





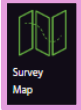
T A P E S T R Y



User Guide

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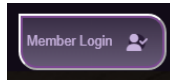
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(Note: This manual is a work in progress and will be modified as Tapestry Eon is updated)

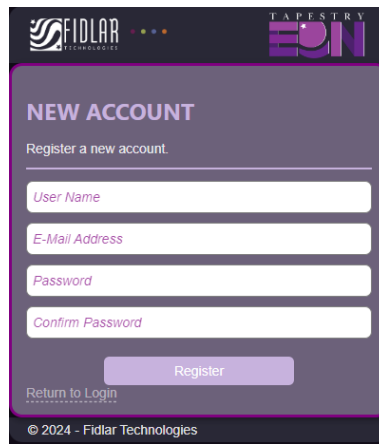
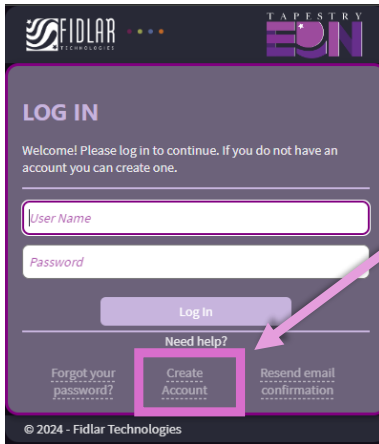
CREATING A TAPESTRY EON ACCOUNT

Note: Creating a Tapestry EON account does not give you free access to search. Per search fees still apply

1. Navigate to www.landrecords.com or <https://tapestry.fidlar.com/TapestryEon>
2. Click on Member Login at the top right.



3. Next, Click on Create Account



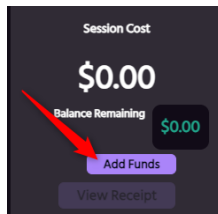
NOTE: Fidlar will send a confirmation email to the email address you used to register. Example below of sample email.

4. Once you've completed the first four steps, you will be taken to the landing page map:



5. Select a state and county in which you'd like to search. On the right side of your screen, you will see the option to "Add Funds".

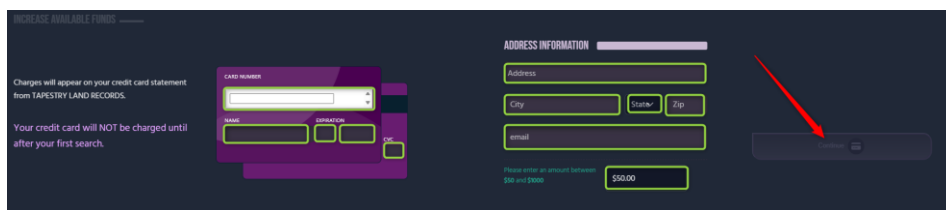
a. **NOTE:** Until Funds are added to your prepaid account, you will **not** be able to perform a search while signed into this account.



6. Click the "Add Funds" button and a box will appear at the top of the screen to enter in your credit card information to pre-load an amount. This amount can range from \$50 to \$1,000 at a time.

a. **NOTE:** Fidlar will **not** store any credit card information, nor do we sell any data from our users on any Fidlar product.

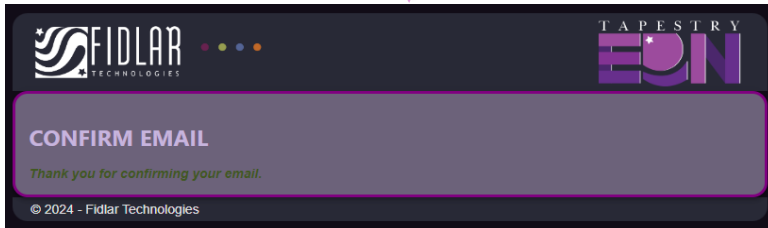
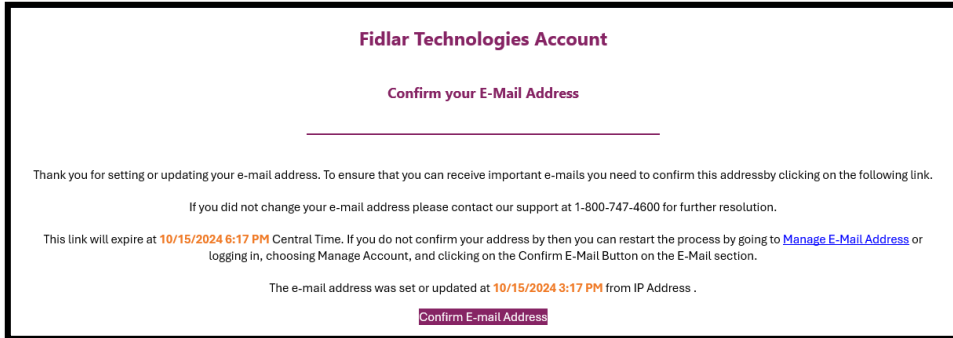
b. **NOTE:** The ability to Click "Continue" will only become available once your information has successfully been entered.



Congratulations! You are now ready to begin searching in all Fidlar Counties.

Confirmation Email

After a user signs up for Tapestry EON, they will receive an email with a link to confirm the email address used to register.

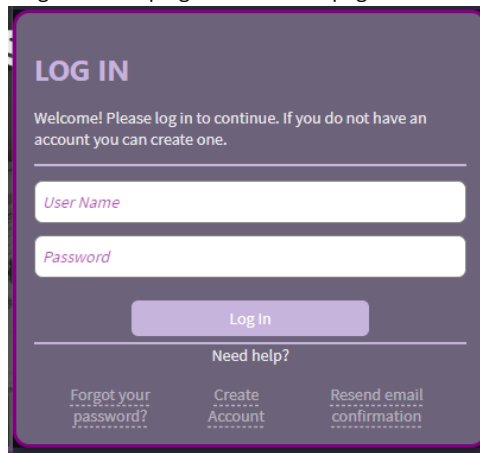


When you click on the Confirm Email Link in the email, you will have now confirmed your Tapestry Account.

LOGGING INTO TAPESTRY EON

NOTE: The steps below assume you have set up your Tapestry account.

1. Open your internet browser and go to www.landrecords.com or <https://tapestry.fidlar.com/TapestryEon>
2. Click on Member Login at the top right of the home page.



