

TCSTM Scan / Print / View© ILRS-SPV™

Scan, Print, View (SPV)

Where you can “Scan, Print or View” recordings that have been entered into the ILRS application. Another feature of this add-on is “Book Printing”, which will be discussed later in this manual. To access this add-on you will first need to have the appropriate license key (contact IMAS through the information provided at the bottom of each page for more information on how to purchase and install this add-on) entered into your “Municipality” form. Click on the “Processing” menu and then select “Recordings Maintenance” to begin using the “SPV” add-on. Next you will need to enter a fiscal year, book number and the maximum number of pages for the book in the spaces provided at the top of the form. Click on the “Search” button to display all of the entered recordings in the grid below.

Manually-Paginate - Recording Transactions Entry and Maintenance

Specify the Default Year: 2005 Book#: 66 and Max:#Pgs: 1200

Buttons: Add New, Save, Delete, Cancel, Scan, Print, View, Refresh, Search, Quit

Find those Trxs with Instruments that: Start With Contains

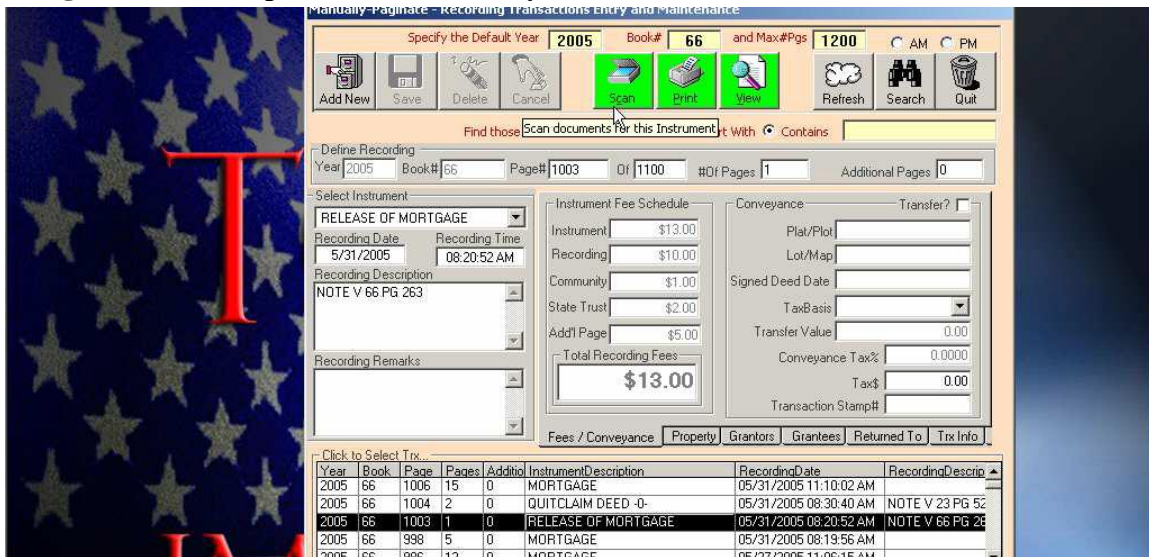
Year	Book	Page	Pages	Additio	InstrumentDescription	RecordingDate	RecordingDescrip
2005	66	1006	15	0	MORTGAGE	05/31/2005 11:10:02 AM	
2005	66	1004	2	0	QUITCLAIM DEED -0-	05/31/2005 08:30:40 AM	NOTE V 23 PG 52
2005	66	1003	1	0	RELEASE OF MORTGAGE	05/31/2005 08:20:52 AM	NOTE V 66 PG 2E
2005	66	998	5	0	MORTGAGE	05/31/2005 08:19:56 AM	
2005	66	986	12	0	MORTGAGE	05/27/2005 11:06:15 AM	

