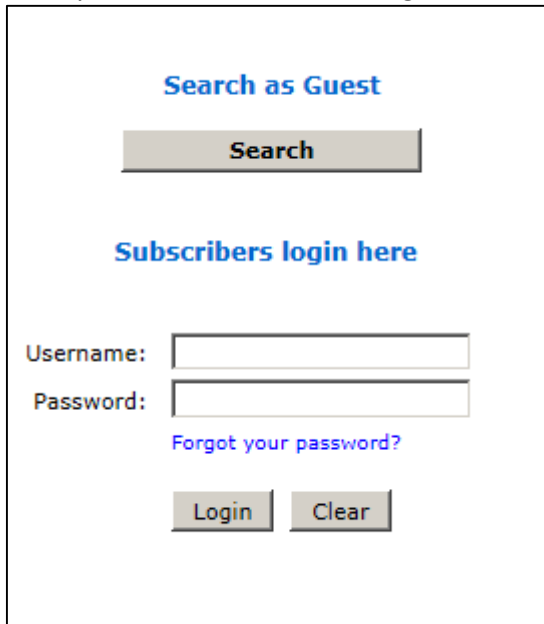# CountyFusion Search Guide

Logging In

Many CountyFusion sites allow access as a Guest user.

Others only require you to register with a valid email address. Some offices ask you to contact them directly to register.

Benefits of registration vary by site, and may include but are not limited to:
- Able to purchase subscriptions which allows user to see clear unobstructed images.
- Print History between sessions.
- Manage User Preferences, including results per page, date sorting, saving search criteria

When you are finished, use the Log Out link in the upper right of the window.

Search as Guest

[Search]

Subscribers login here

Username: [   ]
Password: [   ]

Forgot your password?

[Login]   [Clear]

Menu Options

Home | Search Public Records | Preferences | Print Queue | Print History | Support

Home – Return to main home screen

Search Public Records – Go to Search Criteria Screen for searching records

Preferences – Registered users can set their user preferences.

- At select sites, users may purchase and/or manage subscriptions.
  - At select sites, subscription payments can be made from this page via credit card.
  - At select sites, users with subscriptions may be notified of the need to renew by on-screen subscription expiration dates & popup messages.
- At select sites, users with Charge or Draw-down accounts may manage portions of their accounts here.

Print Queue – You can add documents to the Print Queue to print all documents at once. This queue is an optional holding area. Documents you added to the queue but no longer want can be removed before printing. Click icon in top right corner to download.

Print History – Users with a user login (non-guest users), will have their documents showing in the Print History after they are purchased for 24-48 hours (until midnight the following day) for free reprinting.

Support – This option will open a troubleshooting page with the County/Town and Kofile Technical Support Contact information.

Searching
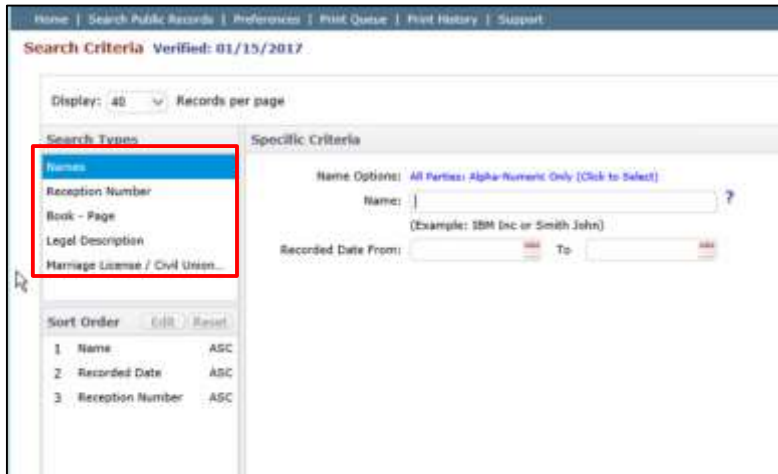
Click Search Public Records to begin.

