

# LAREDO ANYWHERE

## QUICK START GUIDE

(Updated 12/2025)

**NOTE 1:** This tip sheet provides a summary of the basics of searching in Laredo Anywhere. To view a detailed description of all of the functions of Laredo Anywhere, click the “Laredo Anywhere Guide...” link located at the bottom of the webpage found at: <https://www.fidlar.com/LaredoAnywhere.aspx>.

**NOTE 2:** All new features of Laredo Anywhere released in September, 2025 are identified below with “(\*\*NEW)”.

### CLASSIC SEARCH

(\*\*NEW: The layout of the search criteria fields is now in a vertical layout.)

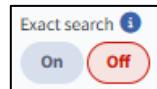
1. To begin searching, click **Classic Search** in the menu bar. The search criteria screen shown below will display.

### PARTY NAME SEARCH

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 and the full Laredo manual 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.

- a. If you are uncertain of the spelling of a party name, enter the % symbol (wildcard) anywhere in the beginning or middle of the name.
- b. To ignore possible spaces and punctuation in names, select the **Off** toggle in the **Exact search** option (it is set to **Off** by default) before you click **Add**. For example, with **Exact search** set to **Off**, a search for “Walmart” will return results for “Walmart”, “Wal Mart”.

2. Click **Add** then click **Run (CTRL + K)** at the top of the screen to display the search results.



## DOCUMENT INFORMATION SEARCH

**DOCUMENT**

Start date  End date

Document type  Search group

Start doc number\*  End doc number

**CORE**

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

Item(s): 0 Delete all

No documents added

Book  Page

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.
2. To narrow your search criteria to a particular document type, click in the **Document type** field then select the desired document type.
3. To narrow your search criteria to a particular grouping of document types (known as search groups), click in the **Search group** field then select the desired search group.
4. (\*\*NEW) 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. Enter the ending document number of the desired range then click **Add**.
  - b. (\*\*NEW) **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 a comma separating each number, press **Tab** then click **Add**.
5. 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 then click **Add**.
6. When the correct document criteria has been entered, click **Run** at the top of the screen to display the search results.

## ADDITIONAL CRITERIA SEARCH

**NOTE:** For all additional search criteria (Subdivision, Tract, Parcel Number, Book & Page, Address, CSM, etc.) see the full Laredo Anywhere manual located at: <https://www.fidlar.com/LaredoAnywhere.aspx>.

(\*NEW) Any search criteria you have entered 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 screenshot shows the search criteria section with the following filters applied:

- Parties:** SULLIVAN, S (EXACT OFF), IRIS COUNTY
- Document info:** Document date: Wednesday, January 1, 2020 — Tuesday, November 4, 2025
- Additional criteria:** Subdivision: 1ST ON MAIN CONDOMINIUMS (1MAINCO) — Lot: 1 (IRIS COUNTY, EXPAND)
- Access codes:** None

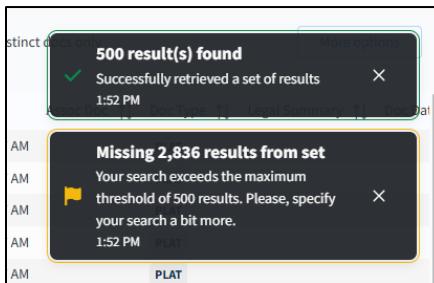
## SEARCH RESULTS

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.

The screenshot shows the search results grid with the following details:

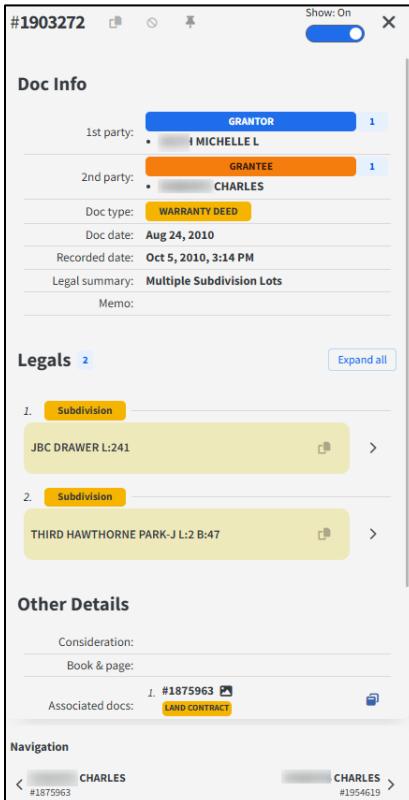
- Navigation:** Doc preview, New search, Edit search, Save search.
- Criteria:** Mode: Classic, Results: 632.
- Parties:** Item(s): 0.
- Document info:** Document date: Friday, November 14, 2025 — Sunday, November 16, 2025.
- Additional criteria:** Item(s): 0.
- Access codes:** Item(s): 0.
- Results:** 632 of 632.
- Columns:** Doc number, Party, Doc type, Recorded date, Book & page, Assoc doc, Doc date, Consideration.
- Grid Data:** The grid lists 632 results, each with a unique Doc number, Party (e.g., MORTGAGE ELECTRONIC REGISTRATION SYSTEMS INC +GRANTOR), Doc type (e.g., RELEASE, EASEMENTS, MORTGAGE, DEED QUITCLAIM), Recorded date (e.g., Nov 14, 2025, 4:19), Book & page (e.g., 2023038430 MORTGAGE), Assoc doc (e.g., Nov 14, 2025, \$0.00), Doc date (e.g., Sep 25, 2025), and Consideration (e.g., \$0.00).
- Navigation:** Includes links for Doc preview, New search, Edit search, Save search, and a search bar.
- Groups:** Your groups, Pin stash, Recently viewed, Hidden.
- Page Navigation:** Shows page 4 of 632, with arrows for navigation.

