

Laredo

Search Guide



FIDLAR
TECHNOLOGIES

Proprietary and Confidential Information

Laredo Search Manual

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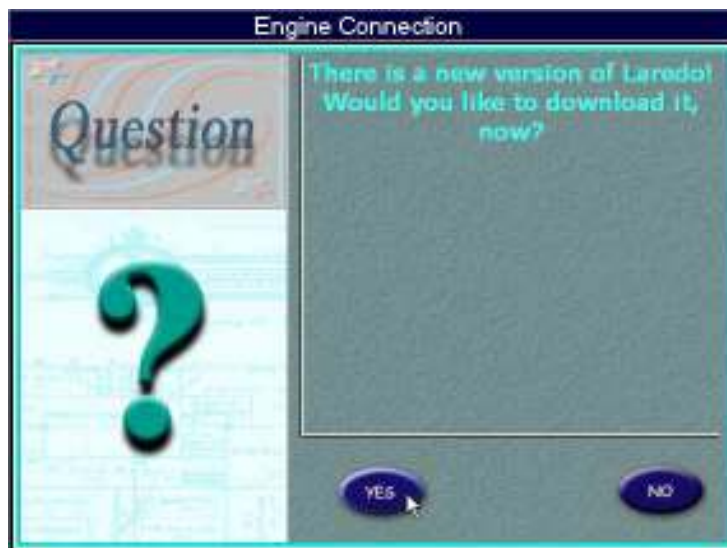
Logging In To Laredo



When you first enter Laredo, you will see the Laredo Security login window. Enter the user name and password assigned to you by the county, then press the ENTER key or click on the arrow to begin using the Laredo search program.



If you have access to multiple counties, you may choose which one to search by selecting the county name from the drop down box.



You will see the window above if there has been an upgrade performed to the Laredo software. If you are using Laredo version 5.2.1 or later click on the **YES** button to download the latest version of Laredo. If you are using an earlier version you will need to go to our website, <http://www.fidlar.com/laredo.aspx> and download the version for your county.



If you are a remote Laredo user, the above screen will appear. You need to accept the license agreement, print the agreement, sign and date the form, and return it to Fidlar Technologies. After the agreement is received, Fidlar will turn off the agreement screen so that it does not display again.

User News



After entering Laredo, **USER NEWS** will be displayed. This is a convenient way for the county to send messages to one or more customers. Delete the message by highlighting it and clicking the **DELETE** button on the left side of the screen. You may return to **USER NEWS** by clicking on it in the menu on the left side of the screen.

Last Indexed Date: 8/9/2004 Last Verified Date: 5/3/2004

Each county has the ability to display the dates they are indexed and verified through. This information is displayed at the bottom of the Laredo screen. Each office can change the verbiage to read as they choose. This example states Last Indexed Date and Last Verified Date. The display is specific to each county.

Searching

The screenshot displays the 'Search Criteria' window in the Laredo application. On the left, a vertical menu includes 'Property Search', 'Property Results', 'Search', 'Clear', 'Find', 'Results', 'User News', 'County', and 'Close'. The main window is titled 'Search Criteria' and is organized into several sections:

- Search Party Names:** Features a text input for 'Party Name', an 'ADD' button, radio buttons for 'All Parties', 'Party 1', 'Party 2', and 'Party 3', and a checkbox for 'SoundzLyke'. Below this is a table with columns 'Name', 'Party Type', and 'SoundzLyke'.
- Recording Information:** Contains input fields for 'Beginning Doc Number', 'Ending Doc Number', 'Begin Recording Date', 'End Recording Date', 'Search Group', and 'Reference Number'.
- Parcel:** Includes a text input for 'Parcel ID', an 'ADD' button, a checkbox for 'Wildcard Search', and a table with columns 'Parcel ID' and 'Wildcard'. A note at the bottom states: 'Only land record documents with recorded parcel information will be searched.'
- Search Criteria:** A list of checkboxes for 'Display First Party Name Only', 'Parcel', 'Address', 'Subdivision', 'Associated Documents', 'Tract', 'Location', 'Survey Map', and 'Later Data'.

On the left side of the screen you will see a menu. This menu lists the different modules of Laredo. The **PROPERTY SEARCH** and **PROPERTY RESULTS** modules will only be available in a few counties. They will not appear if your county does not use them.

By clicking on **SEARCH**, you will open the Search Criteria window seen above.

Search Party Names

Party Name
DOE, J

ADD

All Parties
 Party 1
 Party 2
 Party 3

Soundz Lyke

Name	Party Type	SoundzLyke

A common type of search is by PARTY NAME. To search by PARTY NAME enter the last name, then a comma, then a first name or initial. (Example: doe, john or doe, j). If you know a middle initial, you may enter it also. The more information you enter the narrower your search results become.

