

Searching Overview

The NewVision SearchNG (.NET) Public Search Module allows for search and retrieval of all documents within the Official Records system and utilizes the same application for both local and remote access. Whether the application is used on a public workstation in the clerk's office or is accessed remotely over the internet, the same display and print capabilities are available with the same look and feel. Search criteria are entered by the user and a list of results are returned in a summary format. When a resulting record is selected, the document details and images are displayed.

Two search screens are available in the NewVision SearchNG Public Search module, the Standard Search and Advanced Search screens. Both search, retrieve and display the same data, but present the search entry screen differently to the user.

Basic Search Screen

The standard search uses a tab-based format allowing data to be entered on each search entry tab and displays information in individual search result tabs. The Standard Search screen is recommended for the general public (i.e. casual user) due to its simple, easy to understand format.

The search result return set is based on a tabbing system, much like internet browsers. Each search result set can be displayed in a separate tab, allowing multiple searches to be conducted and stored in its own tab. Search result sets can be easily clicked on to show each search result session.

Advanced Search Screen

The Advanced Search screen displays all of the available search criteria on one screen and presents the results in a detached window. Each of the Search criteria fields can be used to refine the return set. The Advanced Search is recommended for advanced users (i.e. title searchers).

Search Functionality

The name search is extremely flexible, allowing for multiple names to be searched. The search can return all the documents that contain ALL of the names or ANY of the names. All of the search criteria, such as name, legal, date, and/or document type, can be used in combination in a single search to maximize the results.

- **Party Name Search:** The Party Name search criteria are used to search for a specific name. An automatic wild card is included in the search; this ensures that all names that begin with the data entered will be returned.
 - Using the **More Names** button allows entry of an unlimited number of names to be included in the search. This can be used for common misspellings, abbreviations or searching two first names with a very common last name, in a single search.
 - Two-party search – (Illustrated above). The two-party search enables the user to search for documents using an "**and**" clause with two names. Using the Party Name and Second Party Name search fields in combination will return only documents with BOTH names. This may be used in order to narrow the results when looking for a document with two very common names.

The search results are returned in a grid style screen. Each line represents a party name on a document.

- Right mouse clicking on the search results screen will display a list of commands available to the user.
 - Highlighting a record and pressing **F2** displays detail of the document on the right of the screen.
 - Pressing **F5** displays the image for the highlighted record.
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- **Document Type and Group:** A document group is defined in the document-type table via the Administration module. The defined groups will consist of multiple document types. A document group(s) is chosen from a list and can include one or more document types. When a document group is specified for the search, all of the documents which are recorded with the specified document types in the group will be returned.
 - **Date Range:** The Date Range Search allows a user to specify a specific date or date range. This search is mainly in combination with name and/or document type. Quick links are provided to auto-fill common dates, such as the past 7 days or the entire year.
 - **Book and Page Search:** The Book and Page search provides the user with a quick return set if the actual book and page of a specific document is known. Additionally, an entire book can be returned by entering the book number only. Using the 'Include Linked Documents' feature will return the searched document and all documents related to the search document. For example, if a Mortgage is searched, all related documents, such as an assignment or Satisfaction will also be returned.
 - **Clerks File Number Search:** The Clerks File Number search works much the same way as the book and page search described above. The user will enter a file number or range of file numbers and the system will return all documents that match the search criteria. In addition, the linked document feature can be used on a single file number to return the searched document and all of the related documents.
 - **Consideration Search:** The consideration search searches the amount of amount of consideration entered at the time of recording. For example, a \$200,000 Mortgage will have a consideration of 200,000 and a \$300,000 Deed will have a consideration of 300,000. The consideration search is used mostly in combination with document type and date. The commas are not necessary and are ignored by the search.
 - **Legal Search:** The Legal Search is used to search the Property Information in the database. Searches can be based on Town, Lot and Block.
 - **Map Search:** Allows the user to search for documents using the Map Number.

Returned Search Results

The search results and columns of the search results screen (aka the hit list) will dynamically change based on the type of the search. For example, if the user searches on the party name, the search results will return the matched party names and sorted by party name.

- **Sorting:** The columns returned can be ordered by clicking on the heading of each column. A sort box can be displayed that will allow multiple columns to be included in the sort. The default sort will be based on the search criteria. For example, if party name was used as the search criteria then the party name will be used as the default sort. After the search results are returned, the sort can be changed by clicking on any of the columns or the above mentioned sort box that allows sorting to be performed on multiple columns.
- **Search History:** The criteria used for previous searches are saved in a history list and can be reloaded for a new search simply by clicking from the list.
- **Document Detail (F2):** The document detail section can be displayed for the highlighted document. The document detail is displayed on the right side of the search results. This will eliminate the need to display a separate detail screen and then go back to the results screen. The search results will be displayed continually. As the user scrolls up and down the result list, the detail section is updated for the selected document.
- **Links:** From the detail window, the link detail can be selected to retrieve the linked document. The linked document image and detail will be displayed in new windows allowing the current document and search results to remain available.
- **Chained Searches:** From the returned hit list, a new search can be initiated on certain field values simply by right-clicking on the value and choosing New Search On The results can be returned in the current tab or open an additional tab.
- **Image Viewing (F5):** The document images are viewed in a floating window which will allow the image to be moved to a second monitor if desired. The image viewer can be sized to the users' requirements. The image viewer has the capability to zoom, flip, rotate and move to any desired page number. A separate magnifier window can be opened to zoom in on any rectangular area of an image. This window can be rotated and printed independent of the main image window. Optionally, images can be displayed with a thumbnail view. When thumbnails are selected, all of the thumbnails for the document display in a scrollable area to the left of the image. Selecting a thumbnail brings up that image page in the display window.
- **Printing Images (F3):** Remote users are able to print the image or complete document to a local printer. In-house users can mark a document (**F12**) from the return set in the search application, adding the document to a receipt and printing the documents as a batch, either with or without a print server. Typically the receipt or cart will be checked out after each session, but customers have a choice to allow users to roll-up a receipt over the course of a day. Once the user is ready to print the documents he/she has multiple payment and print options:
 - Pay At Counter
 - Pay with Escrow Account