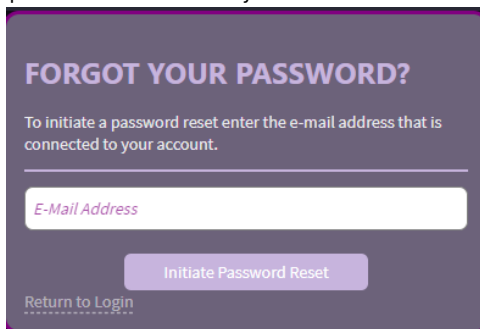
The screenshot shows a purple-themed login interface. At the top, it says "LOG IN" in white. Below that, a message reads: "Welcome! Please log in to continue. If you do not have an account you can create one." There are two input fields: "User Name" and "Password". A "Log In" button is centered below the fields. Underneath the button, it says "Need help?". At the bottom, there are three links: "Forgot your password?", "Create Account", and "Resend email confirmation".

3. Enter in User Name and Password.

NOTE: If there is 20 minutes of inactivity, an automatic logout alert will appear. If there is no activity for 60 seconds after the alert appears, you will be logged out.

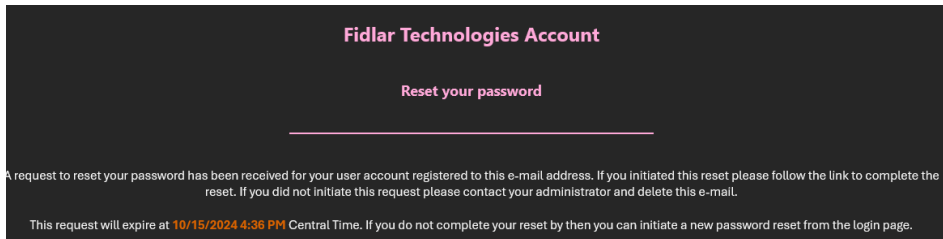
RESETTING MEMBER PASSWORD

1. Within the Member Login screen, click on Forgot your password? link.
2. Next, you'll be prompted to enter the email address associated with your account, and a link to reset your password will be sent to you.

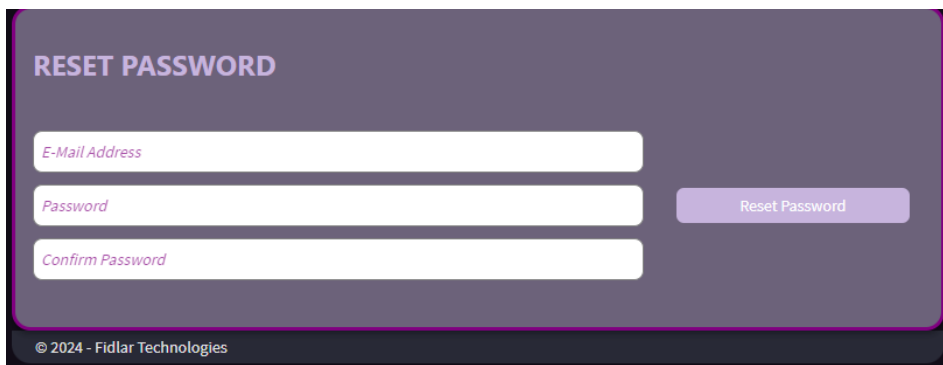


The screenshot shows a purple-themed "FORGOT YOUR PASSWORD?" page. It says: "To initiate a password reset enter the e-mail address that is connected to your account." There is an "E-Mail Address" input field. Below it is an "Initiate Password Reset" button. At the bottom left, there is a "Return to Login" link.

3. An email will be sent from noreply@fidlar.com with a link to reset.

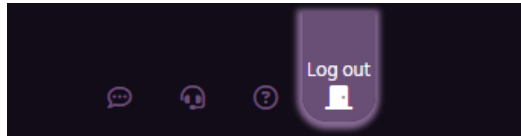


4. Enter in your account's email address and a new password.

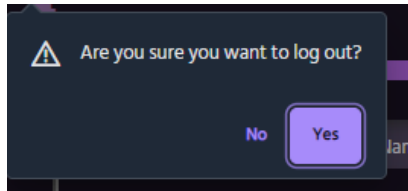


LOGGING OUT OF ACCOUNT

1. Whenever you are finished searching while logged into your account, you can log out at any time.
2. At the top of the screen within the menu bar, there will be a Log Out Icon



3. After clicking on the Log out Icon, it will prompt confirmation of the log out. This will help prevent you accidentally logging out.



4. Clicking "Yes" will log you out of your account and redirect you to the home page.

EON HOME PAGE

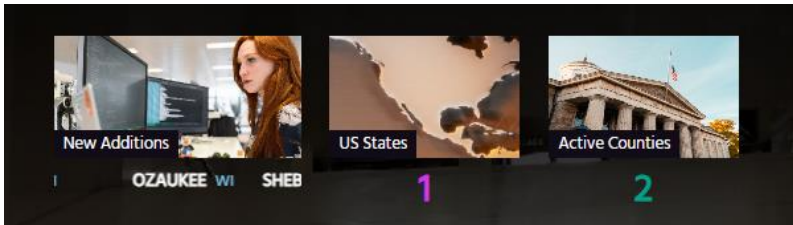
EON ASSIST

At the top of the home page, there is a feature called EON Assist. This feature will provide helpful tips/instructions throughout the user's search journey within EON. This feature is defaulted on during your first visit but can be turned on and off at any time during subsequent visits.



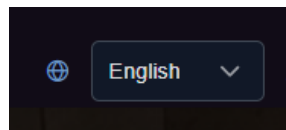
COUNTY PARTNERS OVERVIEW

The bottom left of the home page, houses a quick summary of all the county partners that are available on Tapestry EON. When new partners are added, it will display them on a scroll.



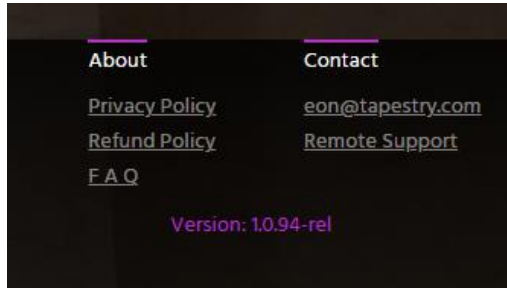
LANGUAGE OPTIONS

Users are able to select which language option they would like to have EON displayed in. The two options are English or Spanish. To switch the languages, click the drop down arrow and select the desired language.