You also have the options to search on All Parties, Party 1, Party 2, or Party 3. In addition, there will either be a Soundz Lyke or Compact Search check box. Soundz Lyke allows you to search for names when unsure of the spelling (ex. Smyth would find Smith). Compact Search removes all spaces and characters from names when performing a search (ex. Wal Mart, Wal*Mart, Wal@Mart become WalMart). When all of your information is entered, click on the **ADD** button and then **FIND** in the menu on the left side of the screen.

NOTE: The Compact Search, by default, will remove ALL the non-alphanumeric characters on the keyboard: space, !, @, #, \$, %, ^, &, *, (,), -, =, +, [,], {, }, \, |, ', ", :, ;, /, ?, ., >, <, ` , ~.

Search Party Names

Party Name _____

ADD

All Parties Party 1
 Party 2 Party 3

Soundz Lyke

Name	Party Type	SoundzLyke
HAMMER, CHRIS		N
JOHNSON, GEORGE		N

Delete
 Clear All

To delete a specific set of search criteria select it from the list. Then right click on the selection and select **DELETE**. To clear all searches in this window, select **CLEAR ALL**.

Recording Information

Beginning Doc Number: _____
2001R0000020

Ending Doc Number: _____
2001R0000025

Begin Recording Date: _____
01/05/2001

End Recording Date: _____
01/15/2001

Search Group: _____
MORTGAGE

Reference Number: _____

RECORDING INFORMATION is another commonly used search. If you know the **DOCUMENT NUMBER** or have a **BEGINNING** and **ENDING** range you are interested in, you may enter that information and click on **FIND** in the menu on the left side of the screen. You can also narrow your search using **BEGINNING** and **ENDING RECORDING DATES**, choosing a **SEARCH GROUP**, and/or entering a **REFERENCE NUMBER** if the county indexes a reference number.

Display First Party Name Only

Parcel
 Address

Subdivision
 Associated Documents

Tract
 Location

Survey Map
 Later Date

Parcel

Parcel ID: _____

ADD

WildCard Search

Parcel ID	WildCard

Only land record documents with recorded parcel information will be searched.

The options on the right side of the Search Criteria screen allow you to search using additional criteria. You also have the option to **DISPLAY FIRST PARTY NAME ONLY**. This will return only the name of the first party in each document found by legal searches.

Enter one or more **PARCEL ID** numbers to search by **PARCEL NUMBER**. Click **ADD** and then **FIND** to have your results displayed. To delete a specific set of search criteria that was added, select it from the list. Then right click on the selection and select **DELETE**.

Subdivision

Name

Lot / Unit Block Outlot

Part of

Name	Lot	Block	Outlot	Part Of	Wt...

You may also search by SUBDIVISION with LOT, BLOCK, OUTLOT, and PART OF. If unsure of the subdivision name, type in the first couple of letters of the subdivision and press the TAB key on your keyboard. A drop down of subdivision starting with those letters will appear. Click on the one you wish to search by. When you have all the information entered, click on the **ADD** button and then on **FIND**. To delete a specific set of search criteria that was added, select it from the list. Then right click on the selection and select **DELETE**.

Tract

Section _____ Township _____ Range _____ Gov't Lot _____

NW	NE	NE	
SW	NW NE		
		SW SE	
SW		SE	

1/4	1/4	1/4	1/4	1/4	1/4	Sec	Twn	Rng	Gov't L...

ADDITIONAL SEARCH OPTIONS also allows for TRACT searches. Right click on the NE, NW, SE, or SW sections to expand to 1/4 1/4 sections. Right click again to expand to 1/4 1/4 1/4 sections. Left click on the 1/4 section or the 1/4 1/4 or the 1/4 1/4 1/4 sections of your choice to select them. The SECTION, TOWNSHIP, RANGE, and GOVERNMENT LOT information also need to be filled in prior to clicking **ADD** and **FIND**. To delete a specific set of search criteria that was added, select it from the list. Then right click on the selection and select **DELETE**.

Please remember this information is specific to how the county indexes. Not all counties enter all of this information.

The screenshot shows a web application window titled "Survey Map". At the top, there is a "Name" dropdown menu. Below it are two input fields labeled "Lot" and "Outlot". To the right of these fields is a blue oval button labeled "ADD". Below the input fields is a table with three columns: "Name", "Lot", and "Outlot". The table is currently empty.

ADDITIONAL SEARCH OPTIONS also allows for SURVEY MAP searches. If unsure of the survey map name, type in the first couple of letters of the certified survey map and press the TAB key on your keyboard. A drop down list of survey maps starting with those letters will appear. Click on the one you wish to search by. When you have all the information entered, click on the **ADD** button and then on **FIND**. To delete a specific set of search criteria that was added, select it from the list. Then right click on the selection and select **DELETE**.

Please remember this information is specific to how the county indexes. Not all counties enter all of this information.

Address

House Number

Street Name

City

Zipcode

House Number	Street Name	City	Zipcode

If you are interested in a COMMON ADDRESS search, that is available also. HOUSE NUMBER is an optional field. Feel free to use it, but you can search by STREET NAME with CITY and/or ZIP CODE. Remember to click **ADD** and then **FIND** to display your search results. To delete a specific set of search criteria that was added, select it from the list. Then right click on the selection and select **DELETE**.