**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, a message similar to the following will display:



1. 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.
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 above). Click the **Double Page Arrow** to navigate to the last or first page of results.

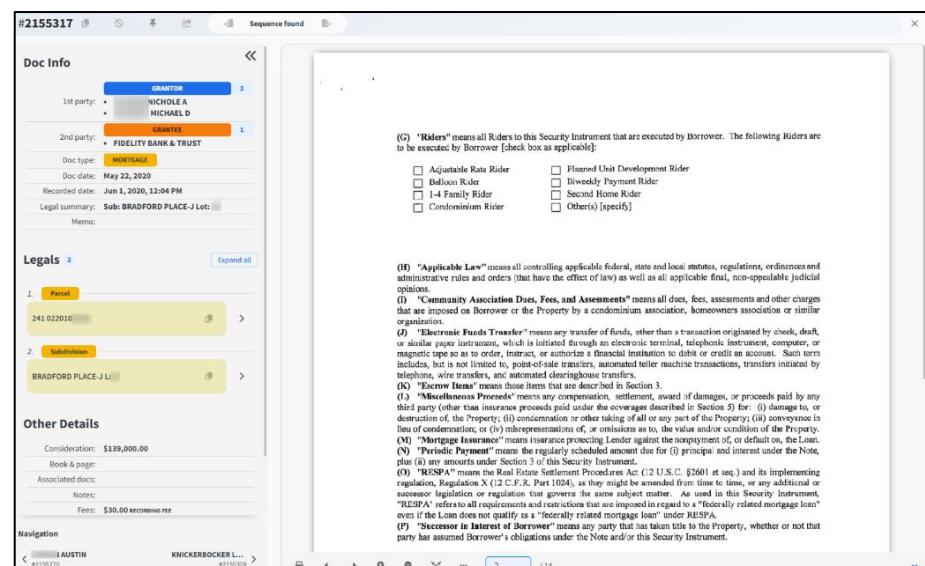
3. To view the **index data** details for any document, click anywhere on the document's row in the results grid. All index data for the document will display in the **Doc Info** panel on the left side of the results grid. (See the image below.)



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

4. Click the **X** in the upper right corner of the **Doc Info** panel to close the panel and display the **Criteria** panel.
5. 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.

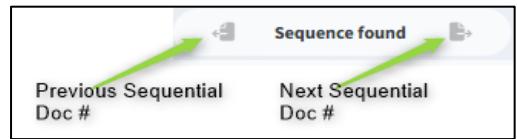
The **Navigation** and **Doc Info** (document index details) panels will display on the left side of the screen and the image will display on the right. (See the image below.)



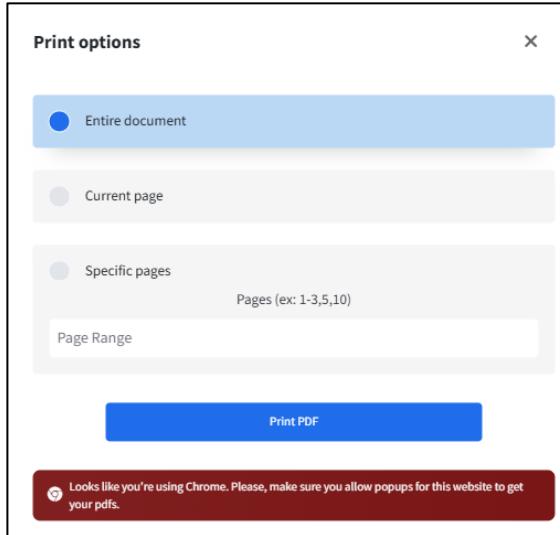
6. Click the **Right or Left Arrow** at the bottom of the image to scroll through the pages.
7. To navigate to a particular page of the document, click after the page number in the "Go To Page" field, backspace over the displayed number then type the page number you wish to navigate to.
8. To view the image of the previous or next document in the search results without closing the currently-viewed image, click the right or left arrow in the **Navigation** section at the bottom of the **Doc Info** panel.