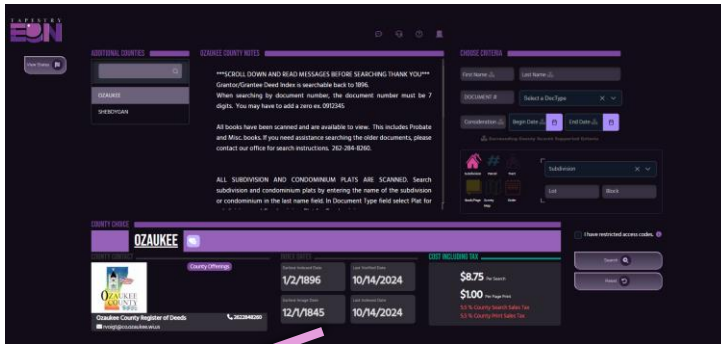


ADDITIONAL LINKS

The bottom right of the home page has all available policies and contact information for the EON Support Team.



THE SEARCH CRITERIA SCREEN



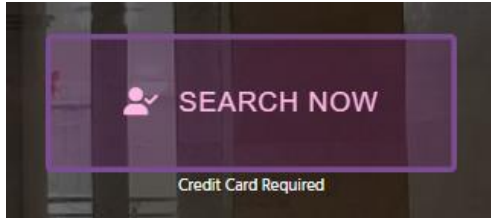
Can be marked as a Favorite (points to the star icon next to the county name)
County's Search and Print Fees (points to the cost information section)
County you are searching (points to the county name 'OZAUKEE')
County Contact Information (points to the contact details for the Register of Deeds)
Index, Image and Verified Dates for that County (points to the index dates table)

INDEX DATES	
Earliest Indexed Date	Last Verified Date
1/2/1896	10/14/2024
Earliest Image Date	Last Indexed Date
12/1/1845	10/14/2024

STARTING A SEARCH WITHOUT AN ACCOUNT

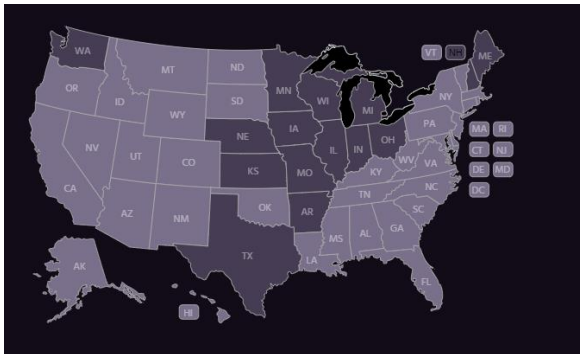
NOTE: If you don't need, or want, a prepay account, please follow the instructions below. If you would like to create an account, reference CREATING A TAPESTRY EON ACCOUNT section (Pg 3).

1. Open your internet browser and go to www.landrecords.com or <https://tapestry.fidlar.com/TapestryEon>
2. The center of the web page will be a SEARCH NOW box.

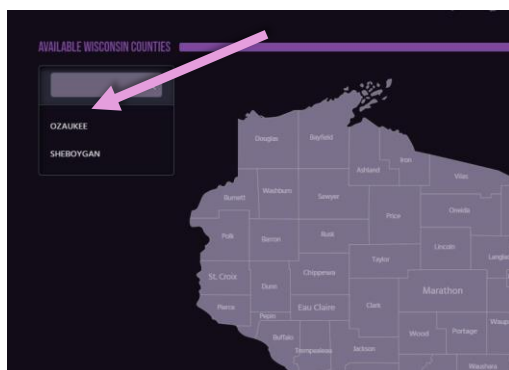


3. Once you click on this, we will have you enter your Credit Card information.
 - a. **NOTE:** Credit information is not stored, and you will be required to re-enter this information once the preauthorized amount has been depleted.

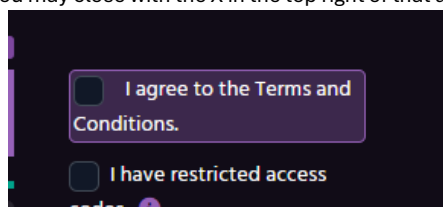
- b. All fields are required to begin your search.
4. After you fill in all the required fields, a "Continue" button will appear. A \$30 preauthorization will be charged to your credit card to initiate the search.
 5. Next, you will start off by selecting which state you would like to search in.
NOTE: The available counties and states will be displayed in a dark blue color.



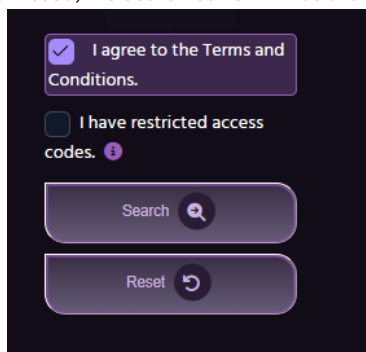
6. Within in the selected state, you will be able to select which county two ways.
 - a. Click on the county within the map.
 - b. Search and select from the smart list on the left side of the window.



7. Enter your desired search criteria in the appropriate fields.
8. When running your first search in that session, you will be required to agree to the Terms and Conditions by clicking the checkbox. This will cause the Terms and Conditions to be displayed, which you may close with the X in the top right of that area.

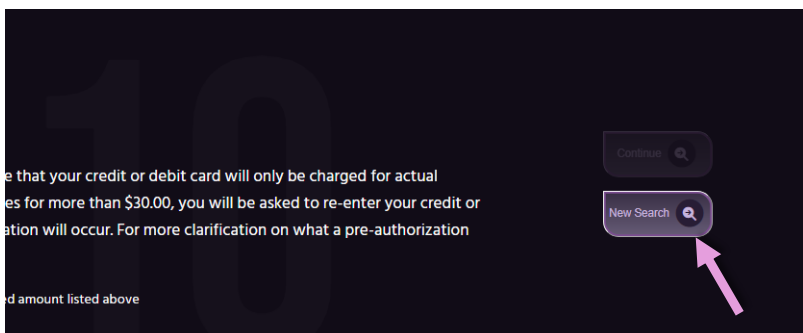


9. Once reviewed and dismissed, the Search button will be available to continue.

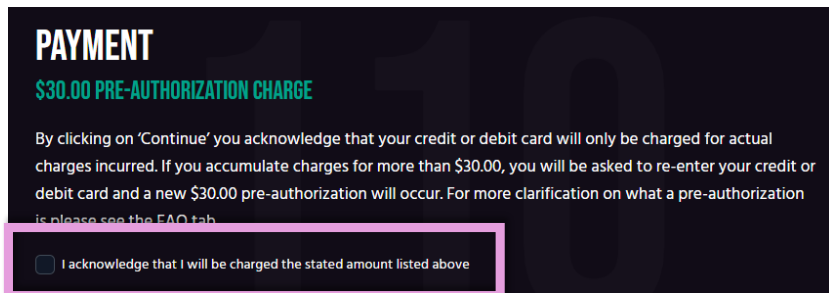


10. After clicking the Search button, EON will display the total number of available results and a preauthorization reminder which must be acknowledged to continue.