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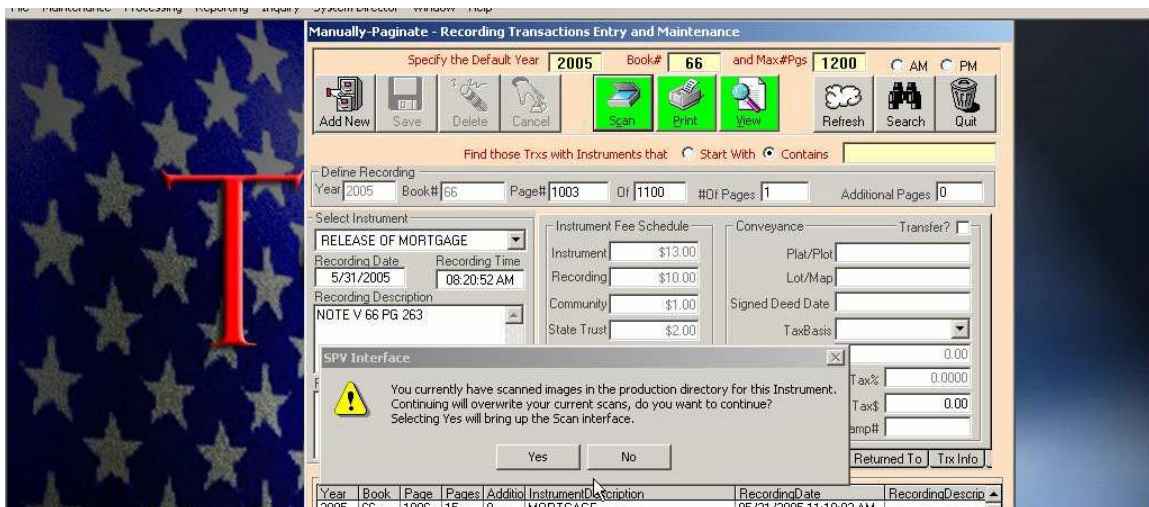
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Scanning

First you will need to navigate to the recording that you've previously entered and now wish to scan by using the arrows (up and down) in the grid below. Once you have located the recording you can click on the recording in the grid and you will notice that the information will appear on the entry form above the grid. Before you click on the "Scan" button you might want to double-check the entry to make sure all of the appropriate information was correctly entered. Once you're satisfied the entry is correct, then you can click on the "Scan" button to proceed with the scanning process. **Make sure that your scanner is properly connected to the computer you are currently using and that it is powered on before you click on the "Scan" button.**

