section.

ADDRESS		
You can search by any field, no requirements, just enter a value in any of the fields		
House number	Street pre-directional	Street name/number
<input type="text" value="Enter house Number"/>	<input type="text" value="Enter street pre-directional"/>	<input type="text" value="Enter street name/number"/>
Unit	City	Zip
<input type="text" value="Enter unit"/>	<input type="text" value="Enter city"/>	<input type="text" value="Enter zip"/>
IRIS		
<input type="radio" value="County"/> County	<input type="radio" value="User"/> User	<input type="radio" value="None"/> None
<input type="button" value="Add"/>		
Item(s): 0	<input type="button" value="Delete all"/>	
No address added		

2. Enter as much of the street address as you wish in the appropriate address fields.
3. Click **Add**.
4. Click **Run** at the top of the search screen to run the search.

ADDITIONAL ADDRESS SEARCH TIPS

5. The **Street pre-directional** field is utilized for any directions (East, North, E, N, etc.) that precede a street name.
6. If you are uncertain of the exact format of the indexed address, you can enter the wildcard (%) before, after, or in the middle of any value you enter in any of the address fields. For example:

a. If you are uncertain if the street name (or number) was spelled out or abbreviated, you can enter a % in the middle of the name (e.g., "456 Pat%erson"). There is an unseen wild card automatically added at the end of any value entered in the **Street name/number** field.

- b. Similarly, you can enter the % symbol anywhere in the **City** field if you are uncertain of the spelling of a city name. You can also enter the % symbol only in the **City** field if you are uncertain which city may have been indexed.
- 7. To search for multiple addresses in one search, enter each address then click **Add** after entering each one. The search results will return records for all addresses added.

Item(s): 2

123 Main Street Noblesville IRIS COUNTY  **501 Maple Lane Noblesville IRIS COUNTY **

Delete all

- a. Click the **X** to remove any of the addresses you have added. To remove all of the addresses you have added, click the **Delete All** option.
- 8. To apply any alias names for street names you have created in IRIS (if the county has enabled IRIS), click either the **County** or **User** option in the **IRIS** section of the Address search criteria before you click **Add**.
 - a. To apply the IRIS feature after you have clicked **Add**, click in the **IRIS** field to change the **None** value to either **County** or **User**.
 - b. **NOTE:** All alias **Street Names** previously created in the Desktop version of Laredo will be available to utilize in Laredo Anywhere. See page 49 for a full description of **IRIS**.

ASSOCIATED DOCUMENTS

1. To search by associated document number, scroll down the criteria screen to the **Address** section.

ASSOCIATED DOCUMENTS **ADDL**

Document name*
Enter a document name

Add

You can add multiple entries at once by delimiting each with a comma eg. 'item1, item2, item3'

Item(s): 0

Delete all

No associated documents added

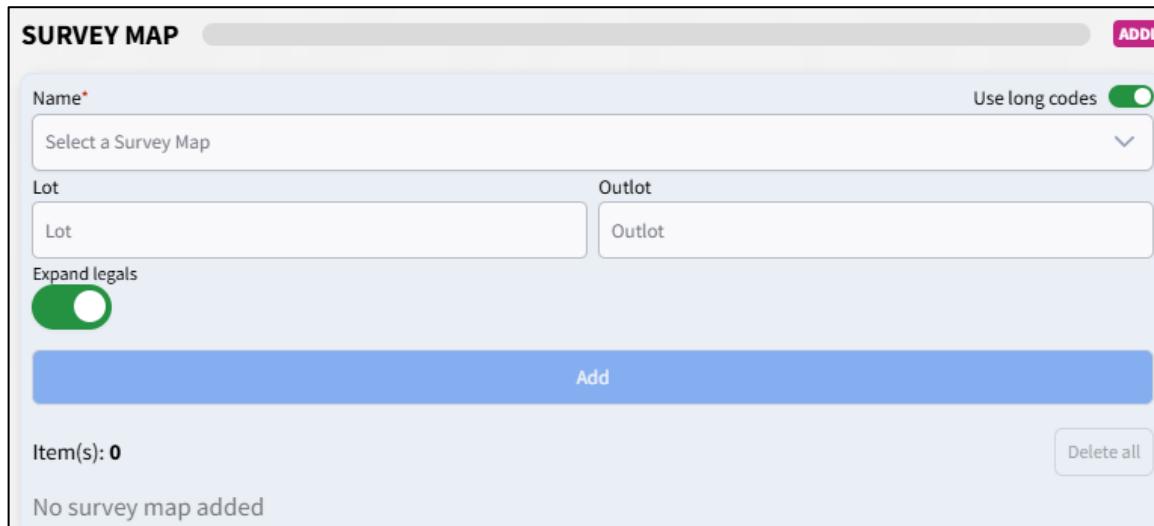
2. Enter the document number that was indexed as an associated (related, reference) document number in the **Document name** field.
3. Click **Add**.
4. Click **Run** at the top of the search screen to run the search.

ADDITIONAL ASSOCIATED DOCUMENT SEARCH TIPS

5. To search for multiple associated document numbers in one search, enter each document number in the **Document Name** field separated by a comma then click **Add**. The search results will return records for all associated document numbers added.

CERTIFIED SURVEY MAP (CSM)

1. To search by certified survey map (CSM) or municipality, scroll down the criteria screen to the **Survey Map** section.



SURVEY MAP

Name* Use long codes

Select a Survey Map

Lot Outlot

Expand legals

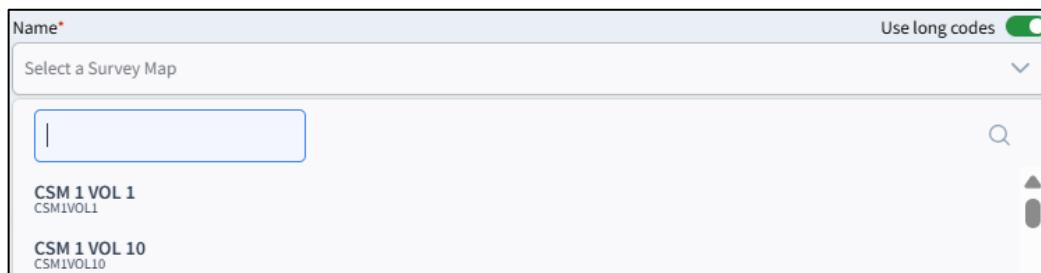
Add

Item(s): 0 Delete all

No survey map added

NOTE: Not every state utilizes this field for indexing (most Wisconsin Registers of Deeds index the certified survey maps in this field). Also, some states utilize this field for indexing municipalities, cities, townships, etc.

2. To select CSM, click in the **Name (Select a Survey Map)** field; a list of CSMs (or municipalities, townships, etc.) will display. You can either scroll down the list of CSM names with the mouse wheel or **Down Arrow** on the keyboard then select the desired CSM or you can filter the list by typing a few letters of the desired CSM name in the search field; a list will display all CSMs that match the characters entered.



Name* Use long codes

Select a Survey Map

|

CSM 1 VOL 1
CSM1VOL1

CSM 1 VOL 10
CSM1VOL10

- a. To select the CSM by the CSM short code, click the **Use long codes** toggle to change the option to **Use short codes**. The CSMs will then be listed in the **Name** field by short code.
- b. **NOTE:** In counties that index municipality or township (or similar) names in the CSM field, the **CSM List** will display municipality, township, etc. names that have been indexed.
3. Once you have selected the appropriate CSM, if you wish to narrow your search to a particular **Lot** and/or **Outlot** value, enter the values in these fields.
4. Click **Add**.
5. Click **Run** at the top of the search screen to run the search.

ADDITIONAL CSM SEARCH TIPS

6. **EXPAND LEGALS:** With the **Expand legals** option checked on (green), a search for a particular CSM Lot and/or Outlot will return results for the specific values entered as well as documents in which there were no Lots or Outlots indexed.



- a. To limit the search results to only display records indexed with the specific Lot and/or Outlot entered, click the **Expand legals** field to turn off this option (the field name will change to **Exact legals**) before clicking the **Add** button.

7. To search for multiple CSM names (or multiple Lots and/or Outlots) in one search, enter each CSM value then click **Add** after entering each one. The search results will return records for all CSM values added.

Item(s): 2

CSM: CSM 1 VOL 12 (CSM1VOL12) — Lot: 1 **EXACT** **X**
CSM: CSM 1 VOL 9 (CSM1VOL9) — Lot: 2 **EXACT** **X**

Delete all

- a. Click the **X** to remove any of the CSM values you have added. To remove all of the CSM values you have added, click the **Delete All** option.

ACCESS CODES

Laredo Anywhere now includes a section related to searching for shielded documents. This section, titled “**Access Codes**”, is located in the lower section of the Classic search criteria screen:

ACCESS CODES **CORE**

Access code* What is an access code?

Enter an access code

Add

You can add multiple entries at once by delimiting each with a comma eg. 'item1, item2, item3'

Item(s): 0

No access codes added

Delete all

The functionality of searching utilizing access codes will be described in a future version of the Laredo Anywhere manual.

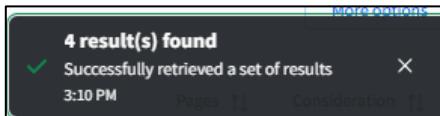
SEARCH RESULTS – THE BASICS

The search results grid that displays when a search is run will initially display a summary of the index data for the documents that match the search criteria entered. (NOTE: The search results rows and columns may display in a different arrangement than is shown in the image above in the county in which you are searching. See the **TEMPLATES** section on page 39 for details on customizing your search results display.)

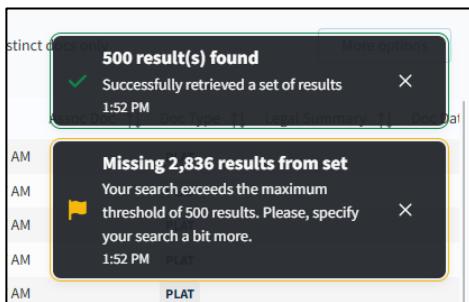
When a search has been run, the number of results returned will display in the upper left corner of the search results grid.



Also, a message similar to the following will display in the upper right corner of the Laredo search results.

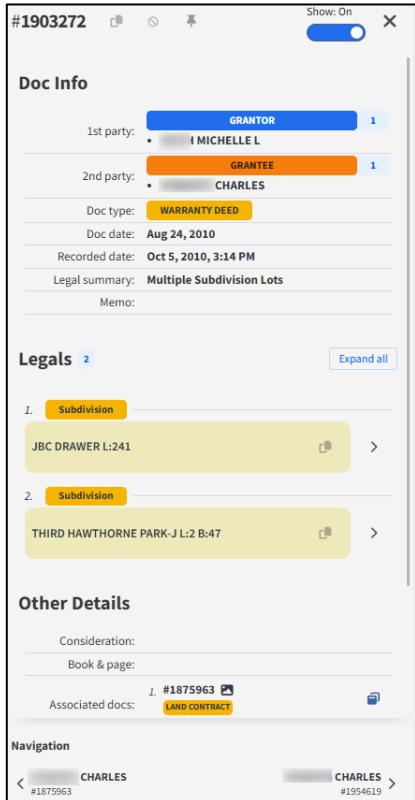


NOTE: There is a maximum number of search results that will display in the Laredo search results. This maximum number varies per county. If your search exceeds the maximum number of results allowed in a search, the results will display the maximum number of results allowed and a message similar to the following will display:



You may wish to narrow your search criteria to more specific parameters in order to view a number of results that fits within the maximum number allowed.

1. With the search results displaying, to view more columns to the right on the screen, click and drag the **scroll bar** at the bottom of the results grid (identified by the green arrow in the image on the previous page). You can also scroll down the page by dragging the **scroll bar** along the right side of the grid or utilizing the **scroll wheel** on your mouse.
2. To scroll through each page of results one page at a time, click the **Page Arrow** at the bottom of the grid (identified by the blue arrow in the image on the previous page). Click the **Double Page Arrow** to navigate to the last or first page of results.
3. To **view the index data** details for any document, click anywhere on the document's row in the results grid. All index data for the document will display in the **Doc Info** panel on the left side of the results grid.

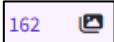


NOTE: The row for any document result that has been clicked will be highlighted to notify you that you have viewed the details of the particular document.

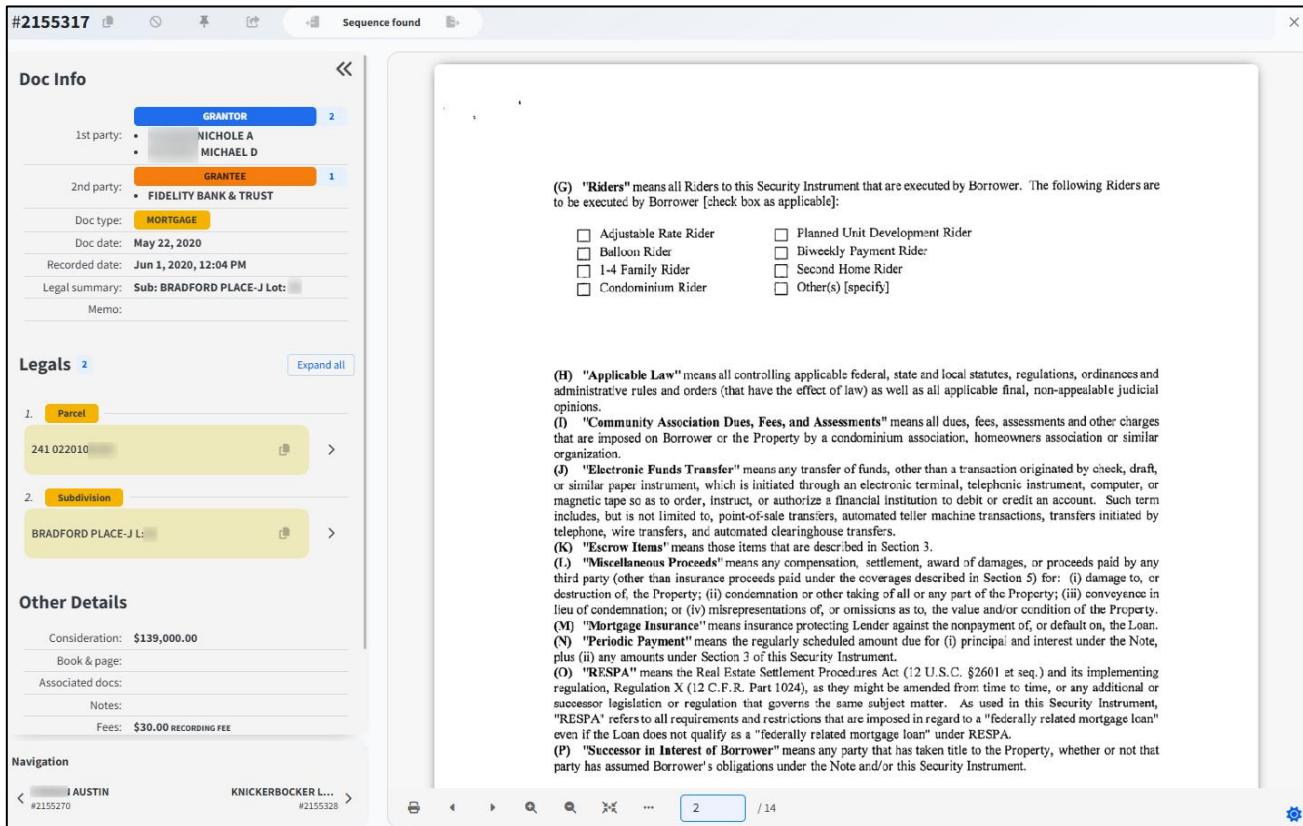
4. Click and drag the **scroll bar** on the right side of this panel (or roll the mouse wheel) to view additional data at the bottom of the panel.
5. To navigate to the document index data for the previous or next document in the search results, click the **Left or Right Arrow** in the **Navigation** box at the bottom of the **Doc Info** panel.