11. If you would like to make changes before continuing, click on New Search to return to the previous screen.



12. If you would like to continue with the entered search criteria for it to present your results, you must consent to the payment.



13. When you acknowledge the charge, the Continue button will become active.
NOTE: After clicking the Continue button, the search charge will be collected from the preauthorized \$30.

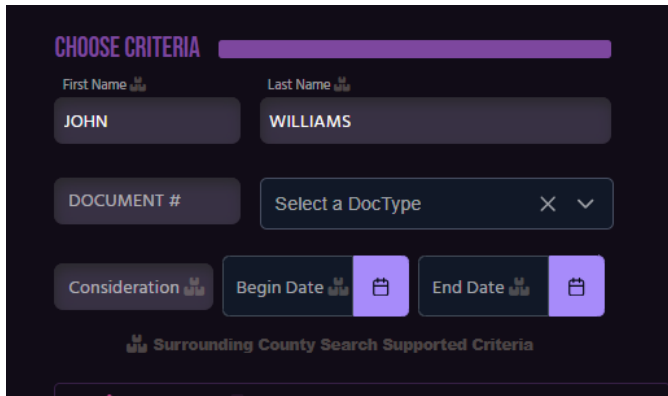
14. The results screen will appear and populate the first 300 results.

PARTY NAME & DOCUMENT INFORMATION SEARCH

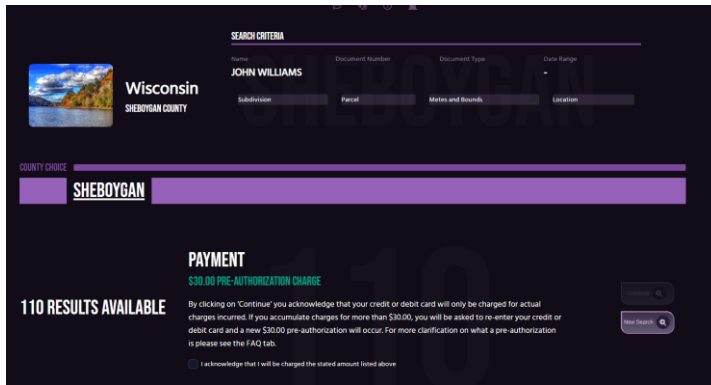
PARTY NAME SEARCH

NOTE: The following steps are described as if you have logged into your Tapestry EON account. Otherwise, please see the STARTING A SEARCH WITHOUT AN ACCOUNT section (Pg 11) to learn more about how payment is collected.

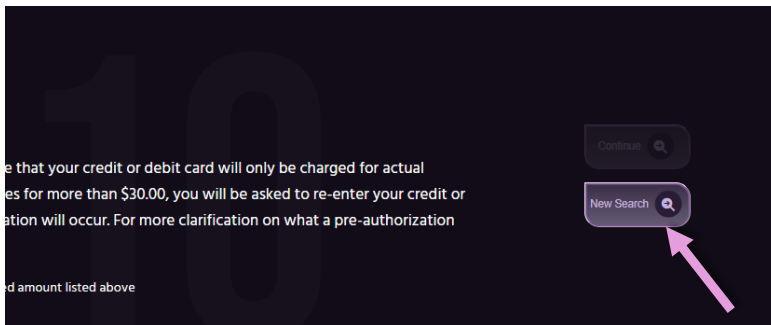
1. Under CHOOSE CRITERIA will have two fields, First Name and Last Name.
2. Enter in the name information you would like to search by.



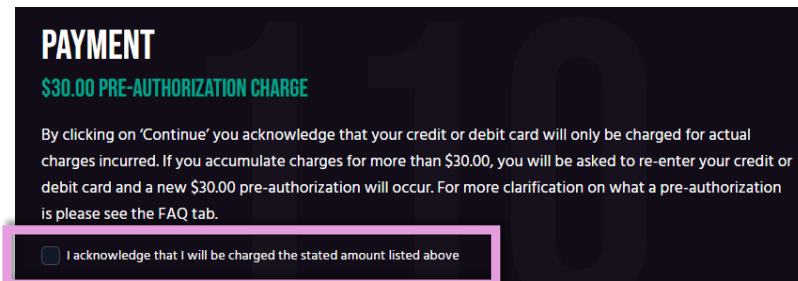
3. Once Search button has been selected, you will be taken to an overview screen. This will display the search criteria that has been entered and what the available results will be presented if you continue.



4. If you would like to make changes before continuing, click on New Search



5. If you would like to continue with the search criteria for it to present your results, you must consent to the payment.

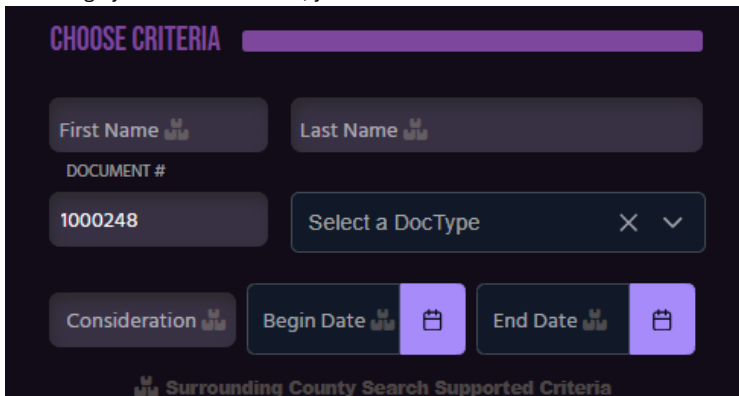


6. When you acknowledge the charge, the Continue button will be displayed.
7. Clicking on the continue button, the search charge will be collected from the preauthorized \$30 and you will be taken to the Search Results screen.

DOCUMENT INFORMATION

DOCUMENT

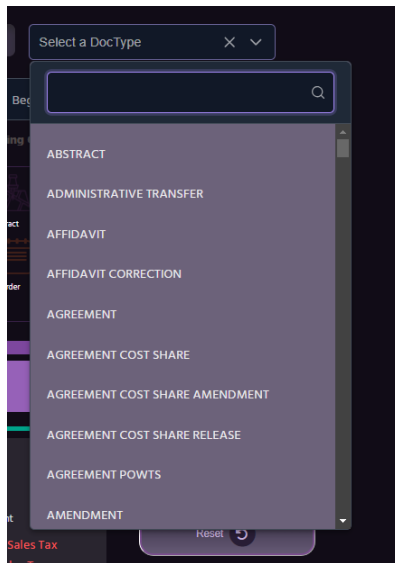
1. When searching by document number, you will enter that into the DOCUMENT # field.