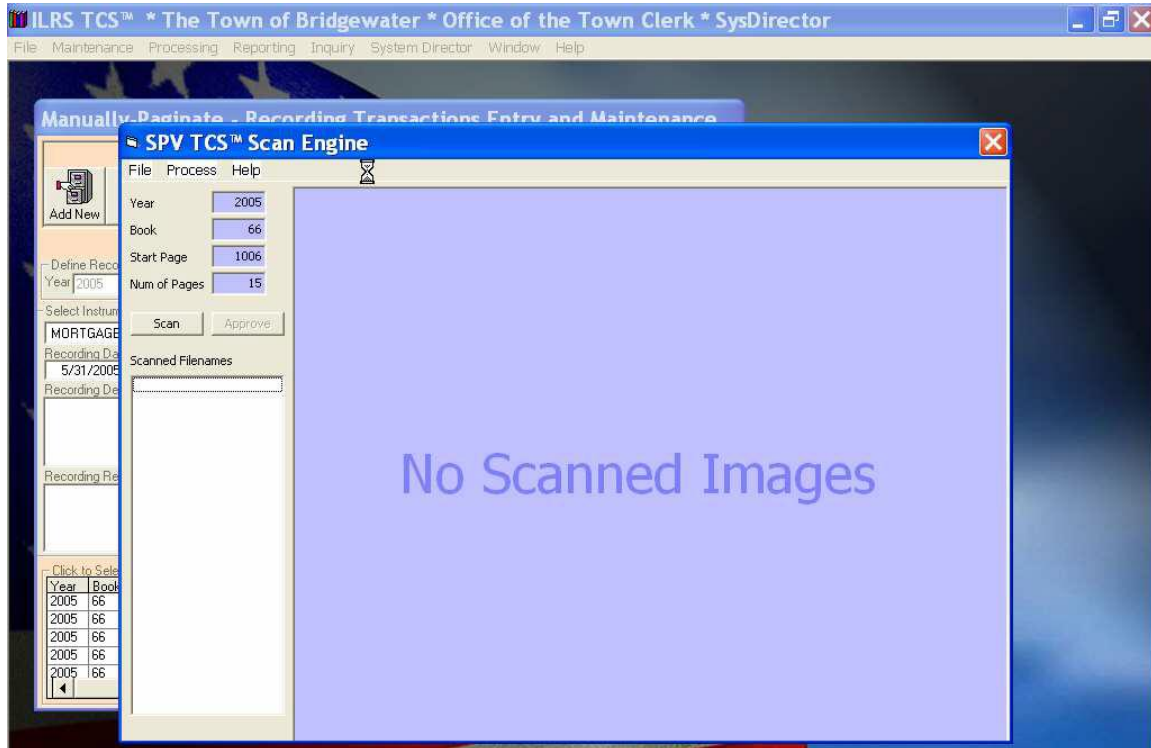


If you have previously scanned an instrument for this recording you will receive a warning message from the application. The warning message will prompt you to click "Yes" or "No" to continue. Continuing to scan when previous images exist will overwrite the previous images.

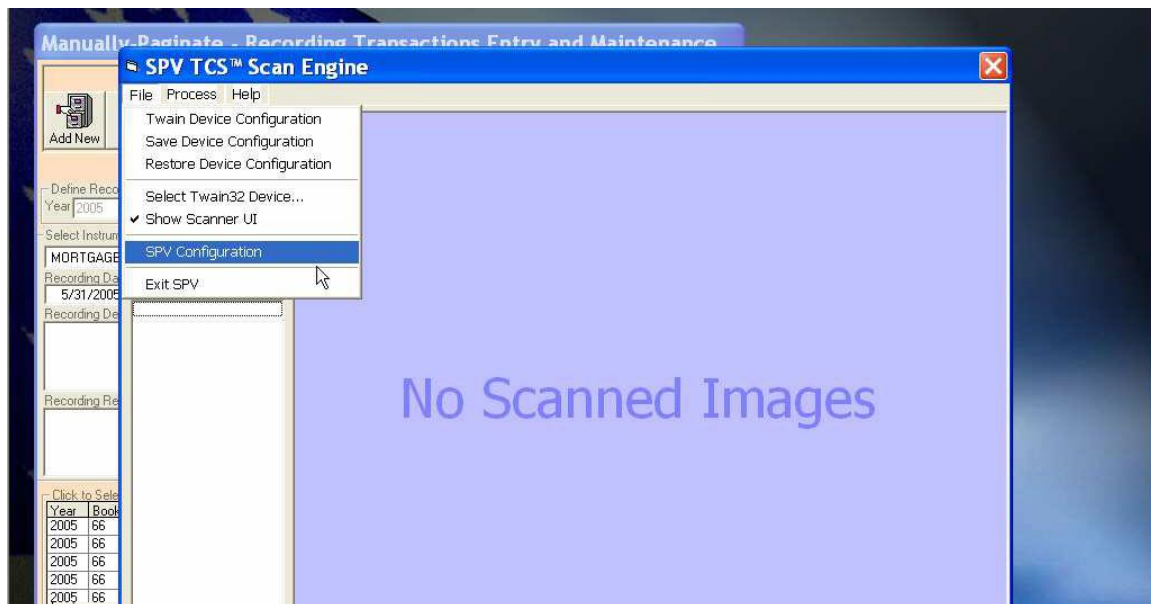


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As long as you clicked “Yes” to continue or never scanned an instrument for this recording, then you will receive the following screen.