Not all counties index COMMON ADDRESS. This often depends on whether the address is supplied on the document for indexing.

ASSOCIATED DOCUMENTS is another way of searching for documents. If you are aware of the ASSOCIATED DOCUMENT number attached to a certain document, you will be able to enter this number and click on **ADD**. The number will be displayed below in the gray area. More than one number may be added prior to clicking on **FIND**. To delete a specific set of search criteria that was added, select it from the list. Then right click on the selection and select **DELETE**.

NOTE: If the ASSOCIATED DOCUMENT is restricted (not viewable by public) and displays based off the result set, the ASSOCIATED DOCUMENT will not open. It will only display the number.

The screenshot shows a search interface titled "Location". At the top, there are two input fields: "Book" and "Page". To the right of these fields is a blue "ADD" button. Below the input fields is a table with two columns: "Book" and "Page". The table is currently empty.

LOCATION refers to the BOOK and PAGE. By entering the BOOK and PAGE number and clicking on **ADD** you can search for documents by this method. Click on **FIND** when you are finished entering your criteria. To delete a specific set of search criteria that was added, select it from the list. Then right click on the selection and select **DELETE**.

The screenshot shows a search interface titled "Later Date". At the top, there are two input fields: "Policy Number" and "Watch Dog Number".

You can retrieve previous search results saved by utilizing the LATER DATE section of Laredo. After entering the Policy Number and Watch Dog Number of the saved results, click on **FIND**. You will learn how to save searches later in the manual.

To delete all search criteria click on **CLEAR** in the menu on the left side of the screen.

Search Results

Drag a column header here to group by that column

Criteria: Name: HORN, S Party Type: ALL PARTIES

#	Party	Doc Number	Recorded	Type	Book Page	Consideration	Legal Summary	DocStatus
+ 1	HORN, SANDRA	2003R-000001	03/28/2003 07:33 AM	MTG	B: 123 P: 456	\$859,999.00	Multiple Legals: See Record	RTIV
+ 2	HORN, SANDRA J	2002R-0239	04/16/2003 02:04 AM	MTG		\$100,000.00	Multiple Legals: See Record	RTIV
+ 3	HORN, SANDRA J	2003R-000402	05/01/2003 03:20 AM	MTG		\$0.00		RT
+ 4	HORN, SANDRA R	2003R-000401	04/29/2003 11:01 PM	MTG		\$150,000.00		RT
+ 5	HORN, SHARON V	915680	01/06/2003 12:51 PM	MTG		\$48,500.00	S:15 T:23 R:3 Q:SE QQ:SW	RTIV
+ 6	HORN, SHARON V G	919482	02/28/2003 11:19 AM	SM		\$0.00	S:15 T:23 R:3 Q:SE QQ:SW	RTIV
+ 7	HORN, SHIRLEY M	836832	11/20/1998 3:07 PM	WD	B: 909 P: 089	\$0.00		RTIV
+ 8	HORN, SHIRLEY M	836833	11/20/1998 3:07 PM	MTG	B: 909 P: 090	\$0.00		RTIV
+ 9	HORNING, STEPHEN R ETUX	614442	06/09/1982 12:00 PM	UNV	B: 509 P: 857	\$0.00		RTIV
+ 10	HORNING, STEPHEN R ETUX	614465	06/10/1982 12:00 PM	UNV	B: 458 P: 545	\$0.00		RTIV
+ 11	HORNING, STEPHEN R ETUX	630495	12/20/1983 12:00 PM	UNV	B: 475 P: 583	\$0.00		RTIV
+ 12	HORNING, STEPHEN R ETUX	713282	03/26/1991 10:16 AM	WD	B: 607 P: 023	\$0.00		RTIV

The above window is an example of your search results. Clicking on the entry in the Doc Number column will display the image of the document if available.

You may sort the information numerically or alphabetically by clicking on the title of a particular column. To reverse the sort, click again. To perform multiple sorts, hold the SHIFT key on your keyboard and click on each of the column headers for the columns you want sorted in the order you want them to sort.

Details for Document Number 2004R1763

Press the Esc key to Close the Document Details Window

Number	Type	Recorded Date/Time	Date	Pages	Consideration
2004R1763	FED TAX LIEN	12/09/2004 09:39:07AM	12/09/2004	1	\$456.00

Parties

HAMMER, CHRIS	PARTY AGAINST
HAMMER, WARREN	PARTY FILING LIEN

No Legals

Fees

STAMP FEE-COUNTY	\$.35
RECORDING FEE	\$18.00
STAMP FEE-STATE	\$3.75

Press Alt-V to View Image of the Document

Clicking on the entry in any column other than Doc Number, Legal Summary, and Assoc Doc will display the details in full for the particular document

Doc Number

Criteria: Name: HORN, S Party Type: ALL PARTIES

Party	Recorded
+ Doc Number : 2002R-0239	
+ Doc Number : 2003R-000001	
+ Doc Number : 2003R-000401	
+ Doc Number : 2003R-000402	
+ Doc Number : 614442	
+ Doc Number : 614465	
+ Doc Number : 630495	
+ Doc Number : 713282	
+ Doc Number : 836832	
+ Doc Number : 836833	
+ Doc Number : 915680	
+ Doc Number : 919482	

Any search results can be ordered by any column by clicking on that column heading and holding the left mouse button down while dragging the column heading to the top left of your results screen. To return to your original search display, drag that column back to its original position or click on **RESET DISPLAY**.

