

The screenshot shows a search interface with several sections:

- Search Types:** A list of search criteria including All Names, Instrument Number, Book / Page, Subdivision, Township, and Condominium.
- Advanced Sort Criteria:** A section with an "Advanced Sort" toggle set to "Enabled" and a table of sort orders:

1	Recorded Date	ASC
2	Instrument Number	ASC
3	Name (Ignore if Empty)	ASC
- Records per page:** A dropdown menu set to "100" and a "Recent" button.
- Specific Criteria:** A section with "Name Options" (All Parties; Alpha-Numeric Only), a "Name" input field, and "Recorded Date From" and "To" date pickers. A magnifying glass icon is next to the Name field.
- Document Types:** A list of document types with checkboxes, including All Document Types, DEEDS, AFF TOD, DECLARATION, DEED, EASEMENT, QUIT CLAIM EASEMENT, REG LAND DECLARATION, REG LAND DEED, RELEASE EASEMENT, SATISFACTION VENDORS LIEN, LEASES, LIENS, MISCELLANEOUS, MORTGAGES, PARTNERSHIPS, PLATS, POWER OF ATTORNEY, UCC, and VOID.
- Buttons:** "Clear" and "Search" buttons are located at the top right.

 Callout boxes provide additional instructions:

- Search Types - Select what type of information you are going to search with.** (Points to the Search Types list)
- Change the amount of search results displayed per page.** (Points to the "Display: 100" dropdown)
- Opens a pop-out displaying all recently ran searches. Click a previous search to re-run the specified criteria.** (Points to the "Recent" button)
- The "Clear Sweeper" removes ALL search criteria from the form.** (Points to the "Clear" button)
- Click "Search" to run the search based on your specified criteria.** (Points to the "Search" button)
- Select all Document Types or narrow your search by selecting individual types or groups. The system will only search the document types you have selected.** (Points to the Document Types list)
- Name Options – You have the ability to define whether you wish to search both the grantor and grantee indexes as well as how specific of a search you want to run.** (Points to the "Name Options" dropdown)
- Magnifying Glass – Converts your normal name text search into a checkbox list search. Type a name and click the glass. A window will pop up with indexes matching the current information you typed. You can then select multiple entries to search. NOTE: To clear this checkbox search you MUST use the "Sweeper" Button next to the line itself, backspace will not work. "Sweepers" – Quickly clear each individual line of information.** (Points to the magnifying glass icon)

Search Tips

- Your available criteria will vary depending on the type of search. All names should be searched by Last Name followed by the First Name or initial. You will get more results the less you search on.
 - EX: Searching "Smith John" will yield all the John Smiths. Searching "Smith J" will yield all the John Smiths as well as any Smiths with a J first name such as Joe Smith, Jacob Smith, etc.
- Only use the navigation buttons on the webpage itself. **DO NOT** use the browser back/forward button as this will cause issues with the webpage. The buttons you should be using are on the top right of each page and appear as  **Back to Results**  **Back to Criteria**