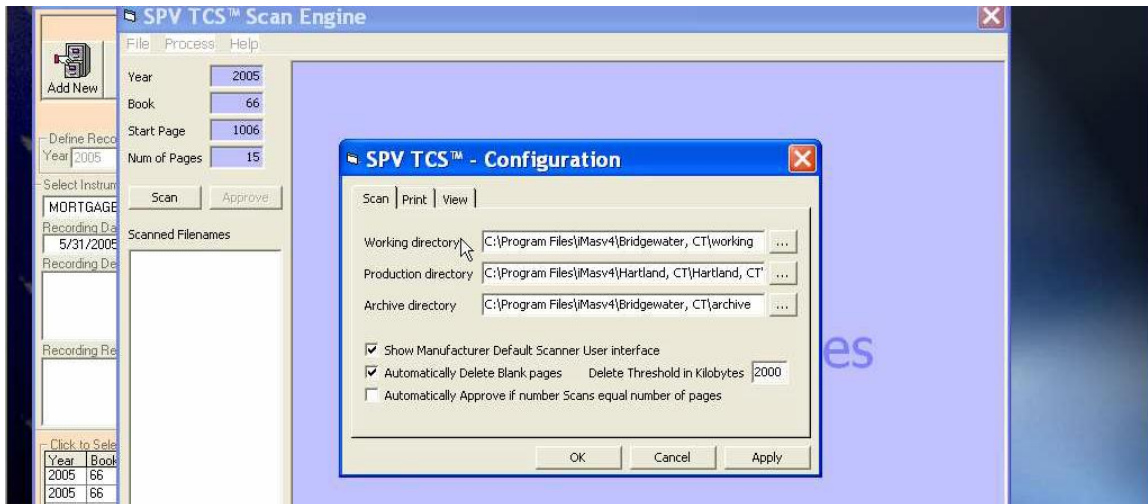


Before you're ready to scan your first document you should check your SPV configuration and your scanner settings to make sure everything is set up correctly. To check your SPV configuration you will need to click on the “File” menu option and then select “SPV Configuration”.

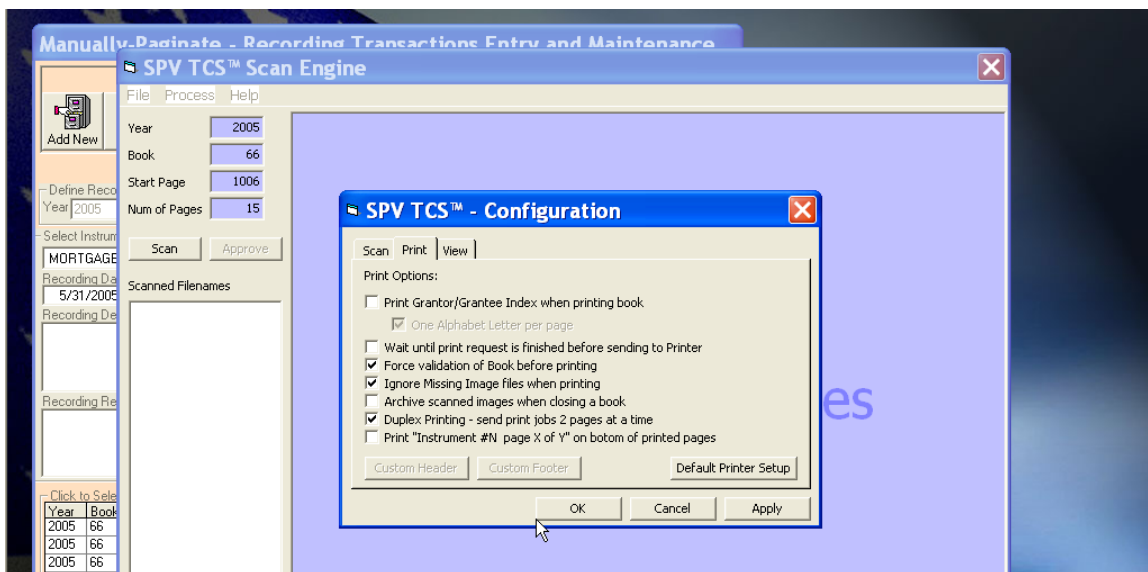


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Look through the various “Scan” configuration items and verify that all of the desired options are checked off and setup correctly. IMAS suggests that you turn on the option to automatically delete blank pages and then configure your scanner to scan every document as a duplex. This way the application will have the scanner scan every document as a duplex and delete the back side of the documents that are blank.