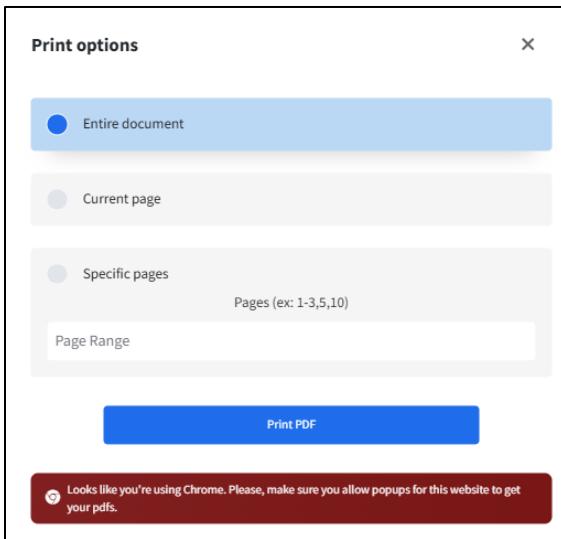
- a. You can also scroll through the search results rows by clicking on a row then pressing the **Down** or **Up Arrow** on the keyboard to highlight rows below or above the selected row and display the **Doc Info** panel for each highlighted row.

6. Click the **X** in the upper right corner of the **Doc Info** panel to close the panel and display the **Criteria** panel.
7. To **view a document image**, either click the image icon on the left side of the desired row or double click anywhere on the document's row in the results grid. 

The **Navigation** and **Doc Info** (document index details) panels will display on the left side of the screen and the image will display on the right. (See the image on the next page.)



8. Click the **Right** or **Left Arrow** at the bottom of the image to scroll through the pages.
9. To print the image, click the **print** icon at the bottom of the image. The **Print options** dialogue box will display:



- a. Click **Entire document** or **Current page** or click the **Specific pages** option then enter the page, pages, or page range you wish to print.
- b. Click **Print PDF**. A print dialogue box will display. The specific print dialogue box that opens will be determined by the web browser in which you are running Laredo Anywhere.
- c. Print the image(s) utilizing the functionality of the print dialogue box in which the image displays.

NOTE: Depending on the web browser you are using, the **Print options** dialogue box may display a message at the bottom regarding enabling popups in order to print images.

10. To close the image, click the **X** in the upper right corner of the image or press the **ESC** key.

11. The criteria that was entered for the search will display in the **Criteria** panel along the left side of the results screen. (If the image is not displaying, you may need to close the **Doc Info** panel to view the **Criteria** panel.)

The Criteria panel displays the following search results:

- Parties:** sullivan, g (EXACT OFF), IRIS COUNTY
- Document info:** Document date: Thursday, January 1, 2015 — Sunday, November 16, 2025
- Additional criteria:** Subdivision: ABBOTT COMMONS SEC 3 (ABTCMNS-3) — Lot: 2, IRIS COUNTY (EXPAND)
- Access codes:** Item(s): 0

a. The **Criteria** panel will display the following information:

- The number of search **Results** returned
- Any **Parties** that were entered as search criteria (if applicable).
- The document recording date range that was entered as criteria (if applicable) will display in the **Document info** section.
- Any legal descriptions or Book-Page values that were entered as criteria (if applicable) will display in the **Additional criteria** section.
- Any **Access codes** that may have been entered in the criteria screen. (NOTE: Access codes are not utilized in all counties.)

12. To increase the number of search results rows that display per page (the default number of rows per page is 50), click and hold the **Blue Square** in the **Rows per page** field at the top of the results grid and drag the square to the right until the desired number of rows displays in the green box.



13. To reset the number of rows per page back to 50, click the **Reverse Arrow**.

The Laredo Anywhere search results will default to 50 rows per page for each search. You can set this number of rows to default to a different number by dragging the blue square to the desired number then setting up (or modifying) a results template. See the **TEMPLATES** section on page 39 of this manual for details on setting up a search template.

14. To run a new search, click the **New search** bar in the **Navigation** panel. (NOTE: If the **Doc Info** panel is open, you will need to first click the **X** in the upper right corner of the **Doc Info** panel to display the **Criteria** panel.)

The Navigation panel includes the following buttons:

- New search** (highlighted in blue)
- Edit search**
- Save search**

When **New Search** is clicked you will return to the search criteria screen. All existing criteria will be cleared and you can run a new search.

15. To return to the search criteria screen to modify the existing search criteria, click the **Edit search** bar in the **Navigation** panel. You will return to the search criteria screen with all existing criteria still in the fields.

NOTE: If you select the **Edit search** option and return to the criteria screen then wish to view the results screen again without re-running a search, click the **Back to results** arrow in the upper right corner of the criteria screen.

[Back to results >](#)

16. Click the **Save search** bar to save this search to be notified if a document is recorded at a later time that matches the criteria entered for the current search. See pages 41 and 47 for more details about the **Save search** function.

NOTE: See page 38 for a description of the **Doc preview** function.

See **SEARCH RESULTS – DETAILS** below for more details on viewing images and data in the search results.

SEARCH RESULTS – DETAILS

Navigation										
New search		Refine search		Column visibility		Group by column		Templates		Rows per page — 200
1	Doc number ↑↑	Party ↑↑	Doc type ↑↑	Recorded date ↑↑	Book & page ↑↑	Assoc doc ↑↑	Legal summary ↑↑	Considerations		
1	2025049419	HAMILTON COUNTY COMMISSIONERS + GRANTEE	DEED WARRANTY	Nov 14, 2025, 8:30:17 AM	2011048212	DEED	S: 7 T: 20 R: 5 Q: NE	\$12,350		
2	2025046555	HAMILTON COUNTY COMMISSIONERS + SIDE2	EASEMENTS	Oct 28, 2025, 12:20:22 PM	2020049724	DEED WARRANTY	S: 21 T: 18 R: 4 Q: NE	\$0.00		
3	2025042603	HAMILTON COUNTY COMMISSIONERS + SIDE1	EASEMENTS	Oct 3, 2025, 1:01:21 PM	2025014209	DEED WARRANTY	S: 13 T: 20 R: 3 Multiple Parcels	\$0.00		
4	2025042602	HAMILTON COUNTY COMMISSIONERS + SIDE1	EASEMENTS	Oct 3, 2025, 1:01:21 PM	2021092362	DEED WARRANTY	S: 13 T: 20 R: 3 Multiple Parcels	\$0.00		
5	2025042031	HAMILTON COUNTY COMMISSIONERS + SIDE2	EASEMENTS	Sep 30, 2025, 3:23:44 PM	2003093022	DEED WARRANTY	S: Sub: ASHTON SEC 1 Lot: 75	\$0.00		
6	2025042030	HAMILTON COUNTY COMMISSIONERS + GRANTEE	DEED QUITCLAIM	Sep 30, 2025, 3:23:44 PM	2003093022	DEED WARRANTY	S: Sub: ASHTON SEC 1 Lot: 75	\$0.00		
7	2025042029	HAMILTON COUNTY COMMISSIONERS + SIDE2	EASEMENTS	Sep 30, 2025, 3:23:44 PM	2003093022	DEED WARRANTY	S: Sub: ASHTON SEC 1 Lot: 75	\$0.00		
8	2025042028	HAMILTON COUNTY COMMISSIONERS + GRANTEE	DEED QUITCLAIM	Sep 30, 2025, 3:23:44 PM	2003093022	DEED WARRANTY	S: Sub: ASHTON SEC 1 Lot: 75	\$0.00		
9	2025042027	HAMILTON COUNTY COMMISSIONERS + SIDE2	EASEMENTS	Sep 30, 2025, 3:23:44 PM	2003093022	DEED WARRANTY	S: Sub: ASHTON SEC 1 Lot: 75	\$0.00		
10	2025042026	HAMILTON COUNTY COMMISSIONERS + GRANTEE	DEED QUITCLAIM	Sep 30, 2025, 3:23:44 PM	2003093022	DEED WARRANTY	S: Sub: ASHTON SEC 1 Lot: 75	\$0.00		
11	2025041886	HAMILTON COUNTY COMMISSIONERS + GRANTOR	DEED QUITCLAIM	Sep 30, 2025, 11:06:36 AM	2022057711	PLAT	S: 36 T: 19 R: 4 Multiple Parcels	\$0.00		
12	2025041884	HAMILTON COUNTY COMMISSIONERS + GRANTOR	VACATION	Sep 30, 2025, 11:06:36 AM	2006028175	DEED WARRANTY	S: Sub: GRAND MILLENNIUM Block: A	\$0.00		
13	2025040732	HAMILTON COUNTY COMMISSIONERS + SIDE2	EASEMENTS	Sep 23, 2025, 10:12:09 AM	2006028175	DEED WARRANTY	S: Sub: ASHTON SEC 3 Lot: 60	\$1,050.00		
14	2025040731	HAMILTON COUNTY COMMISSIONERS + SIDE2	EASEMENTS	Sep 23, 2025, 10:12:09 AM	2021047284	DEED WARRANTY	S: Sub: ASHTON SEC 3 Lot: 70	\$0.00		
15	2025040730	HAMILTON COUNTY COMMISSIONERS + GRANTEE	DEED WARRANTY	Sep 23, 2025, 10:12:08 AM	20220318170	DEED T.O.	S: 23 T: 18 R: 4 Q: NE	\$2,400.00		
16	2025039551	HAMILTON COUNTY COMMISSIONERS + SIDE1	EASEMENTS	Sep 15, 2025, 3:27:44 PM	2025038322	DEED WARRANTY	S: 21 T: 18 R: 5 Multiple Parcels	\$0.00		
17	2025036373	HAMILTON COUNTY COMMISSIONERS + GRANTEE	DEED WARRANTY	Aug 27, 2025, 12:04:49 PM	2000049042	DEED WARRANTY	S: 2 T: 18 R: 4 Q: SW	\$0.00		
18	2025036007	HAMILTON COUNTY COMMISSIONERS + SIDE2	EASEMENTS	Aug 26, 2025, 8:37:25 AM	2009073271	DEED WARRANTY	S: Sub: ASHMORE TRACE Lot: 5	\$0.00		
19	2025036006	HAMILTON COUNTY COMMISSIONERS + SIDE2	EASEMENTS	Aug 26, 2025, 8:37:24 AM	2014049811	DEED WARRANTY	S: Sub: ASHTON SEC 3 Lot: 63	\$0.00		
20	2025034794	HAMILTON COUNTY COMMISSIONERS + SIDE1	EASEMENTS	Aug 19, 2025, 8:04:32 AM	2021032716	DEED WARRANTY	S: 12 T: 18 R: 5 Multiple Parcels	\$0.00		
21	2025033362	HAMILTON COUNTY COMMISSIONERS + GRANTEE	DEED WARRANTY	Aug 12, 2025, 2:35:58 PM	2006010066	DEED QUITCLAIM	S: 29 T: 19 R: 6 Multiple Parcels	\$6,050.00		

IMAGE & PRINT CONTROLS

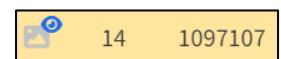
An image icon will display on the left side of any search results row if the document has an image.



- To view a document image, click on the image icon or double click anywhere on a document row.

- The image icon will display a blue eye symbol when an image has been viewed.

The **Navigation** and **Doc Info** (document index details) panels will display on the left side of the screen and the image will display on the right.

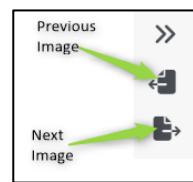


full compensation for the possession and use of the Land identified in this Agreement. The County will be entitled to take possession and use of the Land upon the execution of this Agreement. The parties agree that the sum will be deducted from any final settlement amount, award or verdict. In the event the final award or verdict for the Land is less than the amount the County has paid for possession and use of the Land, then the Grantor agrees that the original amount tendered represents an overpayment and that the County is entitled to seek a refund. The County shall pay the Grantor within 45 days of receiving the Grantor's W-9 and signed voucher.

5. The Grantor is permitted to donate the identified Land for the amount the appraised value of the Land and any such donation would take place of any compensation provided by this Agreement but will not affect the date established in sentences 3 and 4 of this Agreement.
6. The undersigned represents and warrants that they are the true landowner of the Land in question; that they are, therefore, fully authorized and empowered to convey to the County the real estate of the Grantor, and that on the date of execution of said conveyance instrument they had full authority to so act; and that all necessary company action for the making of this conveyance has been duly taken.
7. It is agreed that the County shall record this document.

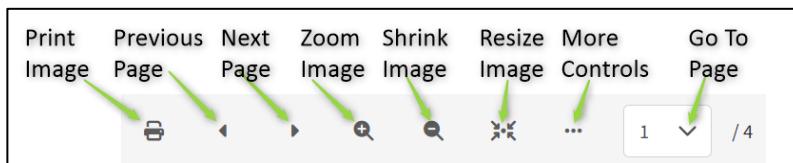
2. To view the image in a larger view, click the double Arrow in the **Doc Info** panel to collapse this panel. A small shortcut icon panel will display in the upper left corner of the image window.

- a. To reopen the **Doc Info** panel, click the small double Arrow in the icon panel in the upper left corner of the image window.
- b. To view the image of the previous or next document in the search results, click the **Previous image** or **Next image** icon in this panel.



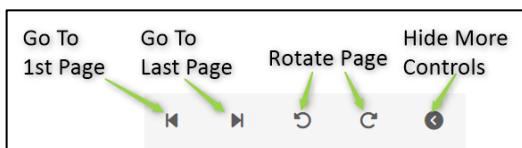
3. To print the image, click the **print** icon at the bottom of the image. See page 26 above for more details regarding printing images.

4. The following **image controls** are available at the bottom of the image:



- a. To navigate to a particular page of the document, either click the **Up** or **Down Arrow** in the "Go To Page" field or click after the page number in the field, backspace over the displayed number then type the page you wish to navigate to.