On many sites. The Verified-Through date, through which images and data have been verified, is at the top of all pages. Other site may include this in Announcements.

CountyFusion Search Guide

General Search Criteria

Display
This number may be adjusted. Fewer results may load faster. Registered users can set this number in User Preferences.

Search types

Search types vary by CountyFusion installation. Common examples are below. Criteria varies per type.

Within each Search Type, combine any of the search criteria to find documents. Note: entering more than one criterion will narrow the search since the search is done on documents matching all entered criteria.

Names, is both a name, date, and doc type selection search. You can use one or all of these options to find your documents. Add a Date Range to locate all documents recorded within that range.
Reception Number, search for a single doc (or a group using the wildcard).
Book/Page, Volume code RE:= Real Estate, Plat= Plats & Surveys. No need to put in leading 0's (e.g. 03 will return same as 3).
Legal Description, search by any of the legal fields, narrow results by Names, and/or date ranges, and/or document types.   Subdivision and Condominium fields are type-ahead (drop-down) lists of existing data.
Marriage License /Civil Union, Enter either the License Number or the Name of either party. Enter Last Name First Name.

Notes on date fields
- Best practice is to type dates in, there is no need to enter any slashes. You don't need to enter dates in both fields, unless you want to search for a limited timeframe.

Notes on wild cards
- Use either % or *   e.g. %arl Anders%n would help find any combination of Carl or Karl with Anderson or Andersen. When used to replace a letter, it replaces one or more characters, whereas when it is used to replace a number, it replaces only one number place (e.g. searching 1* will display results for 10 through 19)
- In a NAME field, there is no need to use a wild card at the end of any search term. The system assumes it is there, so if you search for Carl Anders, you may find Carl Anders, Carl Anderson, Carl Andersen.

CountyFusion Search Guide

Names Search Type

Name Options

Party Type
- <u>Both</u> is the default. Narrow results to the grantor or mortgagor only, select <u>Party 1</u>, for the grantee or mortgagee only, select <u>Party 2</u>.

Match
- <u>Exact</u> will only search on your exact name entry, and fewer results.
- <u>Alpha Numeric Only</u>, is the default. Search will disregard any punctuation or extra spaces, returning broader results. e.g. a search for OConnor will return results indexed as both OConnor and O'Connor. Johns Deli LLC will return results that had been indexed as John's Deli, L.L.C. Recommended.

Document Type Search
- For a search on a single instrument type, leave the Name Field blank, enter dates in the Recorded Date From and To fields , Uncheck All Document Types, and only select the specific Document Type.


Legal Description Search Type
You can search by any or as many of the legal fields available. Subdivision and Condo fields may be a "type-ahead" or drop-down list of existing indexed data.

NOTE: Be sure to only add the information that you are sure that matches, as one field searched incorrectly won't return the result you're looking for (the less the better).

In addition to legal fields, you can also search by a first/second party name, a date range, and/or document types to further filter your search.
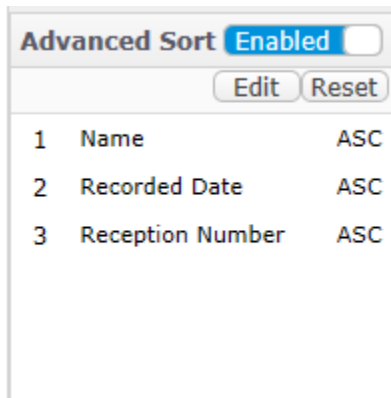
CountyFusion Search Guide