DOCUMENT TYPE

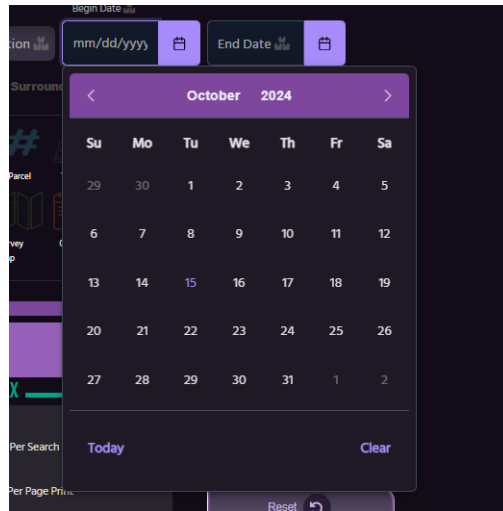
NOTE: The available document types correspond to those specific to the selected county and may vary from one county to another.

1. Under CHOOSE CRITERIA, there is a drop-down field that has all available document types.
2. You can either scroll through the document types or can be searched within the drop-down list.



DOCUMENT DATE

1. Under CHOOSE CRITERIA, there are two available fields to enter a date(s).
2. When entering in date, it can either be selected on a calendar or typed into the fields.



3. A date entry can either be one date or a range.

EX: Begin Date: 10/01/2024 End Date: 10/01/2024

Or

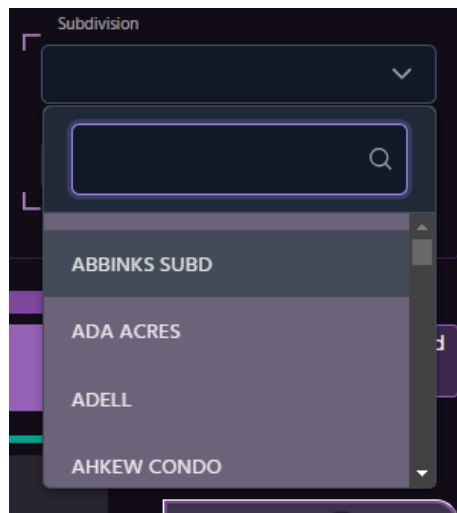
Begin Date: 10/01/2024 End Date: 10/15/2024

ADDITIONAL CRITERIA SEARCH

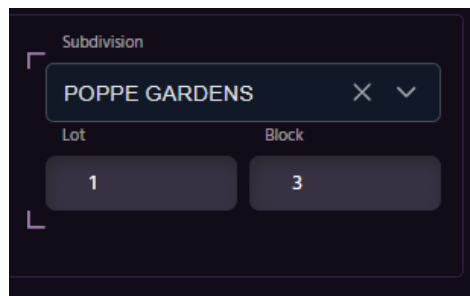


SUBDIVISION

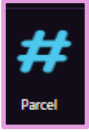
1. When subdivision icon is selected, a drop-down field will be available.
2. Within the drop-down field, either select the subdivision or search within the field.



3. After you select the appropriate field, you can enter a Lot and Block.



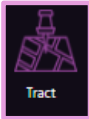
4. When you are ready to run your search, click Search.



PARCEL NUMBER

1. When the Parcel Icon is selected, the parcel field will display.
2. Enter the parcel information.

Parcel Number
31-720-0045-1566



TRACT

1. When the Tract icon is selected, the tract field will display.
2. Enter your desired Section, Township and Range into the appropriate fields.

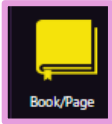
Section Township Range
13 14 21

3. If Quarter Sections are needed, you may select up to two Quarter Sections.

Section Township Range
13 14 21

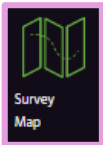
Q1 NW NE SW SE

Q2 NW NE SW SE



BOOK & PAGE

1. When the Book/Page icon is selected, the book and page fields will be available.
2. Enter the Book & Page information.

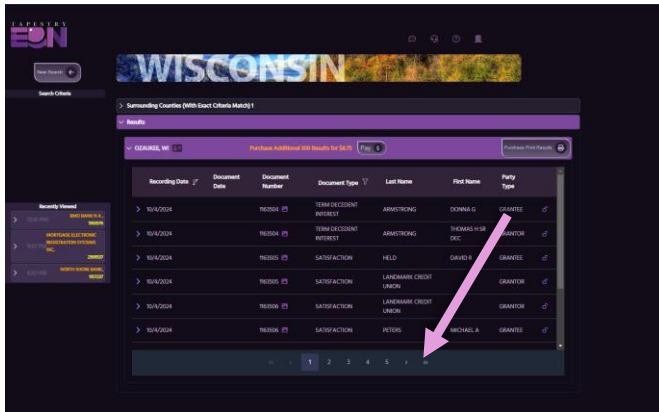
A screenshot of a mobile application interface showing two input fields. The first field is labeled "Book" and contains the number "1667". The second field is labeled "Page" and contains the number "561". Both fields are dark gray with white text and are set against a black background.

CERTIFIED SURVEY MAP (CSM)

1. When the Survey Map icon is selected, the Survey Map drop-down field will be available.
2. Within the drop-down field, either select the survey map or search within the field.

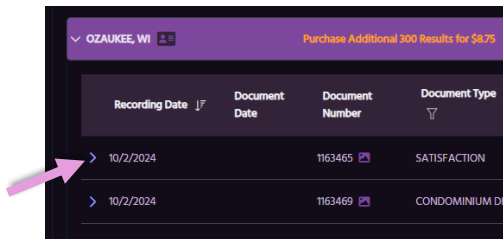
A screenshot of a mobile application interface showing a drop-down menu titled "Survey Maps". The menu is open, displaying a list of survey map identifiers. The list includes "CSM #", "CSM #088", "CSM #1", "CSM #10", "CSM #100", "CSM #1000", "CSM #1001", and "CSM #1002". A search bar is visible at the top of the menu, and a scroll bar is on the right side.