9. 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 at the top of the image. To view the image of the next sequential document number, click the **Right Arrow** in the **Sequence found** field.



10. To print the image, click the **print** icon at the bottom of the image. The **Print Options** dialogue box will display (See the image below.)



11. Click **Entire document** or **Current page** or click the **Specific pages** option then enter the page, pages, or page range you wish to print.

a. 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.  
 b. Print the image(s) utilizing the functionality of the print dialogue box in which the image displays.

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

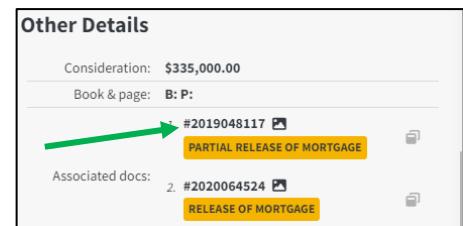
a. The image icon on the left side of that document's row in the results grid will display a blue eye symbol when an image has been viewed.



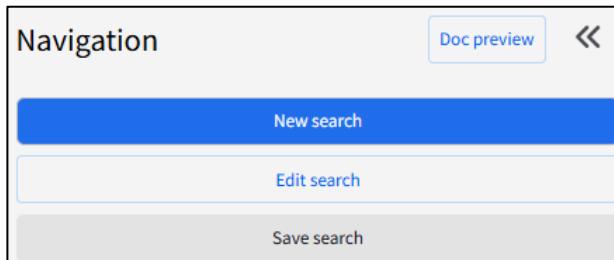
13. To view the image of an associated document (reference document) from the search results, click anywhere on the row in which the associated document is listed in the **Associated Doc** column. The **Doc Info** panel will display on the left side of the search results grid.

#	Doc Number	Additional Party	Doc Type	Recorded Date	Assoc Doc
29	2020007206	FIRST FEDERAL SAVINGS BANK	PARTIAL RELEASE OF MORTGAGE	Feb 4, 2020, 5:02 PM	2019008291 MG

a. Click the document number in the **Associated docs:** section of the **Doc Info** panel. The image of the associated document will display in an **Associated Document Image** window.



14. To run a new search, click the **New search** bar in the **Navigation** panel. (See the image below.) (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 **Navigation** panel.)



a. 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.  
 b. Click **Edit search** to return to the search criteria screen with the previously-entered criteria still in place.

## SEARCH RESULTS DETAILS

- To **sort** by any column in the search results grid, click the **column header** for that column.
- To **reorder** the display of the columns, click and hold any **column header** then drag the column to the desired location.

3. To **group** search results by any index field column, right click the column header then click the **Group by** option.

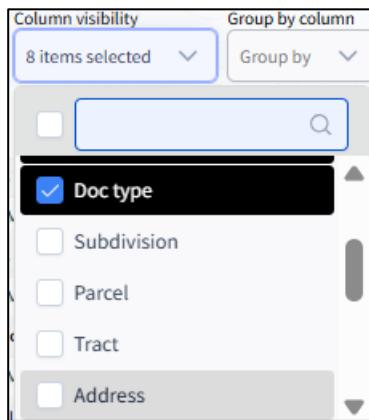
a. To view the list of documents in any group, click the **Arrow** to the left of that group name.

#	Doc number ↑↓	Party ↑↓	Doc type ↑↓
>	AFFIDAVIT (TRANSFER)	1	
>	ASSIGNMENT	1	
>	DEED	3	

b. To reset the search results to the ungrouped view, click the **X** in the **Group by Column** field.



4. (\*NEW: Additional results columns for Legals 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 at the top of the search results 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, you can click on 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 ↑↓
	QQ: NE Q: SE S: 18 T: 19 R: 4 +1
METRO PARK B:A +2	
METRO PARK B:A	1. METRO PARK B:B
METRO PARK B:A	2. METRO PARK RP OF BLOCK A AND B

b. To view the additional legals, hover the mouse over the number next to the legal description to display a list of these legals (or click on the document row to display all indexed values in the **Doc Info** panel).

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.

5. See the full Laredo manual for details regarding additional functions available regarding the viewing of search results. Also, see the **TEMPLATES** section in the full Laredo Anywhere manual for a description of how to set a default view for the search results columns.