Legals For 915554
JOHN P HUMES 1ST ADDITION, B: 118, CSM 7662, MFLD
MARSHFIELD, B: 118 L: 11, CSM 7662

If the document has multiple legal descriptions, you can easily view them by single clicking on the words **Multiple Legals: See Record** in the results view. A window similar to the one above will appear with all the legal descriptions listed.

If the document has an associated document you can view any available images of the associated document by clicking on the entry in the Assoc Doc column.

Assoc Documents For 915564
862635
915563

If the document has multiple associated documents, you can easily view them by single clicking on the words **Multi Asso Doc** in the results view. A window similar to the one above

will appear with the associated document numbers listed. If the document has an image associated with it, clicking on the associated document number will reveal the image.

Doc Number	Doc Type	Doc Date	Party
477	1987R0008026	RELEASE DEED	10/29/1987 HAMMER, EDWARD J

Party Names	[1987R0008026] [RELEASE DEED] [Recorded:10/30/1987 11:57:00 AM] [Pages:0] []		
Legal	Name	Type	Address
Misc	BOLGER, THOMAS F/TR	GRANTOR	
Image	HAMMER, EDWARD J	GRANTEE	
	HAMMER, HARRIET L	GRANTEE	

By clicking on the plus sign (+) in front of document of your choice, the documents detailed information is displayed. To hide the detailed information, click on the minus sign (-) in front of the document.

Doc Number	Doc Type	Doc Date	Party	Legal Sur
1	1987R0985937	TRUST DEED	05/19/1987 HAMMER, EDWARD J	S:22 T:

Party Names	[1987R0985937] [TRUST DEED] [Recorded:05/26/1987 12:20:00 PM] [Pages:2] [S:22 T:45 R:8 Q:SW]		
Legal	Property Description	Detail	Notes
Misc	S: 22 T: 45 R: 8	SW	PT
Image			

By clicking on LEGAL all of the detailed legal information for this document is displayed.

62	2001R0000020	MODIF/AGRMT	12/15/2000	COLE TAYLOR BK
----	--------------	-------------	------------	----------------

Party Names	[No Location Info] [2001R0000020] [MODIF/AGRMT] [Recorded:01/02/2001 10:35:00 AM] [Pages:3] [...]		
Legal			
Misc			
Image			
	Assoc Documents	Return To	Notes
	1999R0084164 401	CHICAGO TITLE	
	2001R0026638 413	WOODSTOCK IL 60098	

By clicking on MISC all of the miscellaneous information for this document is displayed.

62	2001R0000020	MODIF/AGRMT	12/15/2000	COLE TAYLOR BK
----	--------------	-------------	------------	----------------

Party Names				
Legal				
Misc				
Image				
	Page 1	Page 2	Go To	Last Page

By clicking on IMAGE, thumb nails of the document images are displayed. To view the images double click on any of the pages. You may also click on GO TO and enter the number of the page you would like to view.

Images



When viewing an image you can view the **FIRST** page, **LAST** page, **NEXT** page, **PREVIOUS** page or **GO TO** a page. It is also possible to rotate the image using the **90 RIGHT**, **90 LEFT**, or **FLIP** buttons on the right side of the screen. Click on **PRINT** to print the image of the document.

Click on the Page Down or Down Arrow buttons on your keyboard to navigate to the next page of the document. Click on the Page Up or Up Arrow buttons on your keyboard to navigate to the previous page.

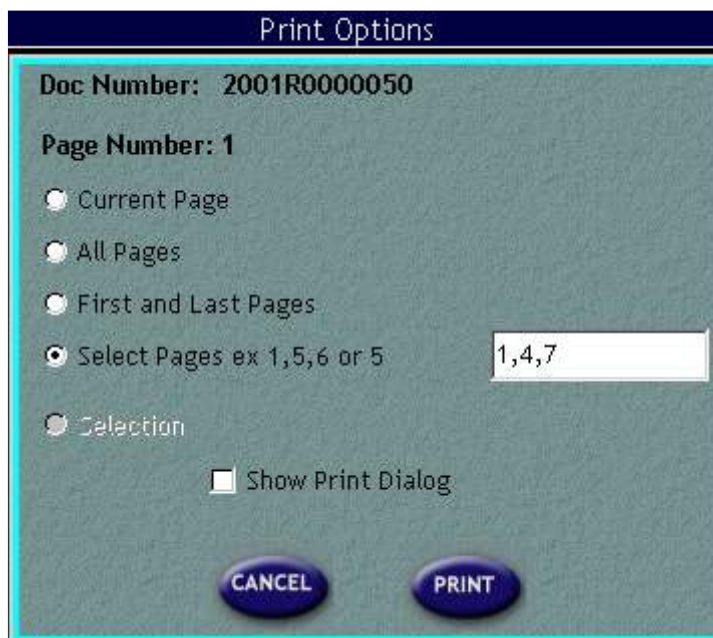
To zoom in, select the portion of the image you wish to view by clicking and holding the left mouse button down while dragging the cursor over the area you wish to view.