Result Sorting
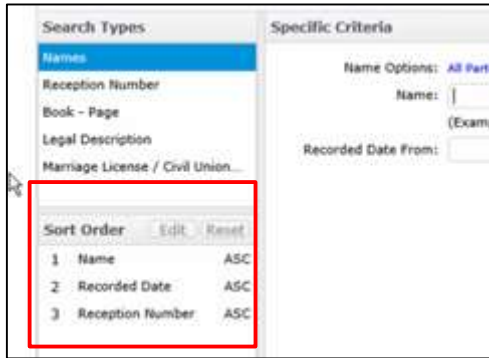
The searched criteria can be sorted in multiple combinations by enabling the "Sort Order" options on the criteria page and select which and how you want the search results to appear.
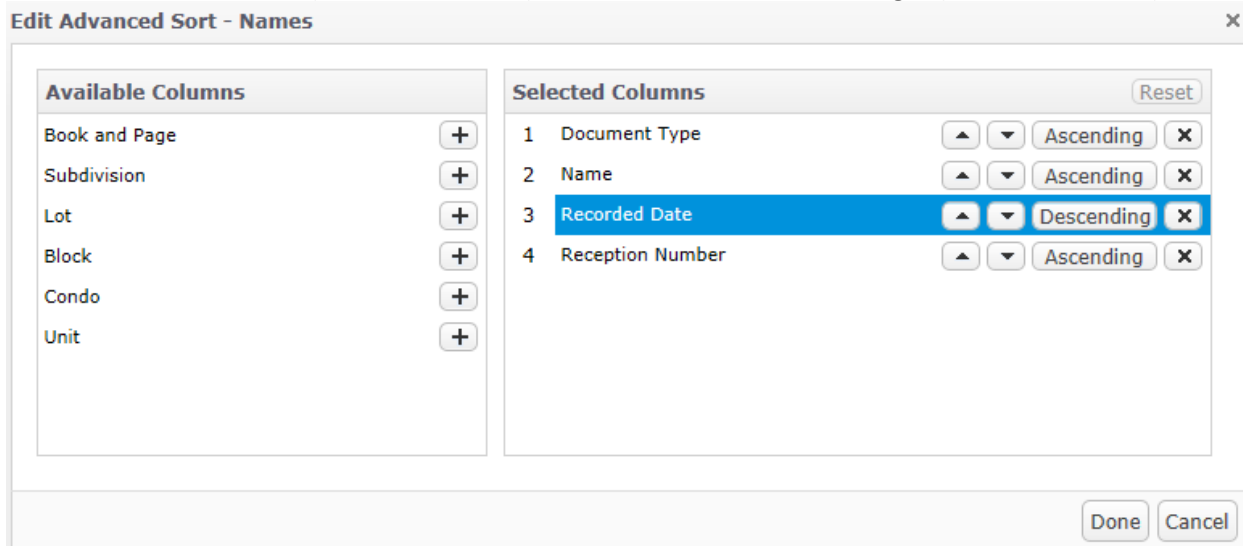
1. Move the Advanced Sort slider bar from Disabled to Enabled. The default sort order appears.

2. Click the Edit button.

3. Add criteria from the left (with the + button) or remove criteria from the right (with the x button).

4. Move the sort order of the Selected Criteria up or down in priority using the arrow buttons.
5. For each criteria, choose Ascending or Descending order .
6. Click Done.
7. Use the reset button at any time to return to the default setting

CountyFusion

8. Click the All Criteria hyperlink on the Results page to be reminded of the sort order in use:

9.
10. On the results page, a single click on any <u>underlined</u> column name will override these sorting preferences. Column names that are not underlined are not sortable for that search type.
11. To use multiple sort options after a reset, click the Back to Criteria link from Search results.

Executing the Search

When ready, use the Enter key on your keyboard or click the <u>Search</u> button in the upper right corner.

Clearing Search Criteria
To clear all previously entered Search Criteria, click the Clear button in the upper right corner.

CountyFusion Search Guide

Search Results

Functionality in search results is the same across all types of search types.