- b. Click the **More Controls** option to display the following additional image controls:

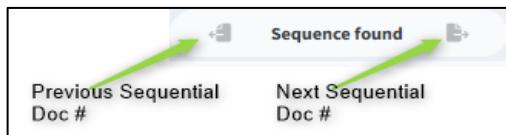


5. The following **Controls** are available in the toolbar in the upper left corner above the image:

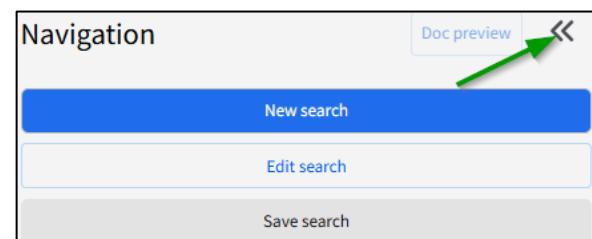


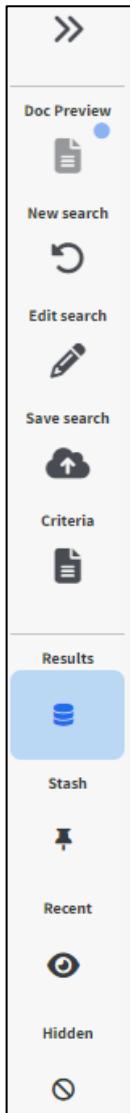
- a. **Copy Doc #:** Click the **Copy document number** icon to copy the document number in order to paste it into any notes you may be taking on your computer or to paste it into the document number field for a new search.
- b. **Hide Document:** Click the **Hide document** icon to hide this document number from the search results grid once you close the image.
 - i. You can also hide a document from the search results grid by right clicking on the document row then clicking **Hide**.
- c. **Toggle Pinned:** See the **PIN DOCUMENTS** section on page 42 of this manual for a description of this feature.
- d. **Open Doc in new window:** Click the **Open document in new window** icon to open the current image in a new window on your computer. This feature will allow you to view the image in a separate browser window so you can carry out other functions in Laredo with the image still open in another window. Also, if you utilize multiple monitors, you can drag the image to another monitor or tile the image with other images if your monitor allows for this functionality.

NOTE: This can be repeated multiple times if you wish to have multiple document images open at the same time.



- e. **Sequence found:** To view the image of the previous document number (sequential document number), whether the document is listed in the search results or not, click the **Left Arrow** in the **Sequence found** field in the toolbar. To view the image of the next sequential document number, click the **Right Arrow** in the **Sequence found** field.
- 6. To view the **image** and **Doc info** panel (if it has not been closed already) **full-screen**, click the double **Arrow** in the upper right corner of the **Navigation** panel. The shortcut bar showing below will display.





The following function icons in this shortcut bar are available when viewing the image full-screen:

- a. Click the **Expand Panel Arrow** icon at the top of the bar to display the **Navigation** panel.
- b. Click **New search** to close the image and return to the search criteria screen to run a new search.
- c. Click **Edit search** to close the image and return to the search criteria screen with the original criteria still listed.
- d. **Save search:** See pages 41 and 47 for a description of the **Save search** function.
- e. Click **Criteria** to display a dropdown box in which the criteria entered for the search will display.

The rest of the function icons showing in this shortcut bar are disabled when viewing an image full-screen. See the **MODIFYING & PRINTING SEARCH RESULTS** on page 32 for a description of these additional function icons.

VIEWING ASSOCIATED (REFERENCE) DOCUMENT IMAGE

If a document in the search results has a reference document number associated with it, you can view the image of the associated document without running a separate search for this document. The associated document number will be listed in the **Assoc Doc** column followed by the document type of the associated document number.

44		2022021012	STEPHEN E > BORROWER	MORTGAGE	Apr 26, 2022, 2:18:46 PM	2020010121 DEED QUITCLAIM +2
45		2022020091	STEPHEN E > GRANTEE	RELEASE	Apr 21, 2022, 10:33:42 AM	2021031311 MORTGAGE

1. To view the image of an associated document, click anywhere on the row in which the associated document is listed in the **Assoc Doc** column. The **Doc Info** panel will display on the left side of the search results grid.

#2022021012

Doc Info

2nd party: **LENDER** 1
• AMERICAN ADVISORS GROUP

Doc type: **MORTGAGE**

Doc date: **Apr 8, 2022**

Recorded date: **Apr 26, 2022, 2:18 PM**

Legal summary: **Sub: CENTENNIAL**

Memo:

Legals 1 Expand all

1. **Subdivision**
CENTENNIAL

Other Details

Consideration: **\$502,500.00**

Book & page:

Associated docs:

- 1. 2020010121 **DEED QUITCLAIM**
- 2. 2025004209 **RELEASE**
- 3. 2024033144 **ASSIGNMENT**

2. Click the document number in the **Associated docs**: section of the **Doc Info** panel (identified by the green arrow in the image on the left). The image of the associated document will display in an **Associated Document Image** window (see the image on the next page).

3. If there are multiple associated documents listed in the **Assoc Doc** column, one of the associated document numbers will be listed in the **Assoc Doc** column of the search results grid followed by the number of additional associated document numbers.

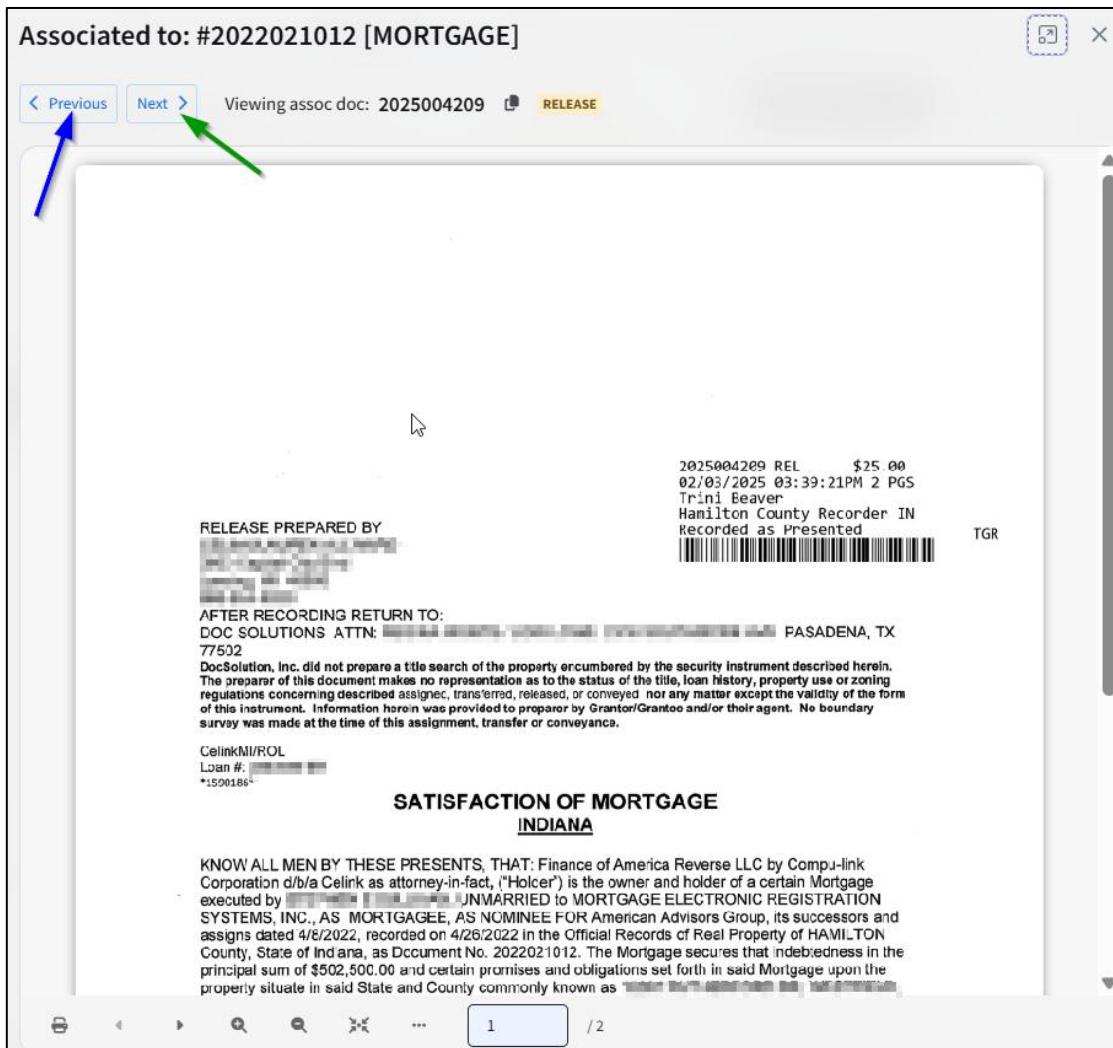
2020010121 DEED QUITCLAIM +2	Sub: CEN
2021031311 MORTGAGE	
1. 2025004209	
2. 2024033144	

- a. To view the additional associated document numbers, hover the mouse over the number next to the document type to display a list of these document numbers.

4. To view the image of any of the associated document numbers, click anywhere on the row in which the associated document is listed in the **Assoc Doc** column. The **Doc Info** panel will display on the left side of the search results grid.

- a. All of the associated document numbers will be listed in the **Associated docs**: section of the **Doc Info** panel that displays (see the image on the left).
- b. Any associated document number for which there is an image available will display an image icon next to the number.

5. Click any associated document number to view the image of that document; the image will display in the associated document image window shown below.

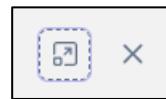


6. See page 27 above for a description of the image navigation bar at the bottom of the image.

7. If there are multiple associated documents listed in the **Associated docs:** section of the **Doc Info** panel, click the **Next** button (identified by the green arrow in the image above) in the upper left corner of the image window to display the image of the next associated document in the list. Click the **Previous** button (identified by the blue arrow in the image above) in the upper left corner of the image window to display the image of the previous associated document (if there is one) in the list.

8. To view the image full-screen, click the full screen option button in the upper right corner of the image window.

9. Click the **X** in the upper right corner of the image window (or press the **Esc** key) to close the image of the associated document.



MODIFYING & PRINTING SEARCH RESULTS

VIEWING & PRINTING SEARCH RESULTS FULL-SCREEN

#	Doc number	Party	Doc type	Recorded date	Book & page	Assoc doc	Legal summary
1	2025053180	SULLIVAN KATE S • GRANTEE	RELEASE	Dec 8, 2025, 2:56:43 PM	2022020585	MORTGAGE	Sub: S
2	2025053180	SULLIVAN JOHN M • GRANTEE	RELEASE	Dec 8, 2025, 2:56:43 PM	2022020585	MORTGAGE	Sub: S
3	2025052806	SULLIVAN KATE S • GRANTEE	RELEASE	Dec 4, 2025, 4:15:05 PM	2020021025	MORTGAGE	
4	2025052806	SULLIVAN JOHN M • GRANTEE	RELEASE	Dec 4, 2025, 4:15:05 PM	2020021025	MORTGAGE	
5	2025052753	SULLIVAN KATE • GRANTOR	DEED WARRANTY	Dec 4, 2025, 2:09:34 PM			Sub: S
6	2025052753	SULLIVAN JOHN M • GRANTOR	DEED WARRANTY	Dec 4, 2025, 2:09:34 PM			Sub: S
7	2025052608	SULLIVAN KATE S • GRANTEE	RELEASE	Dec 4, 2025, 8:20:05 AM	2024031144	MORTGAGE	
8	2025052608	SULLIVAN LINDA • GRANTEE	RELEASE	Dec 4, 2025, 8:20:05 AM	2024031144	MORTGAGE	
9	2025051235	SULLIVAN LINDA • BORROWER	MORTGAGE	Nov 25, 2025, 10:09:03 AM			Sub: V
10	2025051235	SULLIVAN RUSSELL • BORROWER	MORTGAGE	Nov 25, 2025, 10:09:03 AM			Sub: V
11	2025050672	SULLIVAN KATE S • GRANTOR	DEED WARRANTY	Nov 21, 2025, 10:03:49 AM			Sub: B
12	2025050672	SULLIVAN JOHN M • GRANTOR	DEED WARRANTY	Nov 21, 2025, 10:03:49 AM			Sub: B
13	2025050305	SULLIVAN DAVID • GRANTEE	LIEN	Nov 20, 2025, 8:20:35 AM			Sub: B
14	2025048318	SULLIVAN HOME LOANS LLC • LENDER	MORTGAGE	Nov 7, 2025, 10:02:17 AM			Sub: S
15	2025047348	SULLIVAN HOME LOANS • LENDER	MORTGAGE	Nov 3, 2025, 8:24:08 AM			Sub: B
16	2025045595	SULLIVAN HOME LOANS LLC • LENDER	MORTGAGE	Oct 23, 2025, 11:59:45 AM			S: 22
17	2025044557	SULLIVAN RYAN CODY • BORROWER	MORTGAGE	Oct 16, 2025, 3:12:34 PM			Sub: N
18	2025044556	SULLIVAN RYAN CODY • GRANTEE	DEED WARRANTY	Oct 16, 2025, 3:12:34 PM			Sub: N

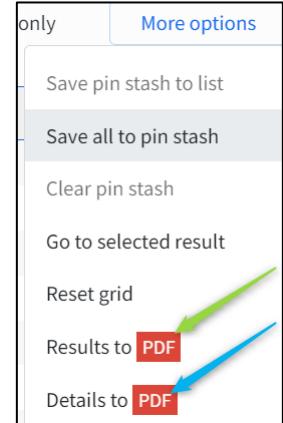
1. To view the **search results grid full-screen**, click the double Arrow in the upper right corner of the **Navigation** panel.



- a. The **Navigation** panel will close and the shortcut bar shown on page 29 will display along the left side of the screen. See page 29 for a description of the shortcut icons in the upper portion of the shortcut bar.
- b. See the **NAVIGATION PANEL – MORE DETAILS** section on page 38 and the **PIN DOCUMENTS** section on page 42 for a description of the **Results**, **Pin Stash**, **Recently viewed**, and **Hidden** functions.
2. To **Print the search results**, click the **More options** button in the upper right corner of the print results then click **Results to PDF** (identified by the green arrow in the image on the right). A PDF document displaying the search results will download in your web browser.

NOTE: The printed results will display essentially what is seen on the screen so make sure to order and group the rows and columns on the screen as you wish (and hide any rows you do not wish to display in the print) to view them in the results that are printed. See the sections below for details of these functions.

3. To print a detailed report of the documents in the search results, click the **More options** button then click **Details to PDF** (identified by the blue arrow in the image on the right). A PDF document displaying the search results details will download in your web browser.

