# LAREDO ANYWHERE QUICK START GUIDE (Updated 07/2025)

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: <u>https://www.fidlar.com/LaredoAnywhere.aspx</u>.

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

## **CLASSIC SEARCH**

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

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# PARTY NAME SEARCH (\*\*NEW)

Last/business name	First name	Exact search 🗊	IRIS	
Enter last/business name	Enter first name	On Off	County User None	Add
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- 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. 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. (\*\*NEW) To ignore possible spaces and punctuation in names, select the Off toggle in the Exact search option before you click Add. For example, with Exact search set to Off, a search for "Walmart" will return results for "Wal-mart", "Wal Mart".



- c. 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".
- 2. Click **Add** then click the **Run** button at the top of the screen to display the search results. (See the image on the next page.)

# SEARCH RESULTS

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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:** 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 (\*\*NEW):



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 Figure 6 on the next page.)



(Figure 6)

 Click the **Right** or **Left Arrow** at the bottom of the image to scroll through the pages. **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 Figure 7 below.)

Doc Info	~		
1st party:	GRANTOR 2 NICHOLE A MICHAEL D		
2nd party: • FIDELITY E	GRANTEE 1 IANK & TRUST	(G) "Riders" means all Riders to this Security instrument that are executed by Borrower. The following Riders are to be executed by Borrower (sheek box as an encloable):	
Doc type: MORTGAGE			
Doc date: May 22, 2020		Adjustable Rate Rider   Planned Urat Development Rider	
Recorded date: Jun 1, 2020,	12:04 PM	I-4-Family Rider     Second Home Rider	
Legal summary: Sub: BRADFO	RD PLACE-J Lot:	Condominium Rider Dther(s) [specify]	- 1
Memo:			
egals 2	Expand all	(I) "Applicable Law" means all controlling applicable fideral, state and local statutes, regulations, erdinances and administrative rules and codes; (but have the effect of law) as well as all applicable fluit, non-appealable judicial	
L Parcel		opinions. (I) "Community Association Dues, Fees, and Assessments" means all dues, fees, assessments and other charges	
241 022010	d >	that are imposed on Borrower or the Property by a condominum association, homeowners association or similar organization.	
2. Subdivision		(a) Electronic Particle Production and the product of the production of the product of the pr	
BRADFORD PLACE-J L	a >	includes, but is not limited to, point-of-sale transfers, automated teller machine transactions, transfers initiated by telephone, wire transfers, and automated clearinghouse transfers.	
Other Details		(ii) "Occurs Head" means these items that are described in Section 3: neural of damages, or proceeds paid by may of the damages of the dam	
Consideration: \$139.000.00		(M) "Mortgage Insurance" means insurance protecting Lender against the nonpayment of, or default on, the Lean. (N) "Periodic Payment" means the regularly scheduled amount due for (i) principal and interest under the Note.	- 1
Book & page:		plus (ii) any amounts under Section 3 of this Security Instrument.	
Associated docs:		(0) "RESPA" means the Real Estate Settlement Procedures Act (12 U.S.C. §2601 et teq.) and its implementing ramination. Regulation X (12 C F 3: Part 1024), as they might be arounded from time to time, or any additional or procedures of the settlement of the sett	
Notes:		successor legislation or regulation that governs the same subject matter. As used in this Security Instrument,	- 1
Fees: \$30.00 RECORD	ING FEE	"RESPA" refers to all requirements and restrictions that are imposed in regard to a "federally related mortgage loan" even if the Loan does not qualify as a "federally related mortgage loan" under RESPA.	- 1
		(P) "Successor in Interest of Borrower" means any party that has taken title to the Property, whether or not that	- 1



 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 you wish to navigate to.



- 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.
- Navigation
- 9. (\*\*NEW) 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 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 Figure 12 on the next page.)



Print options		×
Entire document		
Current page		
Specific pages	Pages (ex: 1-3,5,10)	
Page Range		
	Print PDF	
Looks like you're using Chro your pdfs.	ome. Please, make sure you allow popups for this web	site to get

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



#### (Figure 12)

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 ↑↓	I	Doc Type ↑↓	Recorded Date ↑↓	Assoc Doc ↑↓
29	2020007206	FIRST FEDERAL SAVINGS BANK	FROM	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.

Other Details		
Consideration:	\$335,000.00	
Book & page:	B: P:	
	2. #2019048117 💌 PARTIAL RELEASE OF MORTGAGE	Ð
Associated docs:	2. #2020064524 🖾 RELEASE OF MORTGAGE	

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 Criteria panel.)

Navigation	Doc preview
New search	Edit search
Save	e search
Criteria Mode: Classic	Results: 390

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.

### SEARCH RESULTS DETAILS

- 1. To **sort** by any column in the search results, click the **column header** for that column.
- 2. 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.
  - b. To reset the search results to the ungrouped view, click the **X** in the **Group by Column** field.
- 4. 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.



# **DOCUMENT INFORMATION SEARCH**

Document						
Start date		End date				
Enter a start date	Ö	Enter an end date	Ð			
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.
- 2. To narrow your search criteria to a particular document type or grouping of document types, click in the **Select a type** field in the **Document type** section then select the desired document type.
- 3. (\*\*NEW) To narrow your search criteria to a particular grouping of document types (known as search groups), click in the **Select a search group** field in the **Search group** section 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:

Search document number range or document number list?						
Range	List					
Start number	End number					
Start document number	End document number					

a. DOCUMENT NUMBER RANGE: To search by a sequential document number range, make sure that **Range** is selected then enter the beginning document number in the **Start number** field then press **Tab** to enter the **End number** field.

Search document number range or document number list?						
Range	List					
Document number list*						
Enter a document number		Add				
You can add multiple entries at once by delimiting each with a comma eg. 'item	1, item2, item3'					

- b. (\*\*NEW) DOCUMENT NUMBER LIST: To search for a non-sequential list of document numbers, click the List bar in the document number criteria section then enter each document number you wish to search in the **Document number list** field with a comma between each one. Then click the **Add** button.
- 5. 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) see the full Laredo Anywhere manual located at: <u>https://www.fidlar.com/LaredoAnywhere.aspx</u>. The new features in the June, 2025 release of Laredo Anywhere are listed below.

#### **SUBDIVISION**

1. **(\*\*NEW) EXPAND LEGALS:** With the **Expand legals** 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 legals field to turn off this option (the field name will change to Exact legals) before clicking the Add button.

6

 (\*\*NEW) You can now search for multiple subdivisions in one search by selecting each subdivision in the Select a Subdivision field then clicking Add after each one is selected.

### TRACT

- (\*\*NEW) EXPAND LEGALS: With the Expand legals 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.
  - To limit the search results to only display records indexed with the specific quarter sections entered, click the Expand legals field to turn off this option (the field name will change to Exact legals) before clicking the Add button.



- 1. **(\*\*NEW) 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.
  - b. 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.