SEARCH RESULTS – THE BASICS



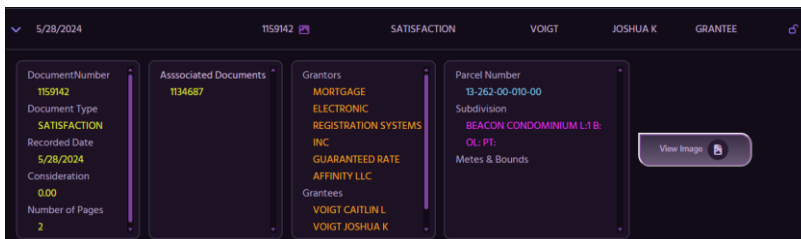
When you run a search, the results grid will initially show a summary of the index data for documents that meet the entered search criteria.

1. To scroll through each page of results one page at a time, click the Page Arrow at the bottom of the grid. Click on the Double Page Arrow to navigate to the last or first page of results.
2. To view the indexed data details for any document, click on the arrow next to the recording date of the intended document's row.

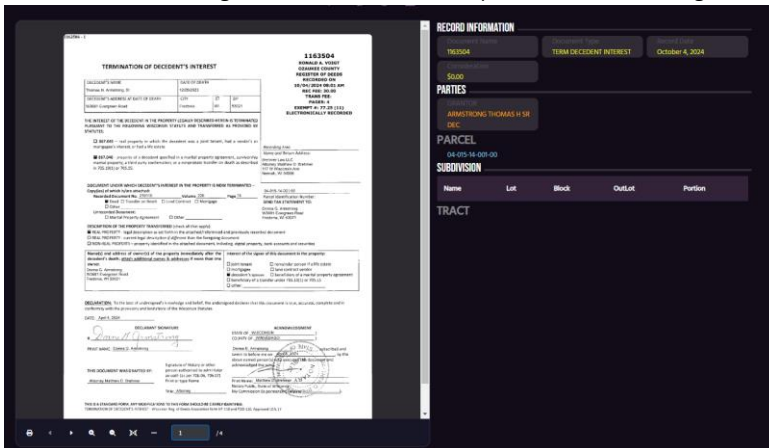


NOTE: When viewing the index data, all corresponding rows to that document, will open as well.

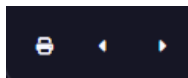
3. To close the index data, simply click on the same arrow again.



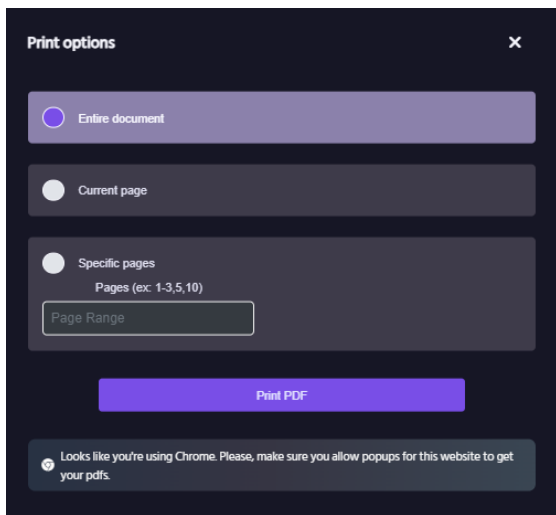
- To view a document image, when the index data is open, click on View Image.



- Click the Right or Left Arrow at the bottom of the image to scroll through the pages.



- To print the image, click the print icon at the bottom of the image. The Print Option 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.

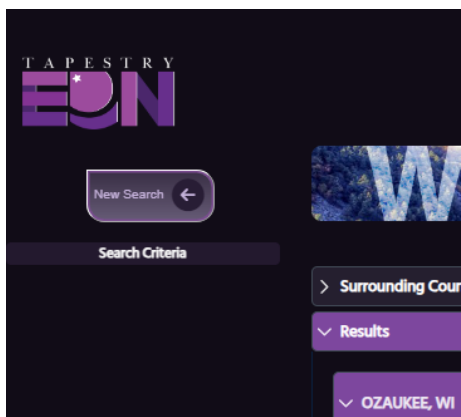
b. Click Request PDF for print. A print dialogue box that opens will be determined by the web browser in which you are running Tapestry EON.

NOTE: Requesting a PDF still counts as print. This means print fees will be applied.

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

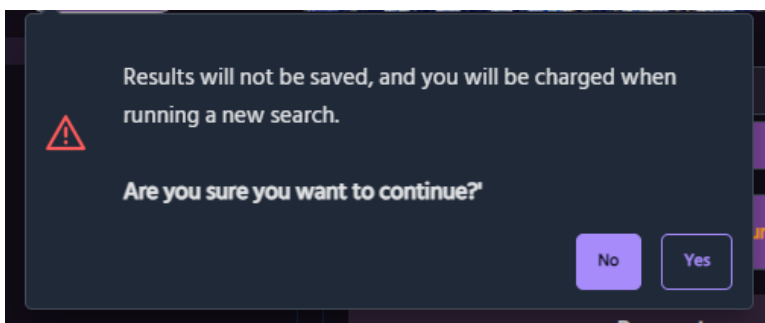
- When finished with the image, exit by clicking on the Results button in the top-left corner of the page.

8. To run a new search, click the New Search button.



When New Search is clicked, a confirmation box will pop up asking if you are sure you want to perform a new search.

NOTE: Performing a new search, means a new search fee will be charged.



SEARCH RESULTS – DETAILS

Surrounding Counties (With Exact Criteria Match) 1

Results

OZAUKEE, WI Purchase Additional 300 Results for \$8.75 Play Purchase Print Results









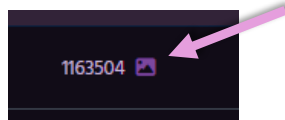
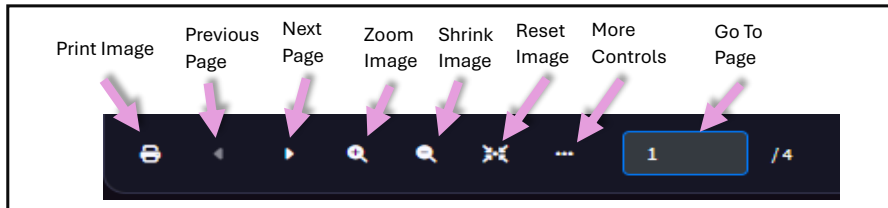
Recording Date	Document Date	Document Number	Document Type	Last Name	First Name	Party Type
> 10/4/2024		1163504 	TERM DECEDENT INTEREST	ARMSTRONG	DONNA G	GRANTEE 
> 10/4/2024		1163504 	TERM DECEDENT INTEREST	ARMSTRONG	THOMAS H SR DEC	GRANTOR 
> 10/4/2024		1163505 	SATISFACTION	HELD	DAVID R	GRANTEE 
> 10/4/2024		1163505 	SATISFACTION	LANDMARK CREDIT UNION		GRANTOR 

IMAGE & PRINT CONTROLS

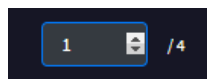
An image icon will display on the right side of the document number if the document has an image.