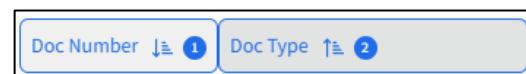


COLUMN SORT



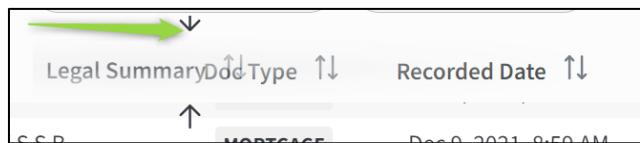
#	Doc Number	Party One	Party Two	Recorded Date	Assoc Doc	Doc Type
5	1097014	ANTHONY	EQUITABLE BANK S S B	Dec 2, 2021, 9:57 AM	No Assoc Docs	MORTGAGE
6	1097015	EQUITABLE BANK S S B		Dec 2, 2021, 12:53 PM	No Assoc Docs	MORTGAGE
7	1097016	EQUITABLE BANK S S B	KOHLENBERG, ANTHONY	Dec 2, 2021, 2:03 PM	No Assoc Docs	MORTGAGE

1. To sort by any column in the search results, click the **column header** for that column. The blue arrow will point up to identify that the column is sorted in ascending order. To reverse the sort order, click the column header again – the arrow will point down.
2. To sort by multiple columns, click the header of the first column you wish to sort by, press and hold the **CTRL** key on the keyboard then click the header of the second column you wish to sort by. You can repeat this process to sort by more than two columns. If you sort by more than one column, the order the columns in which the columns are sorted will be identified by a number in a blue circle in the column header.



COLUMN ORDER

1. Laredo Anywhere allows a user to order the results columns in any order. To reorder the display of the columns, click and hold any **column header** (e.g., "Party One," "Assoc Doc," "Doc Type", etc.) then drag the column to the desired location. When you see the **double arrows** positioned in the correct placement, release the mouse.
2. You can move as many columns as you wish. When a new search is executed, the columns will return to the default display order.



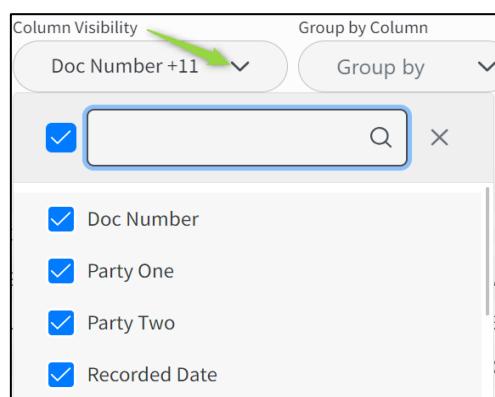
See the section titled **TEMPLATES** section on page 39 of this manual for a detailed description of how to set up customized templates for your search results.

COLUMN VISIBILITY & RESIZE



1. To remove (**hide**) columns from the Search Results grid, click the **Column Visibility** dropdown arrow.
2. Uncheck any column in the list that you do not wish to display in the search results grid then click the **X** at the top of the list to close the visibility box.
3. You can also hide a column from view in the search results by right clicking on the column header then clicking the **Hide** option.

NOTE: The unchecked columns will only be hidden from view for the current search. If you run another search (a new search or an edited search), the unchecked columns will display again. See the section titled **TEMPLATES** on page 39 of this manual for a detailed description of how to set up customized templates for your search results in which you can permanently hide unwanted columns.



4. (NOTE: Additional results columns for Legal and Notes were added to Laredo Anywhere in the Fall, 2025:) To view additional columns for individual legal description and notes fields, click the **Column Visibility** dropdown arrow then check any legal fields that you would like to display in the search results grid. These newly added fields include the following:

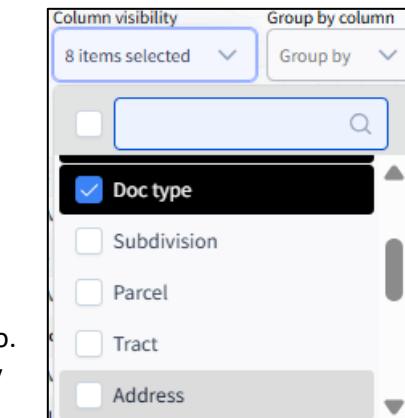
- Subdivision
- Parcel Number
- Tract
- Address
- Notes

NOTE: These individual fields are now available in Laredo Anywhere in addition to the **Legal summary** column that has always displayed in Laredo.

In this latest version of Laredo Anywhere, the **Legal summary** column may only display "Multiple Legals" (or similar) if there is more than one legal description value for a record. By adding specific legal description columns to your search results grid, you will be able to view more document details in the results grid. (As noted earlier in this manual, you can click any row in the search results to view all of the indexed data for any record in the **Doc Info** panel on the left side of the results grid.)

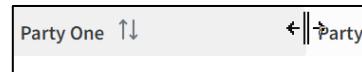
a. If there is more than one indexed value in any of these new legal description fields, one of the legal description values will be listed in the column of the search results grid followed by the number of additional legals that were indexed.

Subdivision ↑↓	Tract ↑↓
METRO PARK B:A	QQ: NE Q: SE S: 18 T: 19 R: 4 +1
METRO PARK B:A	
METRO PARK B:A	
	1. METRO PARK B:B
	2. METRO PARK RP OF BLOCK A AND B

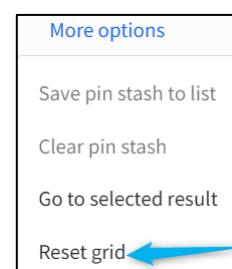


c. Once you have selected additional columns to view in the results grid, you can click and drag the column header of any column to the desired location in the grid. Once the columns are in the desired location, you can set up, or modify, your results template to set this column order as the default order for all searches. See the section titled **TEMPLATES** section on page 39 of this manual for a detailed description of how to set up customized templates for your search results.

5. To **resize** the width of a column, hover the mouse between two columns, click and drag the two-sided arrow left or right until the column is at the desired width.

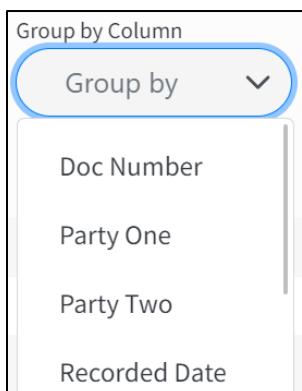


NOTE: If you move any columns to align the columns in a different order, or hide any columns utilizing the **Column Visibility** function, you can reset the results to the original view by clicking **More options** in the upper right corner of the results grid then clicking **Reset grid**.



GROUP BY COLUMN

1. To group search results by any index field column, click the **Group by Column** dropdown arrow.



2. Click the column name by which you would like to group the search results. The results will then display one row for each unique value of the column name you clicked. (See the image below.)

- a. You can also group the results by a particular column by right clicking the column header then clicking the **Group By** option.

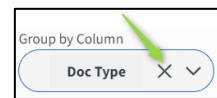
The image on the right displays the first few rows of search results grouped by **document type**. The blue box next to each document type displays the number of documents in each grouping.

#	Doc number ↑↓	Party ↑↓	Doc type ↑↓ 0
>	AFFIDAVIT (TRANSFER)	1	
>	ASSIGNMENT	1	
>	DEED	3	
>	DEED AFFD SURV	1	
>	DEED QUITCLAIM	12	

3. To view the list of documents in any group, click the **Arrow** to the left of that group name. The image below displays the three documents in the “DEED” document type group.

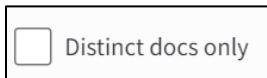
DEED	3
3	2025020632
4	2018050908
5	2006030905

4. In the rows of documents under any grouping, click any row to view the index data details of any document in the **Doc Info** panel and double click any row to view the **image** of any document (or click the image icon).
5. To collapse the list of documents under any grouping, click the **Arrow** to the left of the group name.
6. To reset the search results to the ungrouped view, click the **X** in the **Group by Column** field.



DISTINCT DOCUMENTS

When a search by any criteria other than a Party Name is done in Laredo Anywhere, the search results will display one row per party name, resulting in most documents displaying in multiple rows.



1. To remove the duplicate rows and display only one row per document in the results, click the **Distinct docs only** checkbox located on the right side of the top toolbar.

The search results will then display only one row per document. You can still click any document's row to view the index data details in the left panel and double click any document row to view the image.

Results
76 of 264

When **Distinct docs only** is checked, the number of resulting rows that now display will be listed in the **Results** field in the upper left portion of the results grid along with the original number of results listed after this number.

REFINE SEARCH BY KEYWORD

Refine search 

1. To identify documents in the search results that contain a particular description (party name, document type, legal description, etc.) that is listed in the search results, click in the **Refine by keyword** field in the **Refine search** field in the toolbar at the top of the results grid.
2. Enter any letters, words or numbers, or word phrases for which you would like to search in the results. The results will then display only the records that contain those words. For example, the image below displays the documents that contain any subdivision in the legal summary column that contains the word “Britton”.

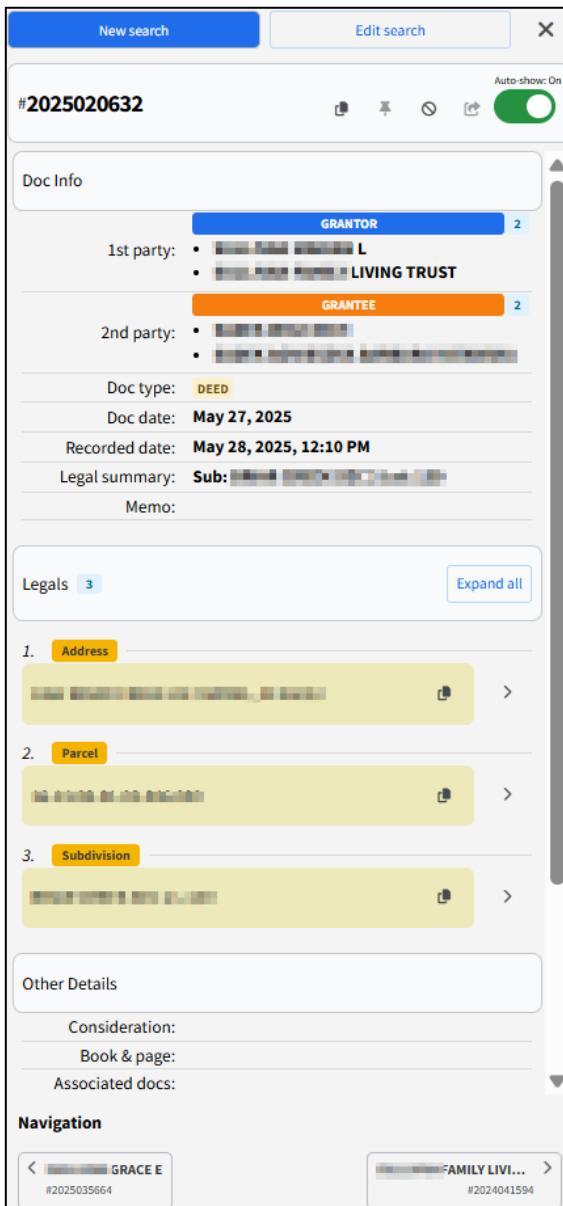
Results 3 of 94	Refine search		Column visibility	Group by column	Templates	Rows per page — 200	Distinct docs only
	BRITTON	<input type="button" value="X"/>	8 items selected	<input type="button" value="Group by"/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
#	Doc number ↑↓	Party ↑↓	Doc type ↑↓	Recorded date ↑↓	Book & page ↑↓	Assoc doc ↑↓	Legal summary ↑↓
1	 2016016639	██████████ TRUST > GRANTEE	DEED QUITCLAIM	Apr 14, 2016, 3:45:39 PM			Sub: BRITTON FALLS AREA 2 SECTION
2	 2024041594	██████████ TRUST > GRANTEE	DEED WARRANTY	Oct 31, 2024, 2:26:18 PM			Sub: BRITTON FALLS AREA 2 SECTION
3	 2016064436	██████████ TRUST > GRANTOR	DEED WARRANTY	Dec 6, 2016, 2:19:56 PM			Sub: BRITTON FALLS AREA 2 SECTION

3. The **Results** section will display the number of rows showing in the **Results** section in the upper left portion of the results.
4. To return to the original search results, click the **X** in the **Refine search** field.

NOTE: The **Refine search** function will only identify records in the search results in which the entered word(s) are listed in the actual results grid. For example, if a record includes index data for a particular legal description, but only "Multiple Legals" is listed in the Legal Summary column (in which case you would need to click the row to view the details of the index data in the left panel), the document would not display in the results grid if you entered that specific legal description in the **Refine search** field.

DOC INFO PANEL – MORE DETAILS

The **Doc Info** panel will display on the left side of the search results grid when any row in the results is clicked.

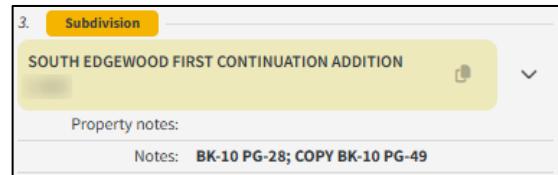


The screenshot shows the Doc Info panel for document #2025020632. The panel is divided into sections: Doc Info, Legals, Other Details, and Navigation. The Doc Info section contains fields for Doc type (DEED), Doc date (May 27, 2025), Recorded date (May 28, 2025, 12:10 PM), Legal summary (Sub: [REDACTED]), and Memo. The Legals section is expanded, showing 3 legal descriptions: 1. Address, 2. Parcel, and 3. Subdivision. The Subdivision entry is highlighted with a yellow background and contains the text 'SOUTH EDGEWOOD FIRST CONTINUATION ADDITION'. The Other Details section includes fields for Consideration, Book & page, and Associated docs. The Navigation section shows previous and next document links.

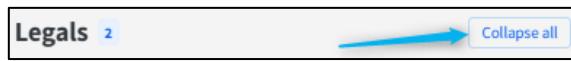
1. The number of unique Legal descriptions for the selected document will display in blue next to the **Legals** section header.



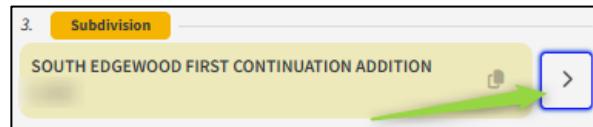
2. To expand the indexing data to reveal any additional notes that may have been indexed for any legal descriptions in the **Legals** section, click the **Expand all** button. (This button will then be labeled **Collapse all**.) Any additional legal notes will display under each legal description.



3. To hide those additional legal notes, click the **Collapse all** button.



4. To view the legal notes of any specific legal description (when the **Expand all** button has not been clicked), click the arrow on the right side of that legal description.



5. To copy any Legal description to the computer clipboard to paste into notes you may be taking on your computer, click the **Copy legal** option on the right side of any legal description in the **Doc Info** panel.



6. If you do not wish to view the **Doc Info** panel each time you click a row in the results grid, click the **Auto show: On** toggle slide to turn this feature off then click the **X** above the toggle slide to close the **Doc Info** panel.



With the toggle set to **Show: Off**, the **Doc Info** panel will not display when a row is selected in the search results grid until a new search is run.

- To reactivate the **Doc Info** panel, click the **Doc preview** button at the top of the **Navigation** panel then click the **Auto show: Off** toggle slide to reactivate the **Doc Info** panel.



NOTE: With the **Auto show: On** toggle set to the **Auto show: Off** position, results rows that are clicked will not highlight.