To zoom out to the original view, right click the cursor anywhere on the image.

To view the image in the size it was scanned, check the **NORMAL WINDOW SIZE** box.

If wanting to view more than one document in a row, use the **SRCH DOC** or **SEQ DOC** and **NEXT / PREVIOUS** buttons. **SRCH DOC** will open the next image list in the result set. **SEQ DOC** will open the next sequential numbered image, whether it is in the result set or not.

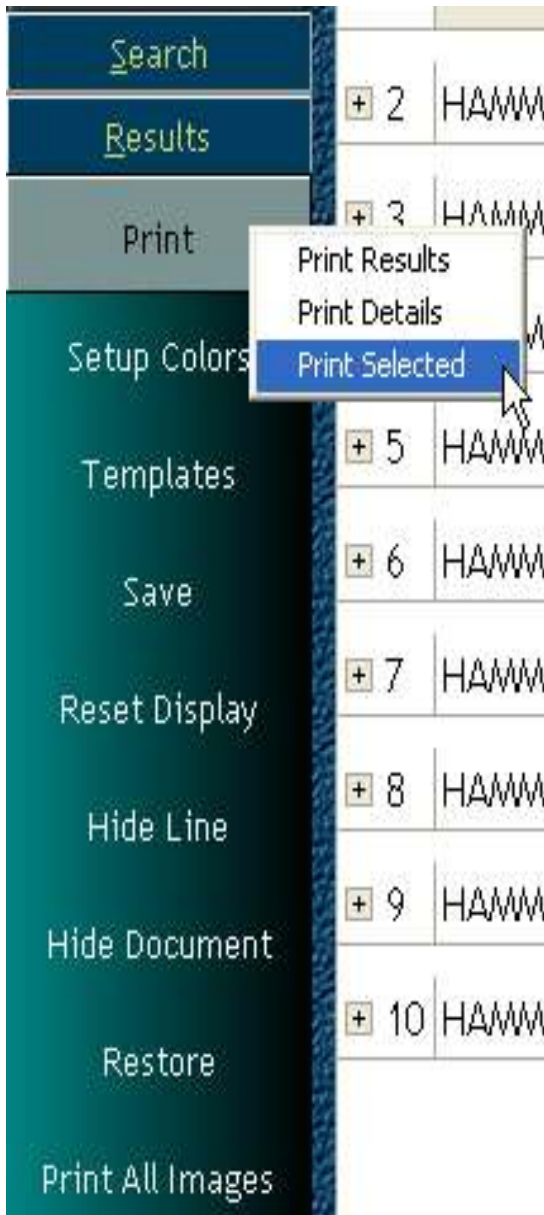
Printing



The image shows a 'Print Options' dialog box with a dark blue header. Below the header, the text 'Doc Number: 2001R0000050' is displayed. Underneath, 'Page Number: 1' is shown. There are five radio button options: 'Current Page', 'All Pages', 'First and Last Pages', 'Select Pages ex 1,5,6 or 5', and 'Selection'. The 'Select Pages ex 1,5,6 or 5' option is selected, and a text input field next to it contains the value '1,4,7'. Below these options is a checkbox labeled 'Show Print Dialog' which is currently unchecked. At the bottom of the dialog are two blue buttons: 'CANCEL' on the left and 'PRINT' on the right.

Click on **PRINT** to print an image of the document. When printing an image you have the option to PRINT CURRENT PAGE, PRINT ALL PAGES, PRINT FIRST and LAST PAGES, PRINT SELECT PAGES, or PRINT SELECTION. If printing selected pages, please use the format shown in the example above. To print only a portion of the image, zoom in on that portion as directed above before clicking on the **PRINT** button on the image screen. Then click in the **SELECTION** circle in the Print Options prompt. Also you may choose to SHOW PRINT DIALOG. This will allow you to choose the Destination Printer, Paper Size, and Page Orientation.

When done making selections, click on **PRINT**.



By clicking on **PRINT** in the menu on the left side of the screen you will be prompted with two options, **PRINT RESULTS** and **PRINT DETAILS**.

PRINT RESULTS allows you to print your search results. When printing results, the columns will print in the position they are placed on the screen. This will print about as many columns as visible on your screen.

PRINT DETAILS allows you to print a detailed report of all search results. This will look like a reception book report.