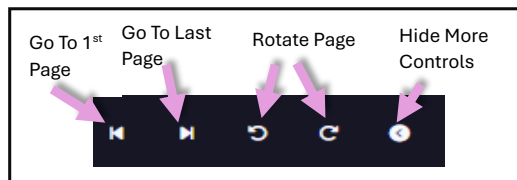
1. To view a document image, open the index data with the arrow, then click the View Image.
2. To print the image, click the print icon at the bottom of the image. See “Section Search Results – The Basics” (Pg 21) above for more details regarding printing an image.
3. The following image controls are 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:



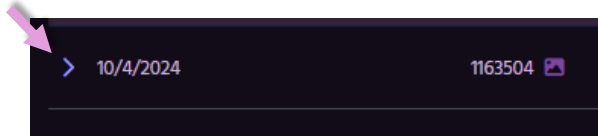
b. Click the More Controls option to display the following additional image controls:



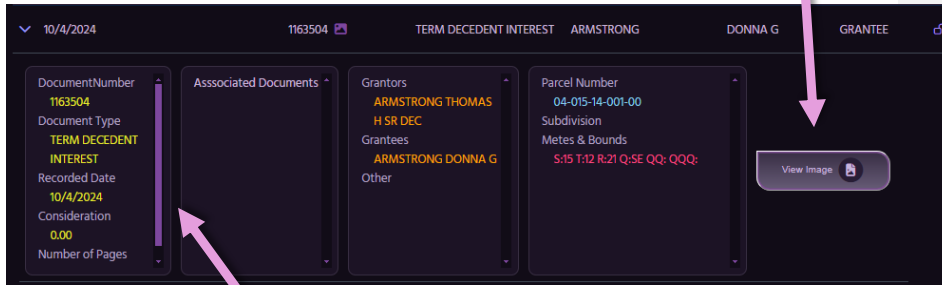
MODIFYING & PRINTING SEARCH RESULTS

VIEWING INDEX DATA

1. In the document row, click on the arrow on the left side.



NOTE: Once the Index Data is open, the image can be viewed by clicking on View Image

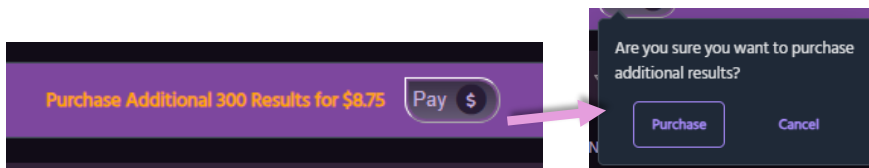


- a. All index sections can be scrolled through with the scroll bar on the right side.
- b. To close out the index data, click on the arrow again.

ADDING ADDITIONAL RESULTS

When a search generates more than 300 results, you will be able to purchase additional results. These results will be directly added to the original search along with the search fee added to the session total.

1. In the county results header, a Pay button will appear. Next to that it will state Purchase Additional 300 Results for \$8.75.

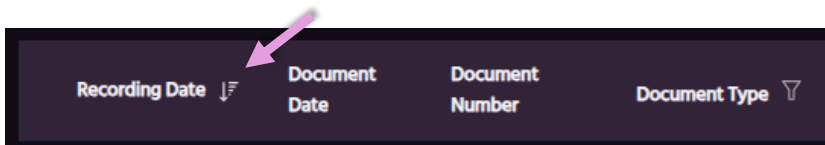


2. Once you click on the Pay button, an alert will appear. You must confirm that you want to purchase additional results before continuing.
3. The next 300 results will be added to your original search results, along with an \$8.75 search fee added to your session cost.

DOCUMENT NUMBER SORT

Document numbers can be sorted by ascending and descending order within the search results.

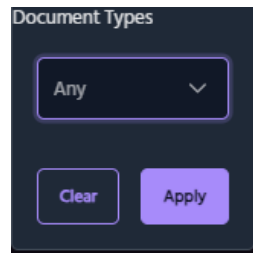
1. In the search results column headers, there will be sort icon next to Document Number.
2. To sort by ascending or descending order, click on the icon.



DOCUMENT TYPE FILTER

A filter can be applied to the Document Type Header.

1. To apply the filter within the Document Type Column, click on the Filter Icon
2. When you click on the filter, a drop-down menu will appear.
3. Within the drop-down menu, you can also search within the menu.



Commented [CH1]: We will want to update this when fixed.

LOCK DOCUMENT ROW

Tapestry EON includes the functionality to “lock” documents in the search results. This function is useful because it will allow the user to access the document throughout your search session on different pages.

1. To lock a document, click on the Lock icon on the far-right side of the intended document’s row in the search results.

Surrounding Counties (With Exact Criteria Match) 1

Results

OZAUKEE, WI Purchase Additional 300 Results for \$8.75 Pay \$ Purchase Print Results

Recording Date	Document Date	Document Number	Document Type	Last Name	First Name	Party Type
> 10/4/2024		1163504	TERM DECEDENT INTEREST	ARMSTRONG	DONNA G	GRANTEE
> 10/4/2024		1163504	TERM DECEDENT INTEREST	ARMSTRONG	THOMAS H SR DEC	GRANTOR
> 10/4/2024		1163505	SATISFACTION	HELD	DAVID R	GRANTEE
> 10/4/2024		1163505	SATISFACTION	LANDMARK CREDIT UNION		GRANTOR

- Once you have locked the row, you will be able to move from page to page within the search results with that row still in place.
- When you are ready to either print or view index data, simply click on the drop-down arrow. This feature also allows you to compare select documents together.

GRANTEE	🔒
GRANTOR	🔒
GRANTEE	🔒
GRANTOR	🔒
GRANTOR	🔒
GRANTEE	🔒

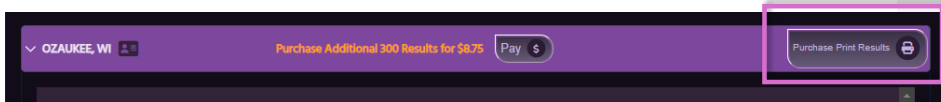
a. Only 3 rows can be locked at a time. Once you lock 3 rows, the feature will be unavailable on other documents.

b. If you need to perform a new search, all the locked rows will be lost. This is not stored between searches.

c. To unlock the selected rows, click on the lock icon again. This will also put the locked row back in its place if you are on another page.