- If the **Doc Info** panel is displaying, click the **X** in the upper right corner of the **Doc Info** panel to close the panel and return to the **Navigation** panel.

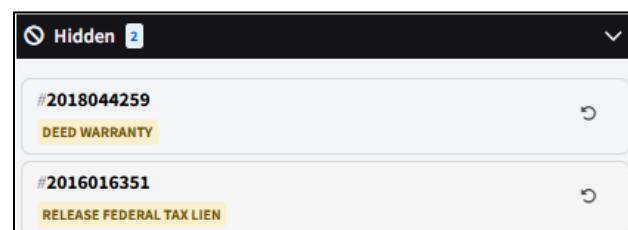
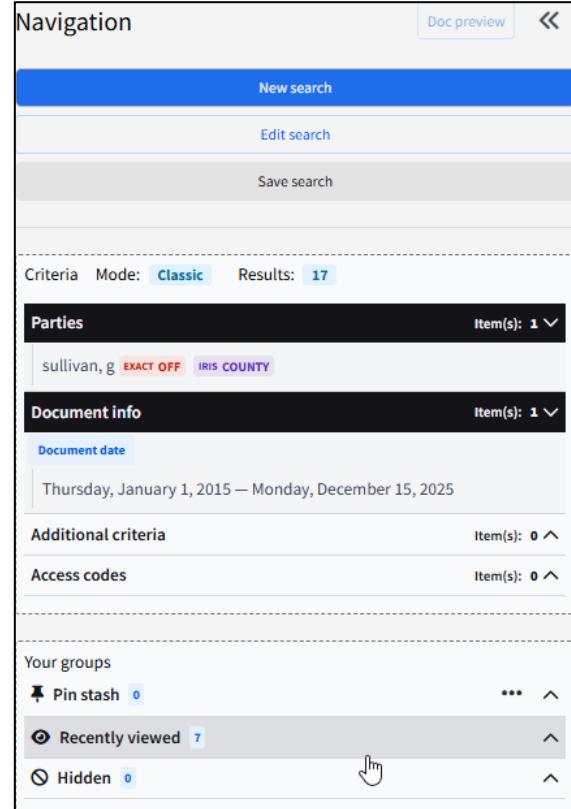
NAVIGATION PANEL – MORE DETAILS

The **Navigation** panel on the left side of the search results will display such information as the number of results returned, the criteria that was entered for a search, and other information. The **Your groups** section in the lower portion of the **Navigation** panel includes the following information:

- Pin Stash:** See the **PIN STASH** section on page 42 for details regarding the pin stash.
- Recently Viewed:** The document number and document type of all documents that have been viewed (the **image** and/or **Doc Info**) will be listed in the **Recently Viewed** section.



- To view these recently viewed documents, click the Arrow (>) next to **Recently Viewed**.
 - Click any document number in this list to view the image and index data for the document.
 - Click the **pushpin** to pin the listed document. (See the **PIN DOCUMENTS** section on page 42 for details regarding the pin stash.)
- Hidden** Documents: The document number and document type of all documents that have been hidden from the results grid will be listed in the **Hidden** section of the **Criteria** panel. (See page 28 for details regarding hiding documents listed in the search results.)
 - To view these hidden documents, click the Arrow (>) next to **Hidden**.
 - Click any document number in this list to view the image and index data for the document.
 - Click the **Circular Arrow** on the right side of each document listing in the **Hidden** window to unhide the document from the search results grid.

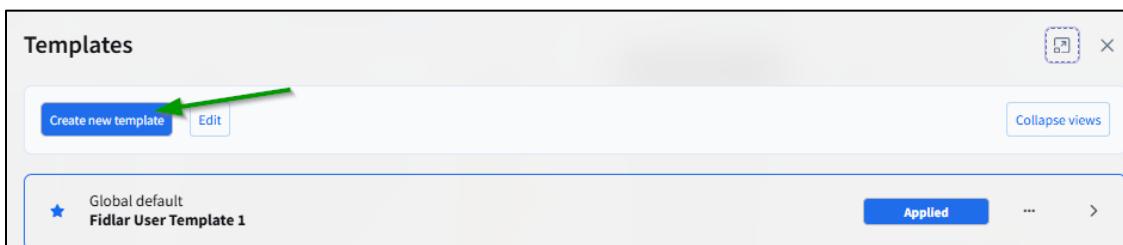


TEMPLATES

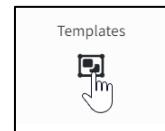
The **Templates** function in Laredo Anywhere allows for users to create and modify their own search results grid layout.

1. To set unique search results layout templates, first run a search in Laredo Anywhere.
2. In the search results grid, adjust the search results in one or more of the following ways. (**NOTE:** All of the functions listed below are explained in detail earlier in this manual.) The template will be applied after the search results have been set to the desired view.
 - a. Set the **Rows per page** to the desired number.
 - b. Ensure that the **Distinct docs only** setting is set as desired (checked or unchecked).
 - c. **Add** any columns you wish to display in the search results utilizing the **Column visibility** drop down list.
 - d. **Hide** any columns you do not wish to see in the results for this template.
 - e. **Sort** the columns as you would like them to display.
 - f. **Reorder** (drag) the columns to the desired position in the results.
 - g. Set columns to the desired **width**.
 - h. If you wish, **group** by any desired column.

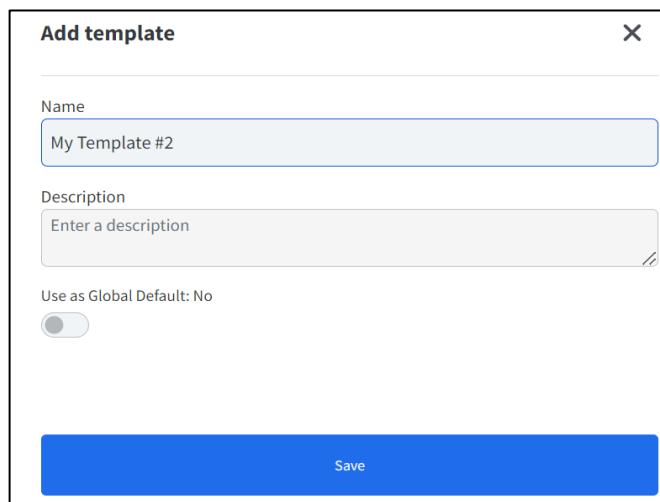
3. When the search results are set for this new template, click **Templates** on the toolbar at the top of the results grid. A screen similar to the one below will display.



The screenshot shows the 'Templates' screen. At the top, there are buttons for 'Create new template' (highlighted with a green arrow) and 'Edit'. Below this is a list of templates. The first template in the list is 'Global default Fidlar User Template 1', which is marked with a blue star. To the right of the list are buttons for 'Applied', '...', and '>'. A 'Collapse views' button is also visible.



4. Click **Create new template**. A screen similar to the one showing below will open.



The screenshot shows the 'Add template' dialog box. It has fields for 'Name' (containing 'My Template #2'), 'Description' (containing 'Enter a description'), and 'Use as Global Default' (set to 'No'). At the bottom is a large blue 'Save' button.

5. Enter a **Name** and a **Description** for this new template.

- a. To set this template as your default template for all searches, click the **Use as Global Default**: toggle to turn it on. If you have multiple Laredo user accounts associated with your current Laredo Anywhere global account, this will also be the default template for all of your Laredo logins.

- b. A **blue star** will display on the left side of the template name in the Templates screen for the template that is set as the global default.

6. Click **Save**. The new template name will display in the list of templates.



The screenshot shows the 'Templates' screen again. The newly created template 'My Template #2' is now listed in the 'Applied' section. It is marked with a blue star and has the text 'Global default Fidlar User Template 1' next to it. To the right are buttons for 'Apply', '...', and '>'. A 'Collapse views' button is also visible.

- Once the template is saved, click **Apply** in the template bar that displays to set this template as the default template for your searches.
- To view the template details, click the **Arrow (>)** on the right side of the **Template** bar.

The screenshot shows the 'Templates' screen with a list of search results. Each result has columns for 'Order', 'Column Name', 'Visibility', 'Sort by', and 'Group By'. Some results have a red 'X' in the 'Visibility' column, while others have a green checkmark. The 'Sort by' column for result 4 shows 'DESC' with a downward arrow. The 'Applied' button is at the top right of the template bar.

NOTE: This is a view-only screen; you cannot edit any template details here.

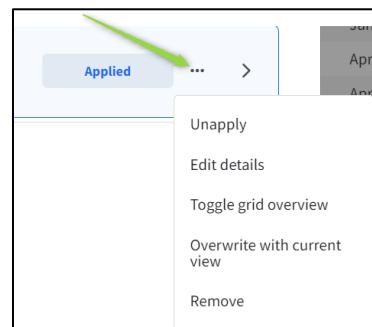
- To close the **Template views** screen, click the **X** in the upper right corner.

- To **edit** an existing template:

- Close the template screen then modify the search results as you wish them to display.
- Click **Templates** at the top of the results grid.
- Click the **3 dots** on the right side of the template bar to display a function menu.
- Click **Overwrite with current view** to apply the new results view to this template.

- Additional Template menu items:

- Click **Unapply** to deactivate the currently-applied template. The search results will then display in the original Laredo template view.
 - If you select the menu option for a template that is not the applied template, click **Apply** to apply that template as the search template for the current search.
- Click **Edit details** to edit the name or description of the template and to check or uncheck the **Global Default** setting for the template.
 - NOTE:** You can also set a template as your default template ("Global default") by clicking the **Star** on the left side of the template name. The star will turn blue to indicate that this is now the default template.
- Click **Toggle grid overview** (or the **Right/Down Arrow**) to collapse or expand the template detail grid.
- See #10 above for a description of the **Overwrite with current view** option.
- Click **Remove** to delete this template.



12. If you have created multiple templates, to set the search results grid to display in a different template view, click **Templates** at the top of the search results, click **Apply** next to the template you would like to switch to then click the **X** to close the templates screen. This template will then apply to all searches done during the current search session. When you log out of Laredo Anywhere and log in again later, the default template will then apply again to your searches.



SAVE SEARCH

Once a search has been run, you can save this search to easily re-run the search at a later time from the **Saved Searches** section of Laredo Anywhere (see page 47 for a description of this process). You also have the option to be notified by email and/or text (if the county configuration allows for this) if a document is recorded in the future with index data that matches the criteria you searched on.

1. To save a search, with the search results displaying, click the **Save search** button in the **Navigation** panel on the left side of the search results. The window shown below will display.

Save this search

Get updates and changes for this exact search criteria

New saved search name*

Enter a name

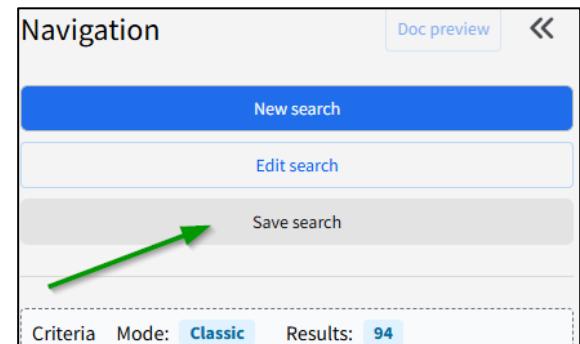
Contact email (optional)

Enter a email

Contact phone (optional)

(555) 555-5555

Save



2. Enter a description of the saved search in the **New saved search name** field.
3. If you would like to be notified by email if a document is recorded in the future (typically within 90 days of when the search is saved) with index data that matches the criteria you searched on, enter your email address in the **Contact email (optional)** field.
4. If you would like to be notified by text if a document is recorded in the future (typically within 90 days of when the search is saved) with index data that matches the criteria you searched on, enter your phone number in the **Contact phone (optional)** field.

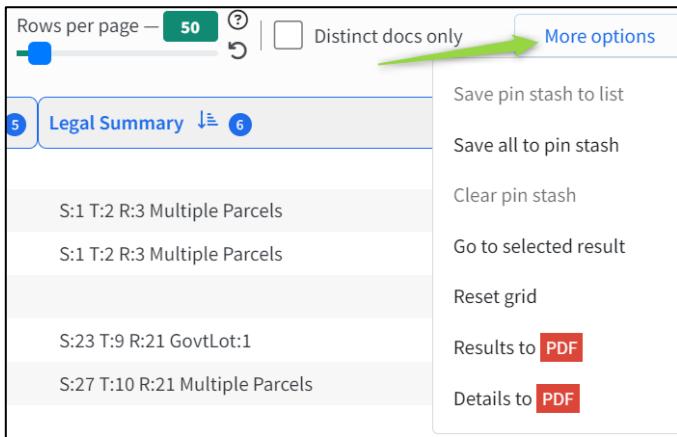
NOTE: The **Contact email (optional)** and **Contact phone (optional)** fields may be deactivated in your county. If you do not see these fields, the email address and phone number will default to the contact information associated with your Laredo Anywhere login details.

5. Click **Save**.

NOTE: If you entered your email and/or phone in the **Save this search** box, and you get a notification that a document has been recorded with index data that matches the criteria you searched on, you can quickly re-run the search to view updated records in the **Saved Searches** section of Laredo Anywhere. See page 47 later in this manual for more details about the Save Search functionality in Laredo Anywhere.

SEARCH RESULTS – MORE OPTIONS

Additional functions are available in the search results screen utilizing the **More options** button in the upper right corner of the search results screen.



The screenshot shows a search results grid with several document rows. At the top right of the grid is a blue button labeled 'More options'. A green arrow points to this button. A dropdown menu is open from the 'More options' button, listing the following options: 'Save pin stash to list', 'Save all to pin stash', 'Clear pin stash', 'Go to selected result', 'Reset grid', 'Results to PDF', and 'Details to PDF'. The 'Reset grid' option is highlighted with a red box.

1. **Save pin stash to list:** Click this option to save your current pin stash to an existing pin list.

NOTE: This function can also be done from the **Navigation** panel. See the **PIN DOCUMENTS** section on page 42 for details of this process.

2. **Save all to pin stash:** Click this option to save all documents in the search results to an existing pin list.

3. **Clear pin stash:** To remove all documents from your pin stash, click this option.

4. **Go to selected result:** If you have highlighted a document row in the search results then scrolled the

results or navigated to a different page of the results and left that row highlighted, click this option to return the results grid to the highlighted row.

5. **Reset grid:** If you have modified the search results in one of the following ways:

- a. Reordered columns
- b. Hidden columns utilizing the **Column Visibility** function
- c. Modified the **Rows per page**
- d. Checked the **Distinct docs only** option
- e. Utilized the **Refine by keyword** function
- f. Hidden the **Doc Info** panel utilizing the **Show: On** toggle

Click **Reset grid** to return the results to the view that displayed when the search was first run. The results will also return to the first page.

NOTE: The **Reset grid** function will NOT reset the **Group by Column** function.

6. **Results to PDF:** Click this option to print the search results. See page 32 for details on this function.
7. **Details to PDF:** Click this option to print a detailed report of the search results. See page 32 for details on this function.