All results will have certain things in common:

1. The **Print Results** button launches a pop-out window of that page's results, which is better formatted for printing.
2. Click the **All Criteria** link above list to be reminded of the criteria and sorting used to generate these results.
3. Use **arrows** or **Go to** Page to navigate through pages of results. When viewing details, use arrows and History drop-down to navigate pages
4. **Underlined header names** indicate a sortable column; click to sort, click again to change sort order (ascending or descending).
5. Check the **boxes next to the documents** to either add Docs as a group to Print Queue, or queue them to view sequentially in the Document Details screen.
6. The **first column** will be a link to open the document details.
7. On certain Name search types, an **OR**, **GR** , **1** or **Party 1** next to the name indicates a party as Grantor (or mortgagor), while **EE**, **GE**, or **2** indicates Grantee (or mortgagee).
8. **+** symbols indicate additional information (e.g., associated documents (to the right of Reception #), additional names). Click to open a pop-out window.

NOTE: The results will be affected by the Sort Order setting in the Search Criteria screen.

CountyFusion Search Guide
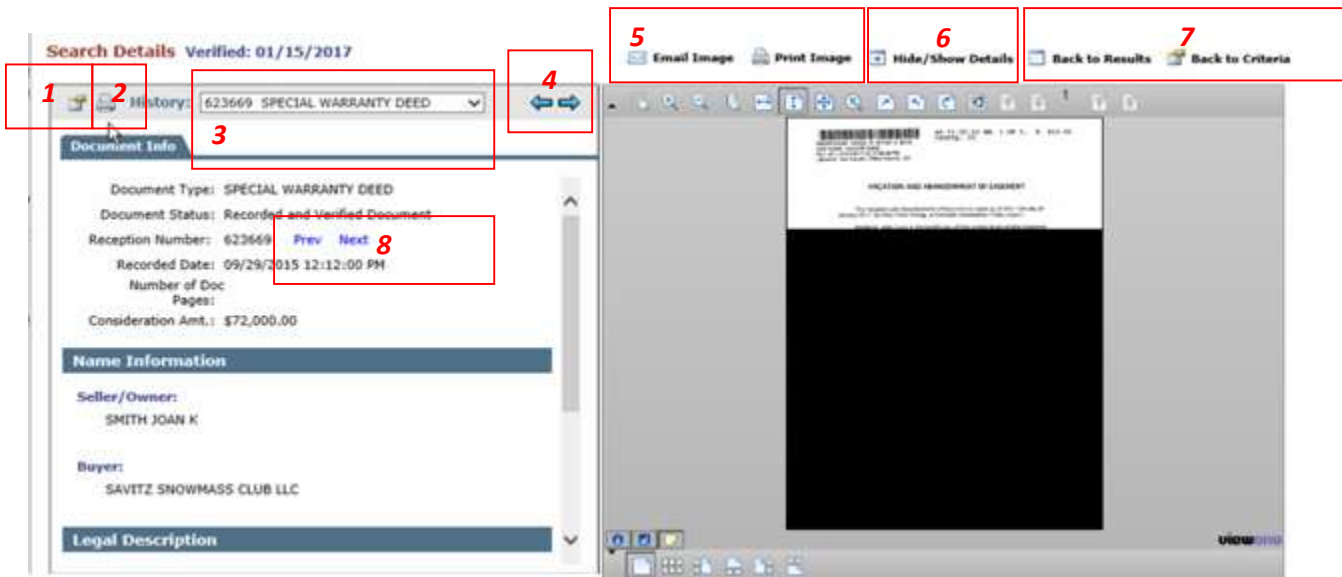
Search Result Details

Image Previews

Not all CountyFusion sites allow all users to see a full and clear image preview *prior to* purchase.

Depending on the site and/or the user, image previews may include:
- A black box watermark (as seen below).
- A watermark.
- A thumbnail view (greatly reduced in size, low detail).