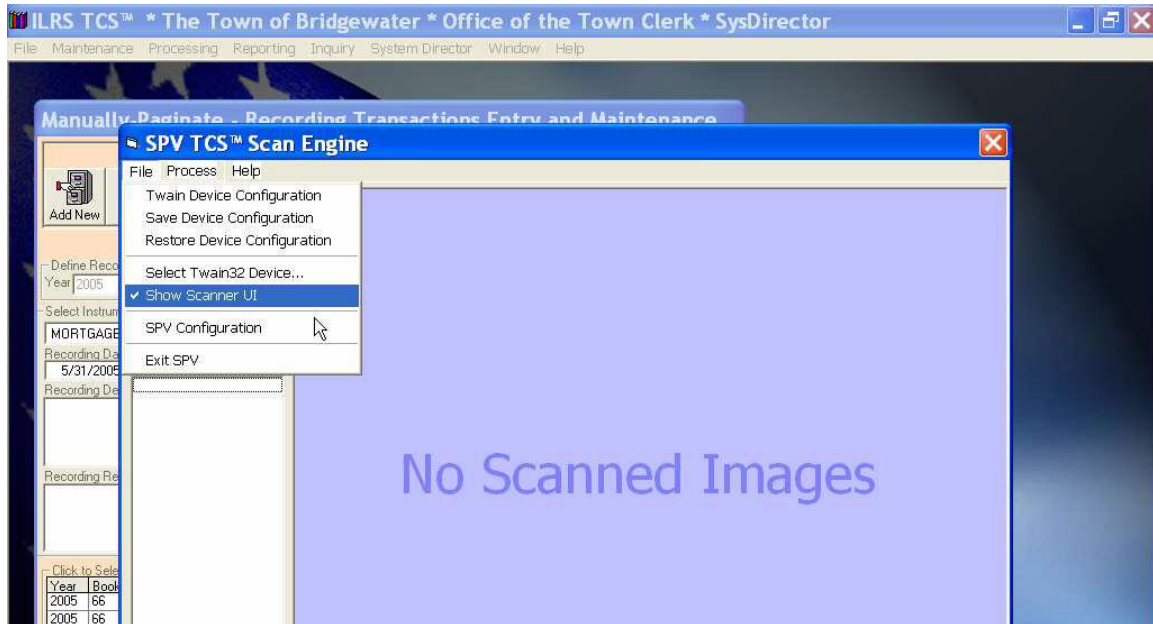


Next you can click on the “Print” tab and verify those options as well.

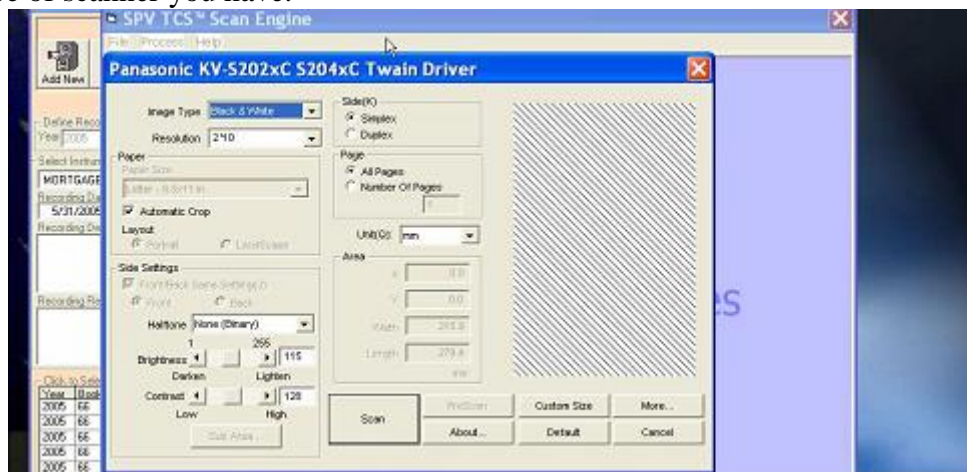


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After making any changes to the configuration items make sure that you click the “Apply” button and then the “OK” button to save the changes and return to the scanning form. Now that you have verified the “SPV Configuration” items you should turn on the scanner user interface so that you can verify your scanner settings. To do this you will need to click on the “File” menu option and then select the “Show Scanner UI” option (this option will be marked with a check when it is selected).