PIN DOCUMENTS

PINNING DOCUMENTS

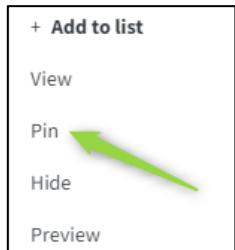
Laredo Anywhere includes the functionality to “Pin” documents in the search results. This function is useful in the following ways:

- The index data (**Doc Info**) and images of pinned documents can be easily viewed from the **Pin Stash** section of the **Navigation** panel during the current search session.
- Pinned documents can be saved to a library for viewing later.

1. To pin documents and save them in the **Pin Stash**, click the number on the left side of the document row in the search results grid. A small blue push pin will display to the right of that document’s row number. You can pin multiple documents in the results.

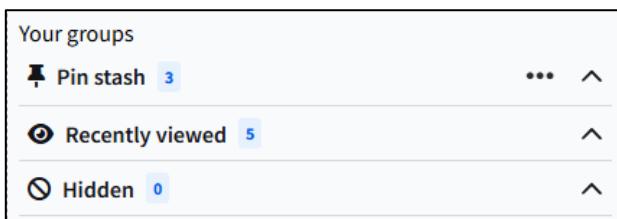
22	20250522493
23	20250522500
24	20250522484

- a. You can also pin a document by right clicking on the document row in the search results grid then clicking **Stash** in the list that displays.

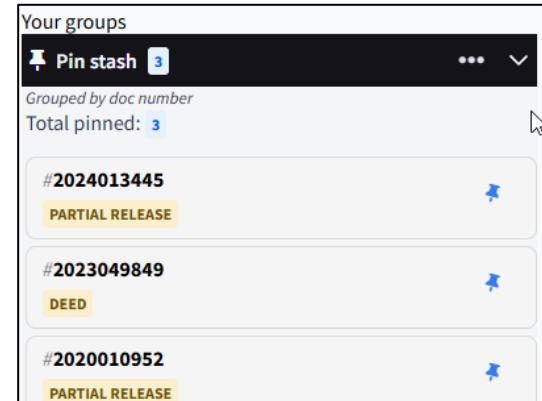
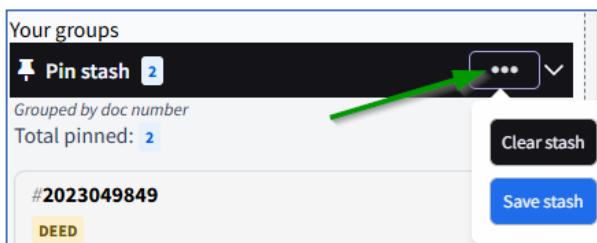


- b. To unpin a document that has been pinned in the search results, click the **blue pin** in the results grid to unpin the document. You can also unpin a pinned document by right clicking anywhere on the pinned document in the results grid then clicking **Unpin** (the “Pin” option changes to “Unpin” for any pinned document).

The pinned documents will display in the **Pin Stash** section of the **Navigation** panel.



2. To view the pinned documents, click the **Up Arrow (^)** symbol on the right side of the pin stash section. The pinned documents will display in a list that includes the document number and document type of each document.
3. To view the image and document details of any pinned document, click the document number in the list. The **image** and **Doc Info** window will open.
4. To remove a document from the pinned list in the **Pin Stash**, click the **blue pin** to the right of the document.
 - a. To remove all documents from the pin list at one time, click the **three dots** at the top of the Pin Stash list then click the **Clear stash** button.



- b. You can also remove all documents from the Pin Stash list by clicking the **More options** button in upper the right corner of the top toolbar of the search results grid (see the screenshot on the previous page) then clicking **Clear pin stash**.
5. To save the pinned documents to a library list, click the blue **Save stash** button in the **Pin stash** section shown above. A screen similar to the one shown on the next page will display.

Add documents to pinned list

Adding documents from Pin Stash
1098046 1098006 1097978

Select a pinned list for these documents
Choose a pinned list

Add to new list name
Enter a new list name

Notes
Add optional notes

Add

6. If you have previously-saved pin lists and you would like to add these documents to an existing list, click in the **Choose a pinned list** field then select the correct list name from the list that displays. You can also start typing a previously-created list name in the field to display matching existing list names then select the name.

7. Once you have selected a list name, click in the **Notes** field and enter any notes to help in identifying or describing this pin list. These notes will display in the Laredo Anywhere Library along with the pin list. See the next page for details about the library.

8. Click the **Add** bar.

9. To create a new pin list in which to add the pinned documents, click in the **Enter a new list name** field, type the name of the new list then add any relevant **Notes** for the new list.

10. You can also add a document to a pin list by right clicking the document row in the search results then clicking **Add to list** in the list that displays.

a. The **Add documents to pinned list** screen shown above will display. Follow the instructions in steps 6-9 above to add the document to an existing or new pin list.



LIBRARY (LIST OF PINNED DOCUMENTS)

The Laredo Anywhere **Library** provides a location in which to access and manage your pinned documents and to create new pin lists.



1. To access the pin documents library, click **Library** at the top of the Laredo Anywhere screen. A window similar to the one shown below will display:

Name	State	County	Username	Documents	Description
G Sullivan List	IN	Porter County	@inporter	3	
Wilson 02-9-24	OH	Wood County	@ohwood	2	For cLasting

2. To search for a particular pin list, begin typing the pin list name in the **Find an item** field in the upper right corner of the library screen. The matching pin list(s) will display. The most recently created or modified pin lists will be listed in tiles at the top of the pin list.

3. To view a pin list, double click the list name in the **Name** column or click one of the tiles. The documents in that list will display.

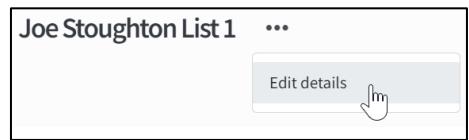
- a. **NOTE:** If multiple county Laredo logins are linked to your Laredo Anywhere account, and you are not logged into the county Laredo in which you wish to view library documents, you will need to either log into that county or click on the county name in the **Your Counties** list in order to access the documents in that county's library. To log in to a different county:
 - i. Double click on a pin list of that county. Your login will switch to that county automatically and the Dashboard login screen of Laredo Anywhere will open. Click again on the **Library** option at the top of the Laredo Anywhere screen.
 - ii. Or, click on that county name in the **Your counties** panel along the left side of the library then click again on the **Library** option at the top of the Laredo Anywhere screen.
- b. **NOTE:** Any time utilized to view documents in a library list will go against your Laredo subscription plan time.
4. To view the document details and images of any document in the pin list, double click the document number. The **image** and **Doc Info** window will display within the library screen with the print and navigation toolbar displaying at the bottom of the image. Click the **X** in the upper right corner of the image to close the image and Doc Info window and return to the pin list.
5. To remove any document from the pin list, click the **Edit** button at the top of the list.

6. Check the box to the left of any document(s) you wish to delete from the list, click **Delete**, then click the **Delete** button in the confirmation box that displays.
7. Click **Cancel** to exit Edit mode.

8. To search for a particular document or description (notes) that is currently displaying on the screen in a pin list, click in the **Find an item** field in the upper right corner of the Library screen and type the item you are looking for. The matching item(s) will be highlighted in the list.

9. To edit the name of, or notes in, a pin list, click the **three dots** next to the list name at the top of the library screen then click **Edit details**.

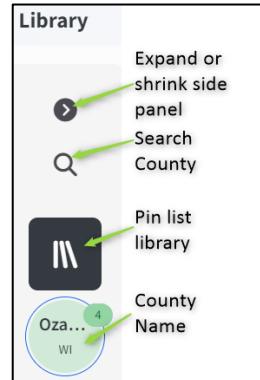
- Edit the name and/or the description of the pin list in the screen that displays then click **Save**.



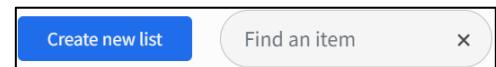
When you open the pin library, a navigation panel will display on the left side of the **Library** screen.

The screenshot shows the Laredo Anywhere pin library interface. On the left, a navigation panel is collapsed, showing a double-left arrow icon. The main area displays three county logins: Howard County (@inhoward) from IN with 0 lists, Marion County (@inmarion) from IN with 0 lists, and Williams (@pts) from OH with 0 lists. A search bar labeled 'Search counties' is present at the top of the main area.

- Click the double **Left Arrow** to collapse the navigation panel. A shortcut bar will display in the collapsed panel (see image on the right).
- To return to a full listing of all of your pin lists from any other screen in the library, click **Your Library**.
- If you have multiple county Laredo logins associated with your Laredo Anywhere global login, each Laredo login will be listed in the **Your counties** panel. See the description on the previous page for details on accessing another county's pin list.
- If you have multiple county Laredo logins, you can search for a particular county by clicking in the **Search Counties** field then entering the county name. A list of matching counties will display.



14. To create a new pin list, click the **Create new list** button in the top right section of the library window.



The screenshot shows the 'Create new list' dialog box. It includes a note that the list will be added under 'Starke County @instarke'. The 'List name' field has a placeholder 'Enter a list name' with a red border. The 'Notes' field has a placeholder 'Add optional notes'. A blue 'Create' button is at the bottom.

15. Enter a name for the list in the **List name** field and a description for the list in the **Notes** field then click **Create**.

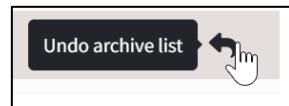
16. To archive a pin list so that it doesn't, by default, display in the pin list, click the **Archive list** icon on the far right of a pinned list.

Name ↑	State ↑	County ↑	Documents ↑	Description ↑
1096859 - STOUGHTON, JOE	WI	Ozaukee County @gregs	4	Stoughton Search
Joe Stoughton List 1	WI	Ozaukee County @gregs	8	

a. The archived list will be hidden from the pinned list.

17. To view the archived pin lists, click the **Show Archived** button.

18. To add an archived pin list back to the full pinned list, click **Show Archived** then click the **Undo archive list Arrow**. The list will now display in the full pinned list.



19. To return to the search screen, click **Search** at the top of the library window to return to the search criteria screen.

SAVED SEARCHES

Any searches that have been saved, following the steps described on page 41, can be viewed in the **Saved Searches** section of Laredo Anywhere, accessed from the **Navigation** panel.

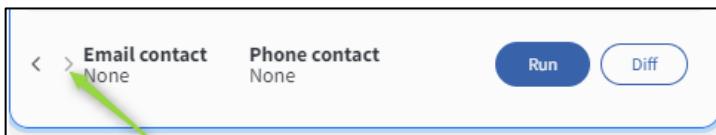
1. Click **Saved Searches** in the Laredo menu bar on the **Navigation** panel to view any searches you have saved. The saved searches will display in the **Saved Searches** screen.

Each Laredo search that has been saved will display in a separate panel.

1. Each panel will display the following information:

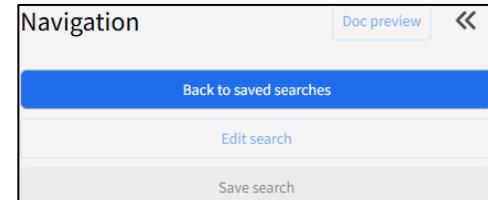
- Available:** If the search has not expired (in most counties, a saved search will expire 90 days after it has been saved), the yellow oval at the top of the panel will display **“Available”**. Hover the mouse over the oval to display the expiration date of the saved search. If the search has expired, this oval will state **“Expired”**. Hover the mouse over the oval to display the date the saved search expired.
- The name of the saved search.
- The number of results the saved search generated.
- Created:** This field will display the date and time the original search was saved.

- e. **Last viewed:** This field will display the date and time the search was last run.
- f. Click the **Right Arrow** next to **Last viewed** (identified by the green arrow in the image below) to view the email address and/or phone number (if applicable) entered when the search was saved.

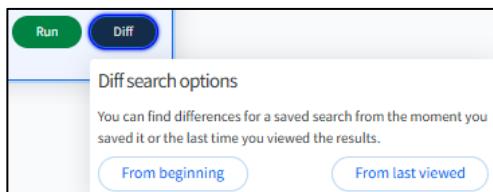


2. To run the search from this window, click **Run**. Laredo Anywhere will run the search utilizing the original search criteria that was entered when the search was first run and saved. You can then order the search results in Recording Date order to view any documents that may have been recorded since the search was originally saved.

- a. With the search results displaying in Laredo Anywhere, click **Back to saved searches** in the **Navigation** panel on the left side of the search results to return to the **Saved searches** screen.

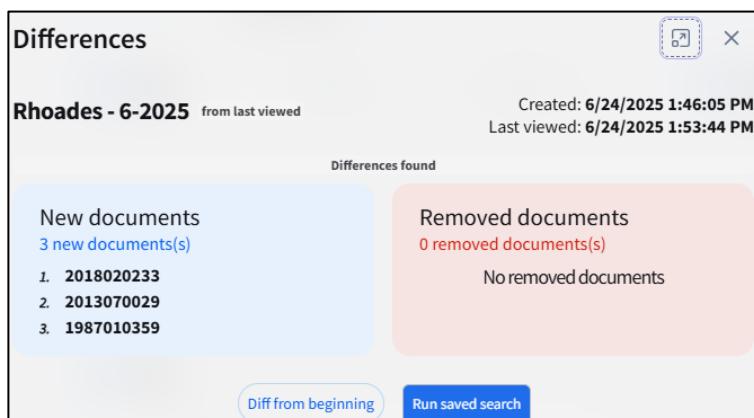


- b. **NOTE:** The **Edit search** and **Save search** buttons are not available when viewing the results of a saved search that has been run from the **Saved Searches** section of Laredo Anywhere.
- 3. To view a list of any documents matching the index data originally searched that have been recorded in the county since the date the original search was executed and saved, click the **Diff** button in the bottom right corner of any **Saved searches** tile. Also, in the unlikely event that any documents have been removed from the system that were listed in the original search, these removed documents will also be listed. When you click the **Diff** button, the following dialog box will display:



- a. Click the **From beginning** button to view any documents that have been recorded since you first ran and saved the search.
- b. Click the **From last viewed** button to view any documents that have been recorded since the last time you ran the search.

When the selected option has been clicked, if there are documents that have been recorded since the search was saved or last run, a screen similar to the following will display:



- 4. If you selected the **From beginning** option for viewing the differences, you can click the **Diff from last viewed** button at the bottom of the screen to switch the view to this option. Similarly, if you selected the **From last viewed** option, you can click the **Diff from beginning** button at the bottom of the screen to switch the view to this option.

5. Click the **Run saved search** button at the bottom of the **Differences** box to re-run the saved search.
6. Sorting options for saved searches (in the **Saved Searches** screen):



- a. To find a particular saved search in the list, enter the name of the saved search, or a portion of the name, in the **Find a saved search** field.
- b. To order your saved searches alphabetically, click the blue **SORT: ASCENDING** or **SORT: DESCENDING** option.
- c. To view only the saved searches that have not expired, click the **Available** option.
- d. To view only the saved searches that have expired, click the **Expired** option.