PRINT SELECTED allows you to print a detailed report of only the currently selected document.

Any lines or documents that are hidden will not be displayed on the printout.

Setup Colors

Grid Setup

Double click on the color you want to change. The Grid column order may not match yours.

Drag a column header here to group by that column

Criteria: Name:AKERS Soundzlyke:N PartyType:0

	Party	Type	Doc Number	DocType	Recorded	Assoc Doc	Legal Summary
+ 1	AKERS, CHRIS	MORTGAGOR	2001R-0004	MORTGAGE	01/02/2001 10:10:01PM	No Assoc Docs	Green Sub B:1 L:1
+ 2	AKERS, CHRIS	MORTGAGOR	2001R-0004	MORTGAGE	01/02/2001 10:10:01PM	No Assoc Docs	Green Sub B:1 L:1
+ 3	AKERS, CHRIS	MORTGAGOR	2001R-0004	MORTGAGE	01/02/2001 10:10:01PM	No Assoc Docs	Green Sub B:1 L:1
+ 4	AKERS, CHRIS	MORTGAGOR	2001R-0004	MORTGAGE	01/02/2001 10:10:01PM	No Assoc Docs	Green Sub B:1 L:1
+ 5	AKERS, CHRIS	MORTGAGOR	2001R-0004	MORTGAGE	01/02/2001 10:10:01PM	No Assoc Docs	Green Sub B:1 L:1
+ 6	AKERS, CHRIS	MORTGAGOR	2001R-0004	MORTGAGE	01/02/2001 10:10:01PM	No Assoc Docs	Green Sub B:1 L:1

Edit Grid

AKERS, CHRIS

Name

AKERS, CHRIS

AKERS, CHRIS

AKERS, CHRIS

Font

color

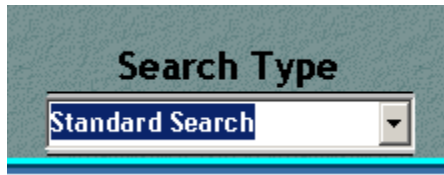
Cancel

Done

CANCEL
DEFAULT
SAVE

SETUP COLORS allows each user to customize their search results display colors and font settings. By double clicking on the area you wish to change, you may choose to display your search information with different background colors or fonts. Click on **DONE** and then **SAVE** to retain your selection. Remember this is specific per user login. You may also choose to reset your colors to the default by clicking on **DEFAULT**

Templates



TEMPLATES refer to your search results. By selecting the template you wish to alter from the menu in the lower left corner, you can click and drag the columns into the order you wish them to appear. The county official will set default templates to determine how the public stations will display results initially. Because the fields on the far right of the results window will not print, you should place the most important fields at the beginning of the template.

Search Template

	Doc Number	Party	Party Type	Long Doc Type	Recorded	Doc Date	Assoc Doc
1	1986U0082724	PAT	DEBTOR	UCC/RE	5/28/1987 11:38:00 AM		No Assoc Docs
2	1986U0082724	PAT	SECURED PARTY	UCC/RE	5/28/1987 11:38:00 AM		No Assoc Docs
3	1986U0082968	HEIGHTS FINANCE CORP	SECURED PARTY	TERMINATION	1/2/1986 10:21:00 AM	12/23/1985	No Assoc Docs
4	1986U0082968	SCHNURR, PAULINE	DEBTOR	TERMINATION	1/2/1986 10:21:00 AM	12/23/1985	No Assoc Docs
5	1986U0082968	SCHNURR, RONALD	DEBTOR	TERMINATION	1/2/1986 10:21:00 AM	12/23/1985	No Assoc Docs
6	1986U0082969	GREENER, JOHN R	DEBTOR	UCC	1/2/1986 10:21:00 AM		No Assoc Docs
7	1986U0082969	HOME STATE BK OF CRYSTAL LAKE	SECURED PARTY	UCC	1/2/1986 10:21:00 AM		No Assoc Docs
8	1986U0082970	ITT FINCL SERV	SECURED PARTY	UCC	1/2/1986 10:22:00 AM		No Assoc Docs
9	1986U0082970	THOMPSON, BRIAN	DEBTOR	UCC	1/2/1986 10:22:00 AM		No Assoc Docs
10	1986U0082971	ALGONQUIN ASSOC	DEBTOR	UCC/RE PTL REL	1/2/1986 10:22:00 AM		No Assoc Docs

Search Type
Standard Search

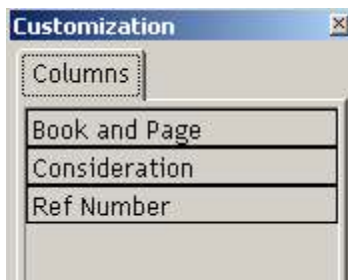
DONE SAVE

The example above refers to the Standard Search Template. You have the ability to select which order you would like the columns to appear. To do this, click and hold the left mouse button over a column header and drag it to the position you would like it in. You may also sort ascending by clicking once on the column header you would like to sort. Clicking on the column header again sorts descending. To perform multiple sorts hold the SHIFT button on

your keyboard down while clicking the column headers in the order you would like them to sort. The example above is sorted first by Doc Number ascending then by Party Type descending. Another way to sort columns is to right click on the column header and select “Sort Ascending” or “Sort Descending.”