PRINT SEARCH RESULTS

- To Print the Search Results, click Purchase Search Results in the county results header. A PDF document displaying the search results will download in your web browser.

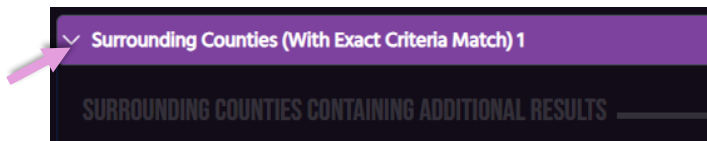


NOTE: The printed results will display what is seen on the screen. This feature is optional and may not be available for every county.

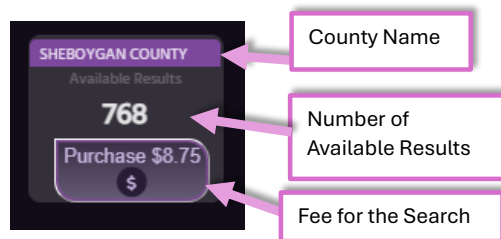
SURROUNDING COUNTY SEARCH

After conducting a search using select criteria, you can easily perform the same search in an adjacent county.

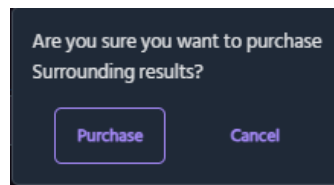
1. To search for exact matches of your entered criteria in surrounding counties, with the search results displaying, click on the drop-down arrow on Surrounding Counties (With Exact Criteria Match) row.
 - a. In that row it will indicate how many counties are available with exact criteria.



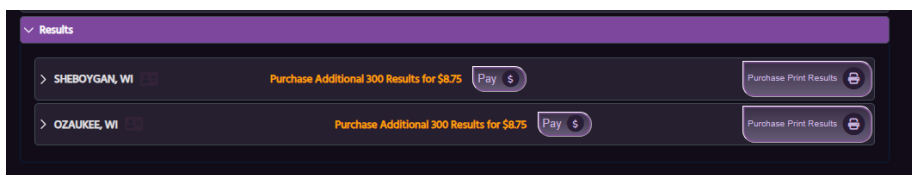
2. When you have this open, there will be a tile for each available county and the number of matching results.



3. If you decide to purchase the Surround County results, click on the Purchase button. When you click on this, an alert will pop up. This alert is for you to confirm this purchase.



4. After clicking Purchase, a search fee will be charged to your session cost.
5. Within your results section, there now will be another county to select.



NOTE: Only one county results list can be open at a time.

SURROUNDING COUNTY SEARCH CRITERIA

CHOOSE CRITERIA

First Name

Last Name

DOCUMENT #

Select a DocType

Begin Date

End Date

10/01/2024

10/04/2024

Consideration

Surrounding County Search Supported Criteria

NOTE: Surrounding County search has specific criteria that will generate results.

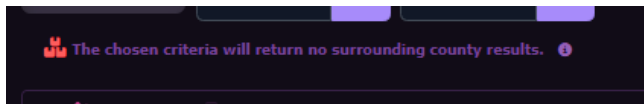
First Name

Last Name

Begin Date & End Date

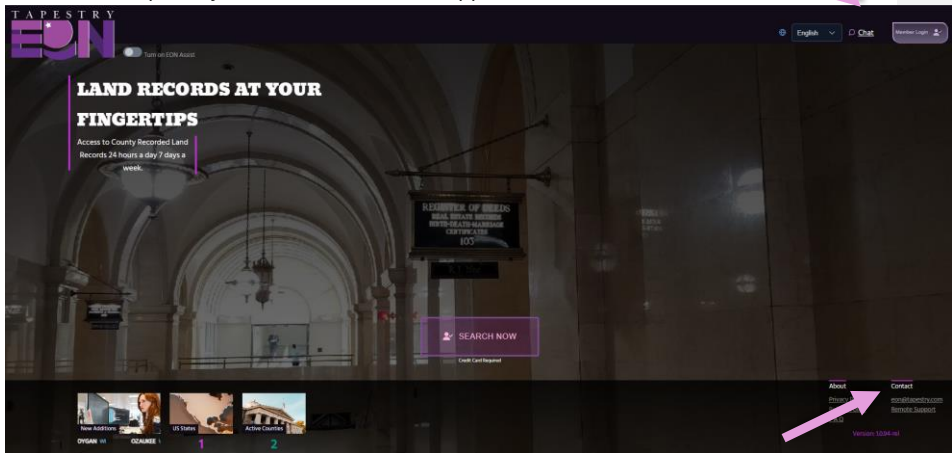
Consideration

When search criteria entered that cannot be used for a Surrounding County search, a message will appear.

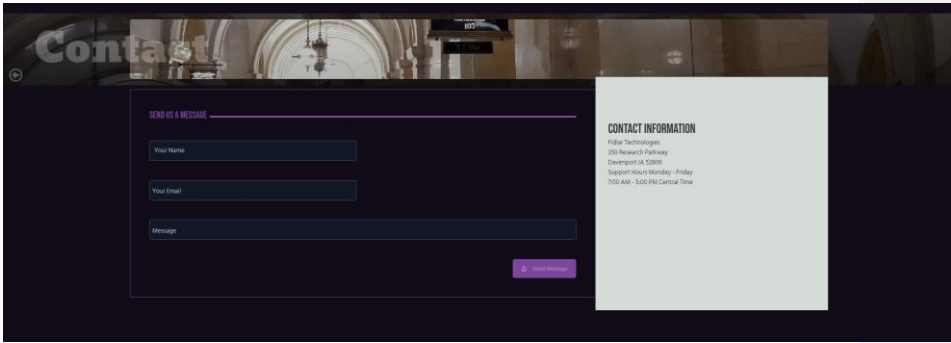


SUPPORT

1. There are multiple ways to contact our Fidar Support team.



- a. Chat – Clicking on this will take you to the Fidar Support page on our website. This will list all information for the options to reach our team.
- b. Email Link – When you click on this email link, it will take you to a form to be emailed to our support team.



- c. Remote Support – If our Support team needs to connect to your workstation for additional assistance, this link will take you to our remote support site to enter in the session code.