IRIS MANAGER

IRIS has the potential to enhance the integrity and efficiency of your searching in Laredo Anywhere. It can simplify searches involving multiple names or alternate spellings by allowing the creation of alias groups, ensuring comprehensive search results without the need to search multiple different ways for party names and addresses. IRIS empowers users to create and manage their own group names and aliases, customizing searches to their needs.

IRIS ALIAS EXAMPLES

Listed below are a few examples of the types of alias names you may wish to enter in IRIS:

1. FIRST NAMES / NICKNAMES:
 - a. Robert: Bob, Robbie, Robt, Bobby
 - b. Elizabeth: Liz, Beth, Lizzy, Betsy
2. LAST NAMES:
 - a. Anderson: Andersen
 - b. Smith: Smyth
 - c. MacGuire: McGuire, Mac Guire, McGwire, Maguire
3. BUSINESS NAMES:
 - a. Wells Fargo: Wells Fargo Bank, Wells Fargo & Company, Wells Fargo and Company, Wells Fargo and Co
 - b. Department of Natural Resources: Dept of Nat Res, Dept of Natural Resources, Department of Nat Res
 - c. (For companies that have changed names): Wachovia Bank: Wells Fargo, Wells Fargo & Company, Wachovia Bnk, Wachovia Bk
4. ADDRESS STREET NAMES:
 - a. 1st Avenue: First Avenue, First Ave, 1st Ave
 - b. (For streets that have changed names): Main Street: Martin Luther King Blvd, Martin Luther King Boulevard, Main St.

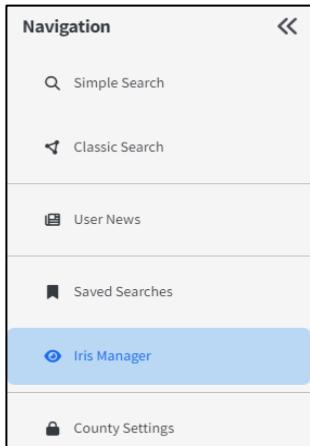
5. SUBDIVISION NAMES:

- a. “Cotton Subdivision” is the same subdivision as “Cotton Subdivision Addn 1”: You can link them as alias subdivision names in IRIS so if you select one of them in the search criteria, results will return for both subdivision names.

UTILIZING IRIS

NOTE: If “Iris Manager” is not listed on the Navigation panel, the county may not utilize IRIS. You may wish to contact the county Recorder / Register to ask them if they are interested in activating this feature.

CREATING A NEW IRIS ENTRY



1. To create search aliases and to view and manage your IRIS lists, click **Iris Manager** in the Laredo menu bar on the **Navigation** panel. A screen similar to the one shown below will display.

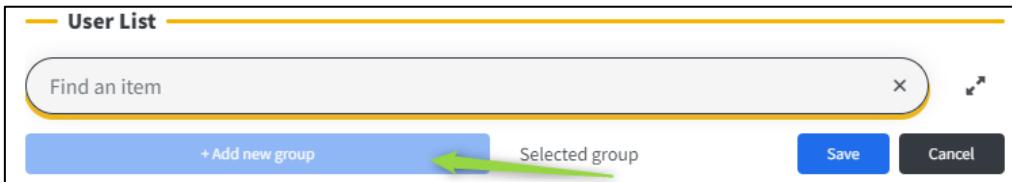
NOTE: The **County List** section of IRIS on the right side of the screen is not utilized by Laredo searchers – it is only accessed by county officials.

The screenshot shows the Iris Manager interface with two main sections: User List and County List.

User List: This section has a search bar and a button to "Add new group". It shows a list of groups with columns for Name, Type, and # Aliases. One group, "Robert", is selected, showing its aliases: Robbie, Robert, and Roblene.

County List: This section has a search bar and a button to "Add alias(es)". It shows a list of items with columns for Name, Type, and # Aliases. The items listed are: UNITED STATES OF AMERICA (1 alias), CITY OF FT WAYNE HOUSING AUTHORITY (2 aliases), STATE OF INDIANA (1 alias), TOWN OF MONROEVILLE (1 alias), and TOWN OF HUNTERTOWN (1 alias).

1. To create a new IRIS alias group, click **+Add new group** (Identified by a green arrow in the image below).



2. Enter a first name, last name, business name, or street name in the **Group name** field then click **OK**.

Adding new iris group...

Save Cancel

Group name

OK  

Group Type **LAST NAME** 

Alias List 0 alias(es)

+ Add alias(es)

NOTE: The group name is also considered to be one of the alias names so a search in Laredo for either the group name or any of the alias names entered will return results that include documents that match all of the alias names and the group name.

3. Click the **Pencil** in the **Group Type** field to select the correct IRIS group type in the drop down list that displays.

W H PATTEN DRILLING

CO

Group Type **LAST NAME**  

4. Select the correct group type in the list.

Group Type

Choose a group type

Business

First name

Last name

Street

Subdivision

5. Click in the **Enter another alias** field and enter one or more alias names in this field, with multiple names separated by a comma.

Group Type **BUSINESS** 

Alias List 0 alias(es)

Use a comma between each new alias

Enter another alias 

→

Use a comma between each new alias

PATTEN DRILLING CO, WH PATTEN DRILLING, PATTEN DRILLING COMPANY 

6. Click **+Add**.

7. When all alias names have been entered, click the **Save** button above the group name. The new IRIS group name will then display in the **Name** list on the left side of the Iris Manager window.

Editing group...

Save Cancel

W H PATTEN DRILLING

CO

Group Type **BUSINESS** 

Alias List 3 alias(es)

Use a comma between each new alias

Enter another alias 

1. PATTEN DRILLING COMPANY 

2. WH PATTEN DRILLING 

3. PATTEN DRILLING CO  

→

n	Name TYPE	# Aliases
1	COMMERCIAL AND SAVINGS BANK BUSINESS	1 >
2	Robert FIRST NAME	3
3	Elizabeth FIRST NAME	3
4	Ohio Department of Natural Resources BUSINESS	3
5	W H PATTEN DRILLING CO BUSINESS	3

EDITING AN IRIS ENTRY

8. To edit an alias group, click the group in the **Name** field to highlight the name. The group name will display in the middle of the Iris Manager screen.

Selected group

Ohio Department of Natural Resources

Group Type **BUSINESS**

Alias List

+ Add alias(es)

1. Department of Natural Resources State of Ohio

2. ODNR

9. Click the **pencil** icon next to the group name (identified by the green arrow in the image on the left) to edit the group name.

Ohio Department of Natural Resources

OK

10. Edit the name as desired then click **OK**.

11. Click the pencil in the **Group Type** section (identified by the blue arrow in the image on the left) to edit the group type.

Group Type

Last name

Business

First name

12. Select the correct group type from the list.

Alias List

3 alias(es)

+ Add alias(es)

13. To add additional alias names for any group, with the group name highlighted in the **Name** list, click **+Add alias(es)**.

Use a comma between each new alias

OHIO DEPT OF NATURAL RESOURCES

+ Add

14. Add additional alias names (separated by a comma) then click **+Add**.

Editing group...

Save

Cancel

15. When all edits to an IRIS group have been made, click the **Save** button above the group name.

16. To remove an alias name from an IRIS group, click the group in the **Name** field to highlight the name then click the **X** next to any alias name you wish to delete from the group.

Alias List

3 alias(es)

+ Add alias(es)

1. Department of Natural Resources State of Ohio

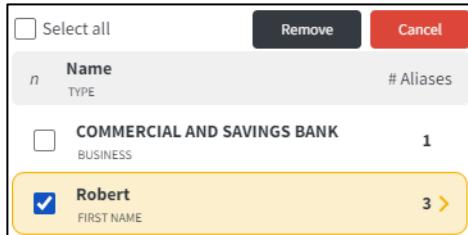
Remove

17. To remove one or more group names from the IRIS list, click **Edit** at the top of the **Name** list.

Edit

n	Name	# Aliases
1	COMMERCIAL AND SAVINGS BANK BUSINESS	1
2	Robert FIRST NAME	3

18. Check one or more group names in the list that you wish to delete then click **Remove**.



19. Follow the steps listed above to create or edit any IRIS business names, first names, last names, street names or subdivision names.

20. To search for an IRIS alias name in your **User List**, click in the **Find an item** field and type any portion of the alias name to narrow the list that displays in the **Name** list to names that match what is entered.

- You can also filter your list of names by group type by clicking on one or more of the group types in the **Group Type Filters** section.

IRIS SEARCH TIPS

NOTE: Some of this information is mentioned earlier in this manual in the search criteria section.

PARTY NAME SEARCHING UTILIZING IRIS

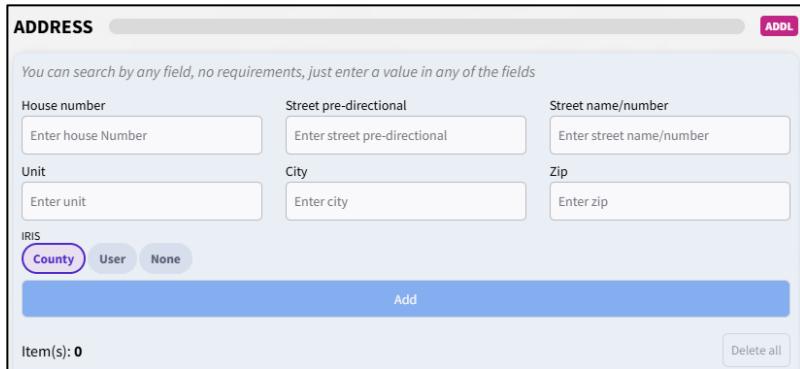
- To utilize IRIS when searching for a **last name**, **first name** or **business name** (in Classic Search mode), enter the name in the **Last/business name** or **First name** field of Laredo Anywhere.
- To activate IRIS for the search, click **User** in the **IRIS** section of the **Name** field, click **Add** then click **Run**.

- NOTE:** If the county Recorder/Register office in which you are searching has created an IRIS alias list, click **County** in the **IRIS** section to search for a name utilizing the county-created IRIS list. (**NOTE:** There are not many counties that create county-generated IRIS alias names.)

The search will return documents in the search results in which any of the IRIS alias names have been indexed.

ADDRESS SEARCHING UTILIZING IRIS

1. To utilize IRIS when searching by address, enter the street name in the **Street name/number** field.

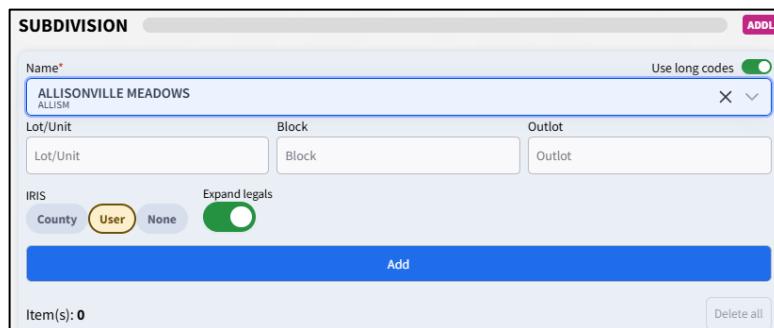


The screenshot shows the 'ADDRESS' search interface. It includes fields for 'House number' (Enter house Number), 'Street pre-directional' (Enter street pre-directional), 'Street name/number' (Enter street name/number), 'Unit' (Enter unit), 'City' (Enter city), and 'Zip' (Enter zip). Below these is an 'IRIS' section with three buttons: 'County' (highlighted in purple), 'User', and 'None'. At the bottom is a large blue 'Add' button. In the bottom right corner, there is a 'Delete all' button and a text 'Item(s): 0'.

2. To activate IRIS for the search, click **User** in the **IRIS** section of the **Address** field, click **Add** then click **Run**.

SUBDIVISION SEARCHING UTILIZING IRIS

1. To utilize IRIS for searching for a subdivision name, select a subdivision name in the **Subdivision** field **Name** dropdown list.



The screenshot shows the 'SUBDIVISION' search interface. It features a 'Name*' dropdown containing 'ALLISONVILLE MEADOWS' and 'ALLSM'. Below it are fields for 'Lot/Unit' (Lot/Unit), 'Block' (Block), and 'Outlot' (Outlot). An 'IRIS' section with 'County', 'User' (highlighted in orange), and 'None' buttons is present. A 'Expand legals' toggle switch is turned on. At the bottom is a blue 'Add' button. In the bottom right corner, there is a 'Delete all' button and a text 'Item(s): 0'.

2. If applicable, enter a **Lot/Unit**, **Block**, and/or **Outlot** number then click **User** in the **IRIS** section of the **Subdivision** field, click **Add** then click **Run**. The search results will display documents with legal descriptions that include the selected subdivision and all alias subdivisions that have been linked to the selected subdivision in the IRIS module.

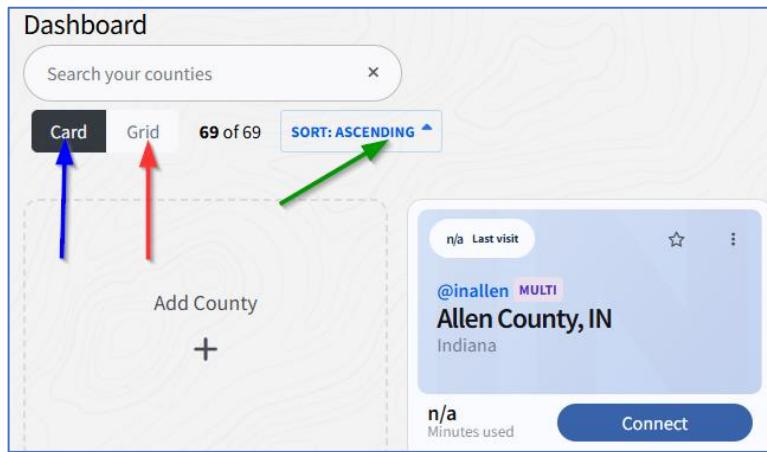
DASHBOARD

The Laredo Anywhere Dashboard lists all of your linked Laredo accounts and is the screen in which you can add additional counties to your Laredo Anywhere account.



1. Click **Dashboard** at the top of the Laredo Anywhere screen to access your dashboard. A screen similar to the one shown on the next page will display.

NOTE: See the **LINKING A COUNTY LAREDO SEARCH ACCOUNT** section on page 5 of this manual for a description of the process of adding a new county Laredo login to your Laredo Anywhere account.



a. The number of counties that are linked to your Laredo Anywhere account will display to the left of the **SORT...** button ("69 of 69" in the image on the left).