You may also edit the templates by adding or deleting fields that appear. To do this, right click on any column header. You will see a menu appear like the one pictured above. To remove a column from displaying in the search results, select “Remove This Column”. To add a column to the search results, select “Field Chooser.” You will see a window containing a list of possible fields to add. To add a field to the template, left click on the field name and drag it to the position you want it in the template as seen below.



Doc Number	Party	Doc Status	Type	Long Doc Type	Legal Sum
986U0082724	PAT		DEBTOR	UCC/RE	
986U0082724	PAT		SECURED PARTY	UCC/RE	
986U0082968	SCHNURR, RONALD		DEBTOR	TERMINATION	
986U0082968	SCHNURR, PAULINE		DEBTOR	TERMINATION	
986U0082968	HEIGHTS FINANCE CORP		SECURED PARTY	TERMINATION	
986U0082969	GREENER, JOHN R		DEBTOR	UCC	
986U0082969	HOME STATE BK OF CRYSTAL LAKE		SECURED PARTY	UCC	
986U0082970	THOMPSON, BRIAN		DEBTOR	UCC	
986U0082970	ITT FINCL SERV		SECURED PARTY	UCC	
986U0082971	ALGONQUIN ASSOC		DEBTOR	UCC/RE PTL REL	

Be sure to click on **SAVE** before switching to a different Search Type template or leaving the **TEMPLATES** section. If you don't click on **SAVE** you will lose all the work you just performed.

Save Search Criteria

Your Watch Dog Number for this Search is:

8

Your Policy Number

1234

Would you like to be reminded to re-execute this search on a future date?

CANCEL
SAVE

SAVE allows you to save a particular search and use it at a later date. After you have performed a search click on **SAVE**. You will be given a Watch Dog Number and will be prompted for a Policy Number. Enter a Policy Number that you can remember to use to re-execute this search at a later time.

Save Search Criteria

Your Watch Dog Number for this Search is:

8

Your Policy Number

1234

Would you like to be reminded to re-execute this search on a future date?

Execute Date

[/ /]

CANCEL SAVE

There is also an option to be reminded to re-execute this search at a later date. Enter the date that you wish to be reminded and click on **SAVE**. Your reminder will show in the **USER NEWS** on the date you specify. If you do not choose to be reminded at a later date you will need to remember both the Watch Dog and Policy Numbers.

RESET DISPLAY will reset the order of the columns to the order determined by the template.

HIDE LINE allows you to hide a certain result line. To do this just highlight the line and click on the **HIDE LINE** button.

HIDE DOCUMENT allows you to hide all result lines that pertain to a particular document.

RESTORE will reveal all hidden lines and documents as well as restoring the order of the columns to the order determined by the template.

PRINT ALL IMAGES allows you to print the available images of all of the returned in your search. This option is not available to most users.



If you have access to multiple counties there will be a **COUNTIES** option in the menu on the left side of the screen. Click on **COUNTIES**, and then select the county you wish to view. This allows you to quickly change counties without restarting Laredo.



CLOSE allows you to minimize or exit Laredo. To minimize the application to perform other operations on your workstation, click on **MINIMIZE**. To exit Laredo, click on **EXIT**.

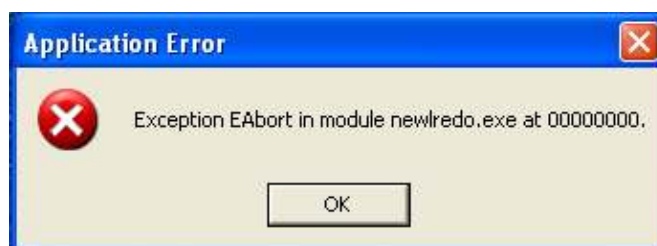


The screen above may appear after being logged into Laredo for more than two minutes. This feature helps prevent billable customers from being billed for inactive periods of time. To disable the Automatic Disconnect in the current session, click on the **“Click here to disable the Automatic Disconnect for this Session of Laredo”** button. This will not disable the Automatic Disconnect for future sessions. To cancel the Automatic Disconnect without disabling it, click on the **“Click here to cancel”** button.

Laredo Troubleshooting

If Laredo is not printing to the printer of your choice, go to our website, <http://www.fidlar.com/laredo.aspx>. Click on the Laredo Printer Reset Tool located in the middle right hand side of the screen. You will need to exit Laredo before running the reset tool. After you have run the reset, re-enter Laredo and choose the appropriate printer when prompted.

Occasionally, when a user double clicks on an area when only a single click is required, the error message shown below will display. Click on OK to continue past this message.