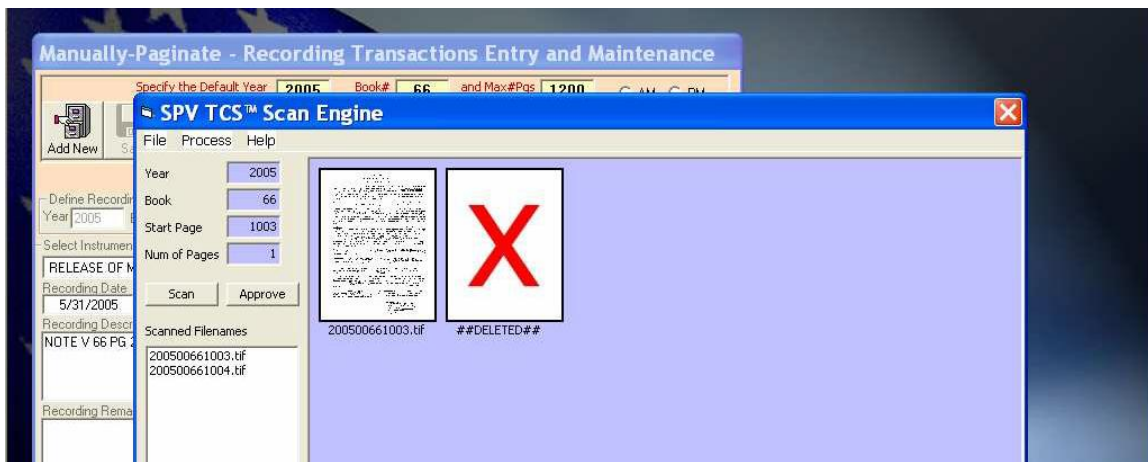
Next you will want to make sure that the appropriate documents are loaded and then click on the “Scan” button. After you click on the “Scan” button you will see the scanner user interface form which will allow you to change any necessary scanner settings before you start scanning. Please note that the scanner user interface forms will vary depending on the type of scanner you have.



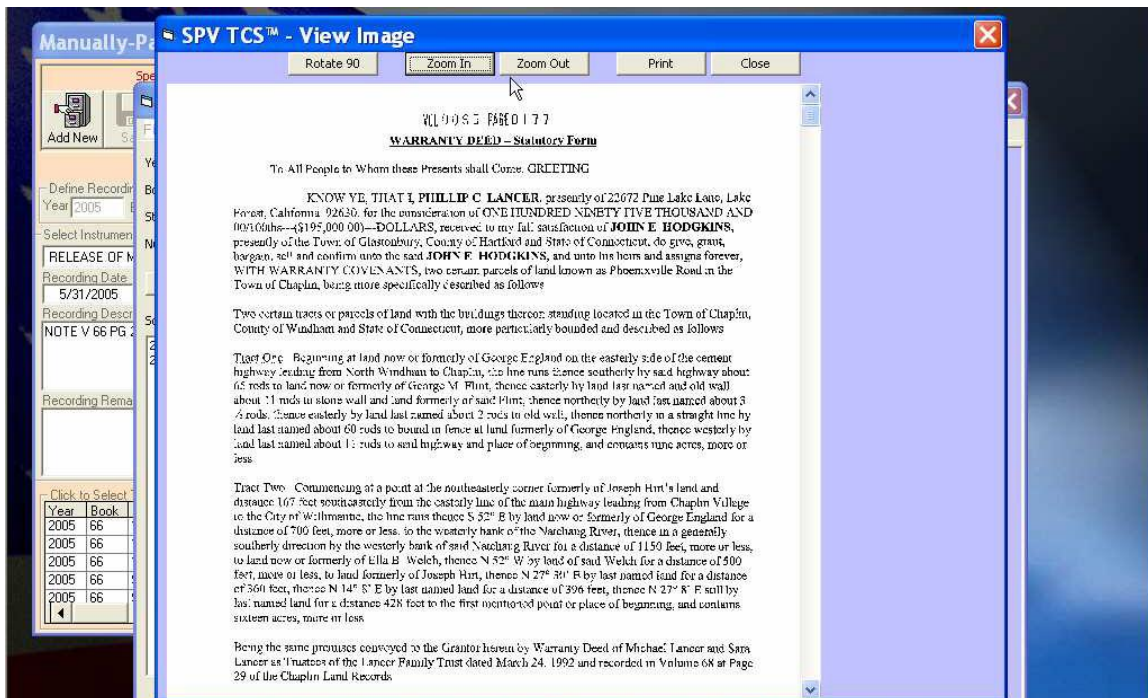
When you have setup the scanner correctly you can click on the “Scan” button to begin scanning. When the documents have been scanned you will see them appear in the blue grid (if you are still seeing the scanner user interface form, then click cancel to view the