Search Detail pages will have certain things in common:

1. Link to pop out a reminder of search criteria used.
2. Show Printer-Friendly View for data on page, and image. Has ability to launch pop-out window of data ,then print from that window, such as legal descriptions.
3. History of recently viewed Document Details per search.
4. Use the blue arrow buttons to navigate to adjacent Instruments based on the selected items in the result list.
5. Options to Email & Print or Download Image (Email availability varies by site/user login).
6. Hide/Show Details button to view only the image or images and data.
7. Buttons to navigate back to the Results or Criteria page.
8. Prev/Next links take you to the previous or next reception or book and page number.
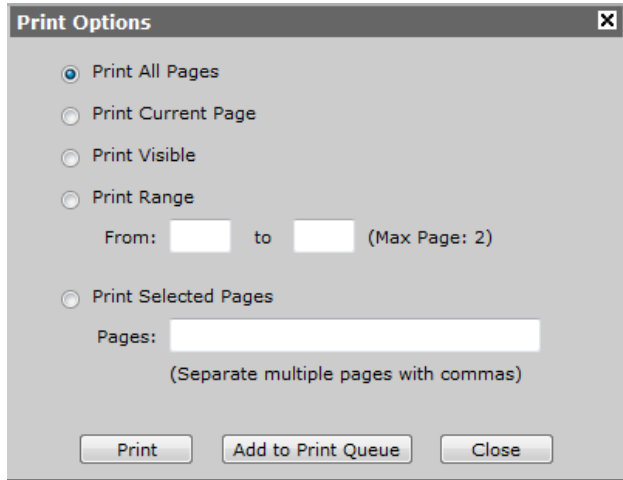
CountyFusion Search Guide

Print/Save Images

When you print images, or add images to the Print Queue, these options are available.

Print Visible will be selected when you first use the Navigation tools to highlighted a selected area drawn on the image, such as a portion of a plat image.

When you use the S key while viewing document images, those selected pages will already be listed in the Print Selected Pages field. Using the S key is optional, you can type in any value in that field.

Online Payment Methods

At some CountyFusion installations, users are able to print documents by using a credit card. Nominal credit card processing fees usually apply and may vary. Some sites establish direct accounts with registered users. Communicate with that County or Town directly to inquire.

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Printing Documents from the "Save Image" or "Print Image" buttons

CountyFusion installations vary from site to site in the methods for obtaining a document image. Sites may offer any combination of Print, Email, or Save (to download and print later). These variances are to assist public users who are not able to use certain Java software.

1) After searching, from the Document Details page (where you can view the image), use whichever available button is appropriate for you.

Save Image   **Print Image**   **Email Image**

2) Select which pages of the document you want to print and click the appropriate button to continue.
   a. If you are printing multiple documents online, you can save money on Credit Card transaction fees if you add documents to the print queue and then print them together.
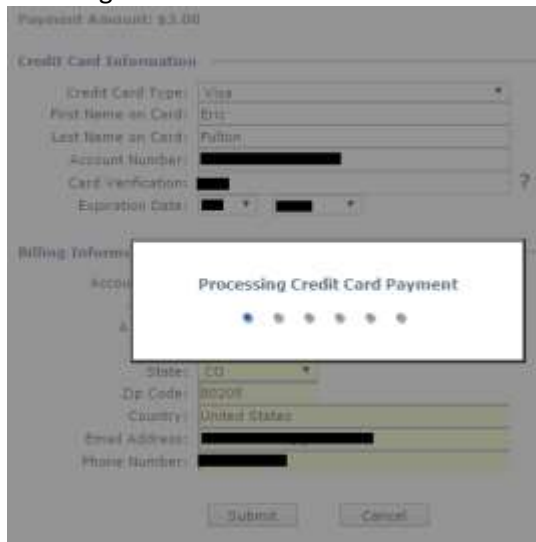   b. Using the Print Queue button is not necessary if you are only printing one document.

   NOTE: Email delivery is not supported in the Print Queue, download only.

3) Next pop-up will be the fees page, where you select Payment Method. Fill in any other optional fields. Click Accept button

4) Next Page will be the Credit Card Information page. Enter your credit Card Details and click the Submit button.