When a user attempts to login to Laredo, but the same username is currently logged into Laredo at a different location, the error message shown below will display. Click on OK to close this message. You will not be able to enter Laredo until the username has been logged off from the other location.



If the Document Details pop-up window is blank, you need to upgrade your Internet Explorer software to version 6.0 or later.

Other problems you may encounter when trying to run Laredo:

If Laredo does not fit onto the screen size, the resolution of the computer may be set to the wrong settings. Exit Laredo. Now choose the Settings tab in the Display Properties control panel. To get to this control panel, right-click on an empty area of your desktop and choose Properties. In this area set the Screen Resolution to 1024 x 768. Click on Apply to set the changes.

Laredo must be installed under the Windows user that will be using the Laredo software. There are certain settings in the program that are user specific.

Laredo must have a default printer installed in Window. Laredo will not run if this has not been done.

Make sure the latest Windows updates have been run. This may help alleviate some problems with Laredo.

If there is a problem with the setup of your firewall, the error shown below will display. You may also see “Server Error #:10061; [10061]”. On your firewall, ports 4601, 4700, 6000 and 80 need to be open for TCP and UDP in order for Laredo to connect to your county’s server.





LAREDO SEARCH QUICK TIPS

Party Search

- Enter the last name (ex Smith), press Add.
- Or, enter the last name, a comma (,) and any part of the first name (ex Smith, John or Smith, J).

Options (contact Fidar to active one or the other)

- Soundz Lyke is used if you are not sure of the spelling (ex. Smyth).
- Compact Search is used to remove ALL non-alphanumeric characters from names (ex. Wal Mart, Wal*Mart, Wal-Mart becomes WalMart). **NOTE:** By default, the following characters will be ignored in Compact Search: space, !, @, #, \$, %, ^, &, *, (,), -, =, +, [,], {, }, \, |, ', ", :, ;, /, ?, ., >, <, `, ~.

Wild Card

- Use '%' as a wild card (ex. %WalMart, Sm%th,...).
- **NOTE:** The wild card can be either a single letter (ex. Sm%th) or multiple letters (ex. %WalMart for 'WalMart' and 'Super WalMart').

Associated Documents

- Turn on Display First Party Name Only to limit the number of returns visible.
- If the Associated Document type is restricted, the number will appear, but the image will not be displayed.

Parcel, Subdivision, Survey Map, Address, Associated Documents, Location, Later Date

- Turn on Display First Party Name Only to limit the number of returns visible.

Tract

- Turn on Display First Party Name Only to limit the number of returns visible.
- Right click on the sections to split tract, may do this up to ¼ ¼ ¼ sections. Left click on the sections to make selections.

Viewing Results Set

- Both Party and Party Types are now available for viewing.
- If there is more than one legal description, click on 'Multiple Legals: See Record' for a quick view of all legal descriptions.
- If there is more than one associated document, click on 'Multiple Assoc Docs' for a quick view of all associated documents.
- Click on any other column to see a quick view of the details for the result line.
- To view the details of the result, click on the **Plus Sign (+)** in front of the result line. To hide the details, click on the **Minus Sign (-)** in front of the details section.

- To change the column order, click and drag the column header to the position you choose.
- To restore the column order to the original, click on **RESTORE DISPLAY**.
- To hide lines of results, select the result to hide and click on **HIDE LINE**.
- To hide documents, select the document to hide and click on **HIDE DOCUMENT**.
- To restore all hidden lines and documents, click on **RESTORE**.

Viewing Images

Click on the **DOC NUMBER** in the Search Results window.

- Use **Page Up/Down, Up/Down arrow** on keyboard or **Next/Previous** buttons on screen to view images with multiple pages.
- To Zoom In; either left click and drag the mouse over the area or hold the **Control and Plus Key (CTRL+)** on the keyboard.
- To Zoom Out, either right click the mouse or hold the **Control and Minus Key (CTRL-)** on the keyboard.
- To view the next document in the Result Set, select **SRCH DOC** and use the **NEXT** and **PREVIOUS** to move from one image to the other.
- To view the next sequentially numbered document, select **SEQ DOC** and use the **NEXT** and **PREVIOUS** to move from one image to the other.

Printing

- Use commas (‘,’) to selected separate pages of an image (ex. 1,3,4,5,10).
- Use ‘Print Results’ to print a page with all the results visible. If there are multiple listings for legal descriptions or associated docs, they will not be printed.
- Use ‘Print Details’ to print a page with the details of all results visible. This will list all legal descriptions and associated docs if there are multiple listings.
- Use ‘Print Selected’ to print a page with the details for only the selected document. This will list all legal descriptions and associated docs if there are multiple listings.

Sort

- To sort results ascending, click on the column header for the column you want to sort.
- To sort results descending, click again on the same column header.
- To perform multiple sorts hold the shift key and click the column headers in the order you want them to be sorted.

Save

- To save a search, click on **SAVE** and enter a Policy Number. You may also choose to be reminded of this saved search at a later date. Remember the Policy Number and the Watch Dog Number (use in Later Date section) to perform this search again.