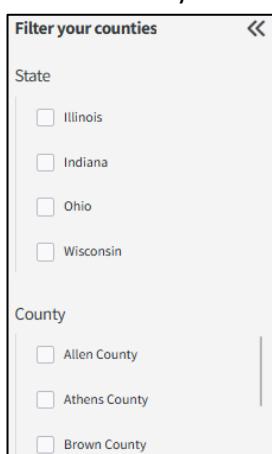
2. If you have many Laredo accounts linked to your Laredo Anywhere account, the following functions in the dashboard may prove useful:

- Type the first few letters of the county you wish to search in the **Search your counties** field at the top of the dashboard to display all matching county names.
- Click the **SORT: ASCENDING** or **SORT: DESCENDING** button (identified by the green arrow in the image above) to sort the list of county names in ascending or descending alphabetical order. (NOTE: This sort option is only available when viewing the county names in the **Card** format.)
- Click the **Card** button (identified by the blue arrow in the image above) to view the information tile for each county (see below for information about these tiles).
- Click the **Grid** button (identified by the red arrow in the image above) to view each county in a list format.

#	State↑↓	County↑↓	Username↑↓	Minutes used↑↓	Last visit↑↓	Phone↑↓
1	☆ IN	Allen County	@inallen MULTI	0	—	(260) 449-3214
2	☆ OH	Athens County	@sam MULTI	0	—	(740) 592-3228
3	☆ OH	Athens County	@ashley MULTI	0	—	(740) 592-3228

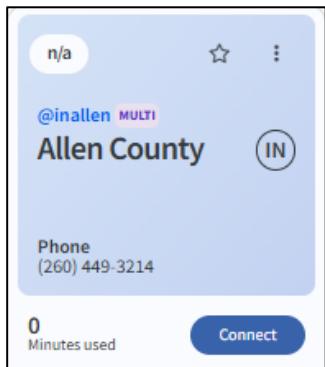
- This view will display the county name of all the linked Laredo accounts (and the state), each Laredo username, the number of minutes that each county Laredo search program has been logged in for the month (this value resets each month), the last date ("Last visit") each county Laredo search program was logged into, and the phone number associated with each Laredo login.
- To sort this list by any column (**County** name, **Username**, etc.), click the desired column header.

e. You can also filter your Laredo account counties utilizing the **Filter your counties** bar along the left side of the Laredo Anywhere dashboard.



- To display the Laredo county names for a particular state or states, click the desired state's checkbox(es) in the **State** section.
- To display only particular county names in the dashboard, click the desired county (or counties) name(s) in the **County** section.

3. Each County card will display the county name and state, the Laredo account's **username**, the date the Laredo search program was last opened (in the upper right oval), the primary **Phone number** associated with the account, and number of minutes (**Minutes used**) that each particular Laredo user has been logged into Laredo for the current month.

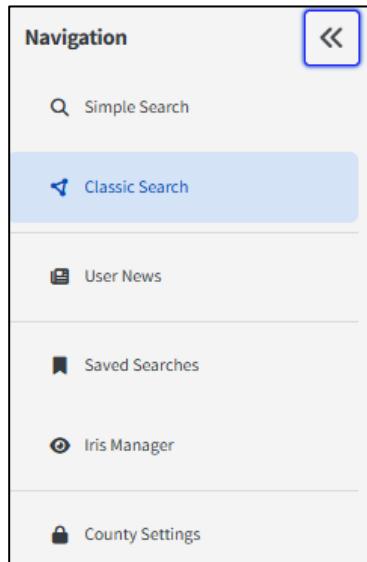


4. To remove a Laredo county from your Laredo Anywhere account, click the **three dots** in the upper right corner of the county card then click **Remove**. The county will be removed from your Laredo Anywhere account.



NOTE: Removing a county from your dashboard does not cancel your Laredo user account; you will still need to contact the county Recorder/Register to cancel any Laredo user accounts.

LAREDO MENU

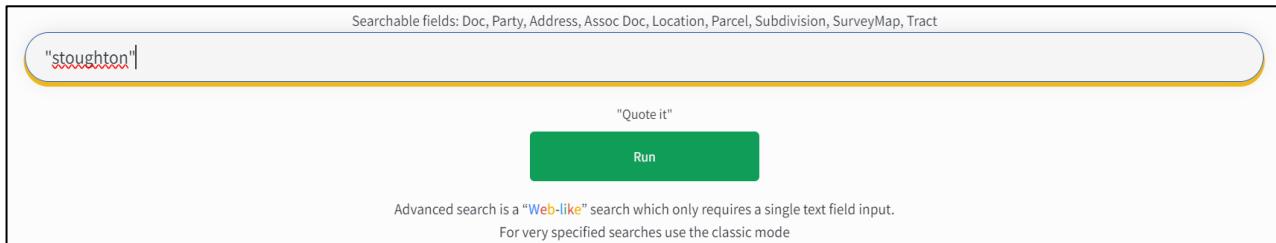


When you log into any Laredo search program from the dashboard of Laredo Anywhere, the following **Navigation** menu will display along the left side of the screen. Each menu item will be described below.

SIMPLE SEARCH

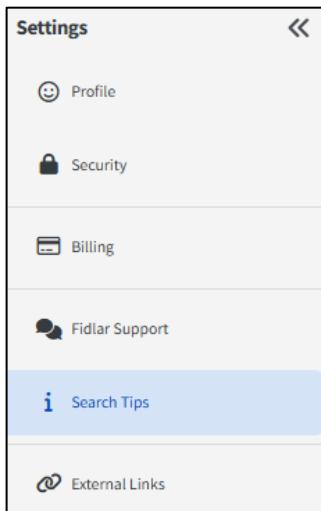
Laredo Anywhere includes the functionality, known as **Simple Search**, to search for documents by entering search criteria in a single text field.

1. To access the single text field search option, click **Simple Search** on the left side of the Laredo Search menu. The screen shown below will display.



2. Enter the criteria you wish to search for in the text bar then click **Run**.
3. For a description of the format in which to enter criteria in the text field, click **Settings** in the toolbar at the top of the Laredo Anywhere screen.





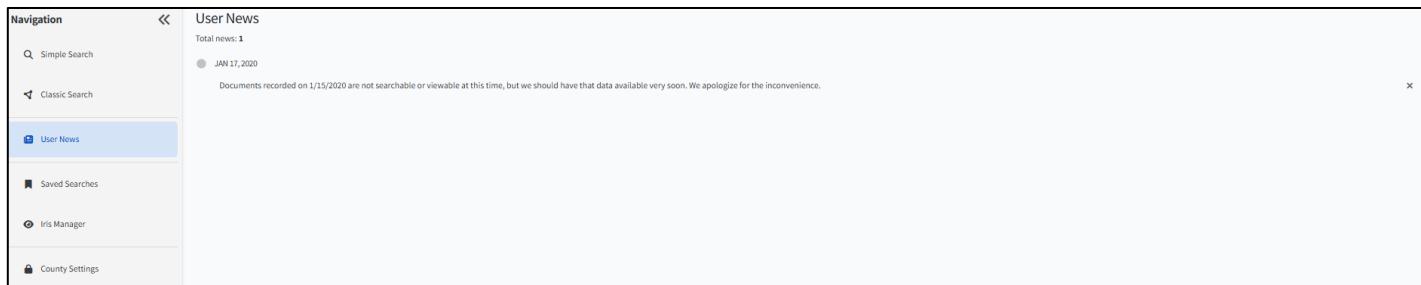
4. Click **Search Tips** to open a window in which you will find tips on how to enter criteria in the **Simple search** text field.

NOTE: A more detailed description of executing a simple search will be included in a future version of the Laredo Anywhere manual.

(**NOTE:** The **Classic Search** menu item has been described earlier in this manual.)

USER NEWS

Each Laredo account county can post relevant information in the **User News** section of Laredo Anywhere. This is the screen that will likely display first when you log into the Laredo search program each time. It is recommended that you read these messages each time you log into Laredo.

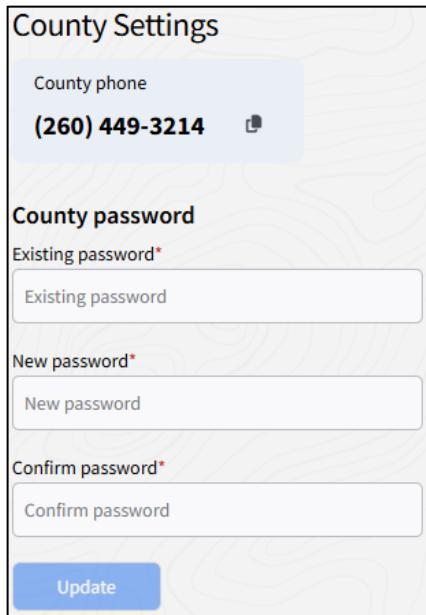


1. To view the user news for a county, click on **User News** in the Laredo Anywhere menu bar.
2. To delete any **User News** messages, click the “Remove” **X** on the right side of the message.

(**NOTE:** The **Saved Searches** and **Iris Manager** menu items have been described earlier in this manual.)

COUNTY SETTINGS

1. If you would like to change your Laredo login password (for the Laredo search program) from the password originally entered when you first linked your Laredo account to your Laredo Anywhere global account, click **County Settings** on the left panel of the Laredo Anywhere home **Search** screen. A screen similar to the one shown below will display.



The image shows a 'County Settings' screen. At the top, it displays 'County phone' with the number '(260) 449-3214' and a copy icon. Below this is a section for 'County password' with three input fields: 'Existing password*', 'New password*', and 'Confirm password*'. Each field has a placeholder text ('Existing password', 'New password', 'Confirm password') and a small 'i' icon. At the bottom is a blue 'Update' button.

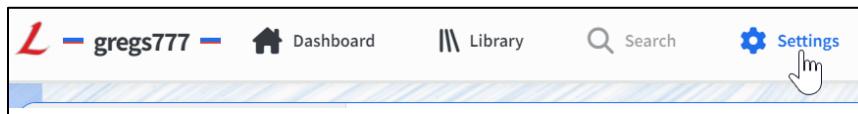
2. Enter your **Existing password** then enter the new password you would like to set in both the **New password** and **Confirm password** fields then click **Update** to save the new password.

LAREDO ANYWHERE “SETTINGS” MENU

In the general Laredo Anywhere **Settings** menu, you can update your Laredo Anywhere profile, change your Laredo Anywhere password, access your Laredo Connect billing information (if applicable), contact the Fidlar Support team, view the simple search tips, and access various Fidlar Technologies program links.

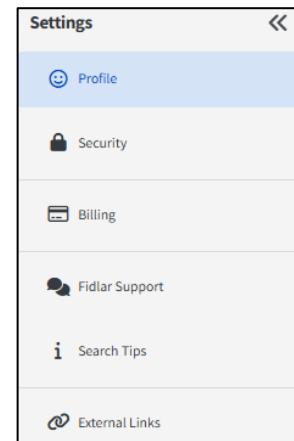
LAREDO ANYWHERE PROFILE

1. To view and edit your Laredo Anywhere profile, click **Settings** in the toolbar at the top of the Laredo Anywhere screen.



A screen similar to the one shown on the right will display.

2. Click **Profile** to open the screen shown on the next page.



Profile

Here are your basic demographics that include:

First Name*
Greg

Last Name*
Sullivan

Company*
Fidlar

Email address*
gregs@fidlar.com

Allow us to send alerts to this email address?
You may want this if you're curious about the status of a saved search

Yes No

Phone*
(309) 555-1212

Update

3. Edit any of fields you wish to update then click **Update**.
4. To update your email preference regarding receiving email alerts about the status of a saved search, click **Yes** or **No** in the **Allow us to send alerts to this email address?** section.

LAREDO ANYWHERE PASSWORD

1. To change your Laredo Anywhere password that was set when you first set up your Laredo Anywhere global account (this is NOT your Laredo subscription program password – see the previous page for a description of how to change your Laredo subscription program password), click **Security** in the **Settings** menu bar.

Password

Update your security settings, now.

Your password

Existing password*
Existing password

New password*
New password

Confirm password*
Confirm password

Update

2. Enter your **Existing password** then enter your new password in both the **New password** and **Confirm password** fields.
3. Click **Update**.

LAREDO BILLING

If the county in which you have a Laredo account utilizes Laredo Connect to bill you for your Laredo access, you can access your Laredo Connect account from the Laredo Anywhere **Settings** menu.

1. To access your Laredo Connect billing account, click **Billing** in the Laredo Anywhere **Settings** menu bar. The screen shown on the next page will display.

Billing

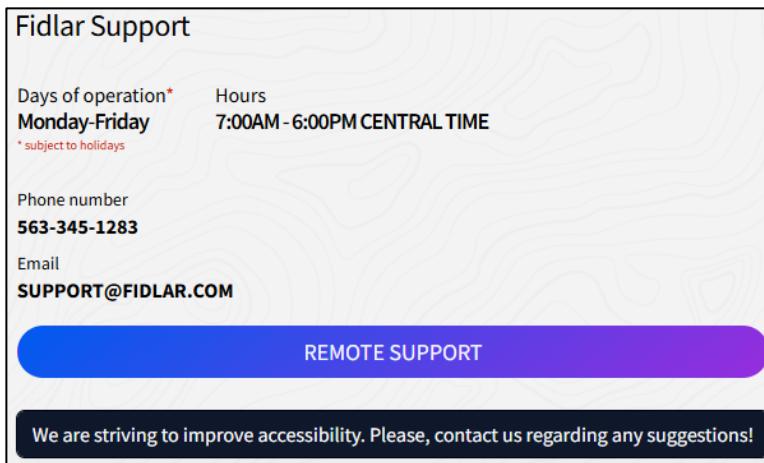
Laredo Connect is a web-based Laredo Account Management Portal. The Portal allows customers to link multiple Laredo Users and/or multiple counties in one location.

Laredo Connect

2. Click **Laredo Connect** to open the Laredo Connect login screen associated with your Laredo account.

FIDLAR SUPPORT

1. To contact the Fidlar Support team and view contact information, click **Fidlar Support** in the Laredo Anywhere **Settings** menu bar. The screen shown below will display.



2. Contact the Fidlar support team by calling the **Phone number** listed or emailing the team at the **Email** listed above.
3. **Remote Support:** If you contact the support team, a team member may wish to connect to your workstation to help troubleshoot an issue you may be having. If so, they will direct you to click the **Remote support** button to access the webpage from which they can connect to your workstation. (**NOTE:** This connection will only be made with your approval and only if you are physically at the workstation they are connecting to.)

SEARCH TIPS

NOTE: See the **Simple Search** section on page 57 of this manual for a description of the **Search Tips** section of the Laredo Anywhere menu bar.

EXTERNAL LINKS

1. To learn more about additional programs that Fidlar Technologies offers, click **External Links** in the **Settings** menu bar to open the screen shown to the right.

External Links

Listed are some external links to our other relevant, web-based products



[Visit](#)

An online subscription service offered to the public that allows them to have their name monitored within the Recorder's office in order to track possible fraudulent recordings that affects their property. The threat of mortgage fraud and identity theft crimes continue to rise, and all too often victims of these types of fraudulent activities are unaware their homes or identity have been stolen.



[Visit](#)

A community service made available through your county's land and public records office to thank and acknowledge our nation's veterans for their sacrifices to our country. This program allows veterans in your community to sign-up to receive an Honor Rewards Card and use this ID Card to receive discounts and benefits at local participating retailers, restaurants and other businesses.



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