5) A new Payment Processing Details pop-up window will appear
   a. Click on the blue receipt number link in this window to view/print receipt (see also item 1 in screen shot, below.)

6) The document will download (or email).
   a. If you selected to Save/Download the image(s), the document will automatically download within your browser and show at the bottom the page (#2 in image below).
   b. Click on the document box at the bottom of the page to view/print image from the PDF program on your computer.
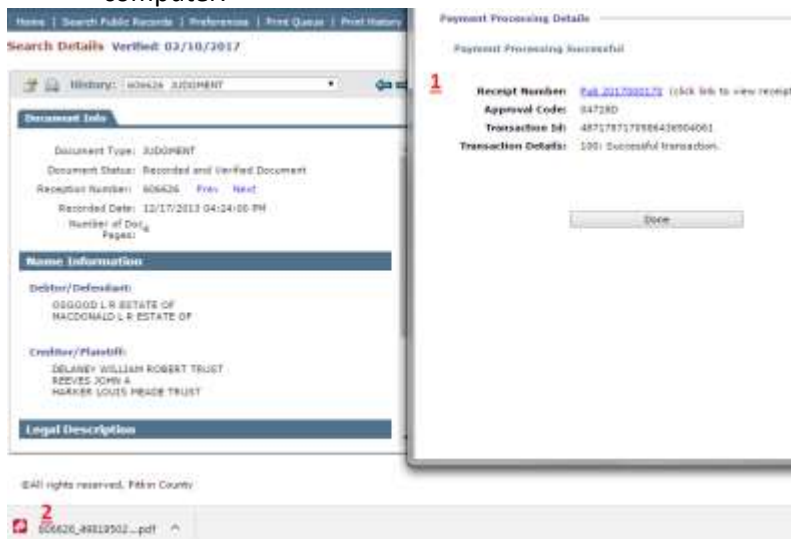
7) NOTE: Different Internet Browsers (Internet Explorer, Mozilla Firefox, Google Chrome, etc) all handle their downloads differently.
   Once the document is downloaded to the taskbar at the bottom of the screen...

   1) Some browsers (Chrome) automatically save the downloaded file to the Downloads section of the browser (allowing you to retrieve from there even if you don't select to actually have the image to your PC). See image below.
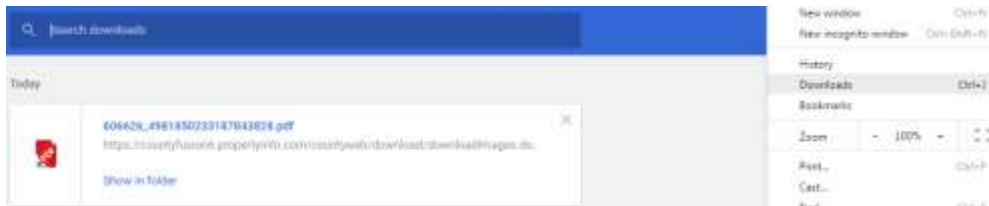
2) Other internet browsers (Internet Explorer) *only* save the file if you select to Save when prompted at the bottom of the page.
If you select Open instead of save, the document will not be retrievable after you close out of the viewable/printable document on the screen.
→ It is advised to always select to SAVE the file when prompted at the bottom of the page to ensure that you have the copy either within your browser (Settings>Download within browser) or on your computer (often saved to Downloads folder, but dependent on browser).

8) HOW TO REPRINT IF YOU CAN'T LOCATE DOCUMENT
Guest/Public users - as long as they haven't closed (X'd out) or logged out, Guest/Public users can retrieve the document(s) they just paid for by clicking the "Print History" tab at the top of the page

At many CountyFusion sites, registered users may retrieve document via Print History even after logging out. The amount of time a document will remain in the print history varies by site.

Click the Save Icon to the left of the Document/Reception Number to re-download or re-email. Click the blue document number link for viewing only.