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scanned documents). This grid enables the user to view all of the scanned documents, and review them before the scan is approved and saved with the rest of your scanned images. Please note that if you have the application to automatically delete blank pages and you can a one page document as a duplex, then the blank page will be deleted and marked with a large red “X”.



To get a closer look at any of the scanned images you can double click on the image. Once in this form you can zoom in or out so that you can view the entire document and check the quality of the scan before you approve it.



When you have finished reviewing all of the scanned documents you can click on the “Approve” button to save the scanned images or you can reload the documents and then click on the scan button to rescan the documents. When you have a scan that meets your

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quality requirements and you have clicked on the “Approve” button the application will inform you that the scan has been saved and moved to the production folder (the production folder’s location can be changed under the SPV Configuration form).



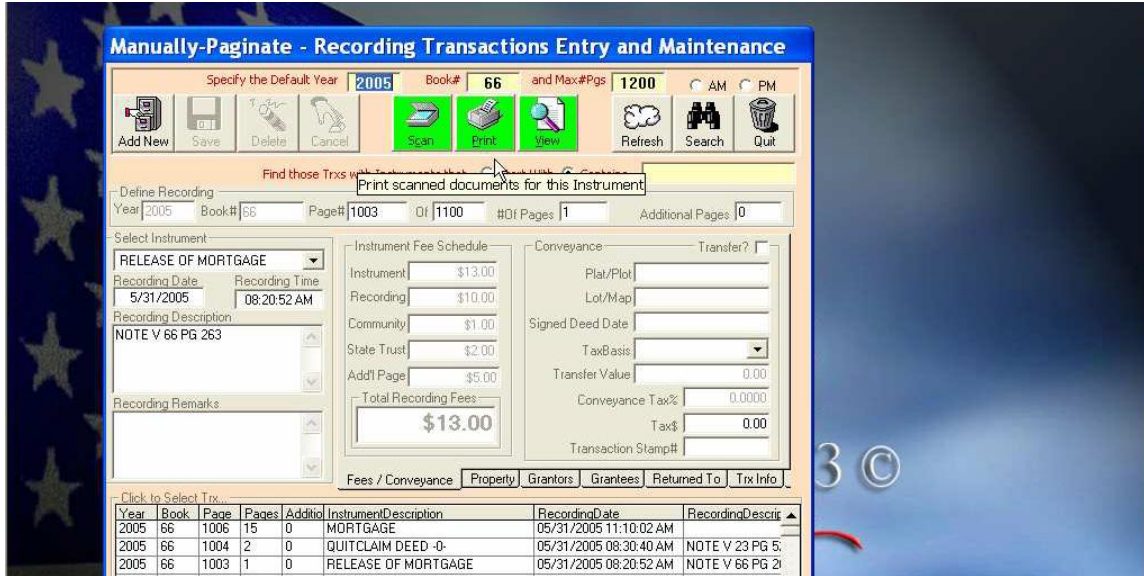
Now that you have successfully scanned a document you can turn off the option to “Show Scanner UI” so that you don’t to go through that step every time you scan. That option is only necessary to perform the first time you scan something, each scan after that will have the same settings applied and don’t require you to check them, unless a change is needed.

Printing

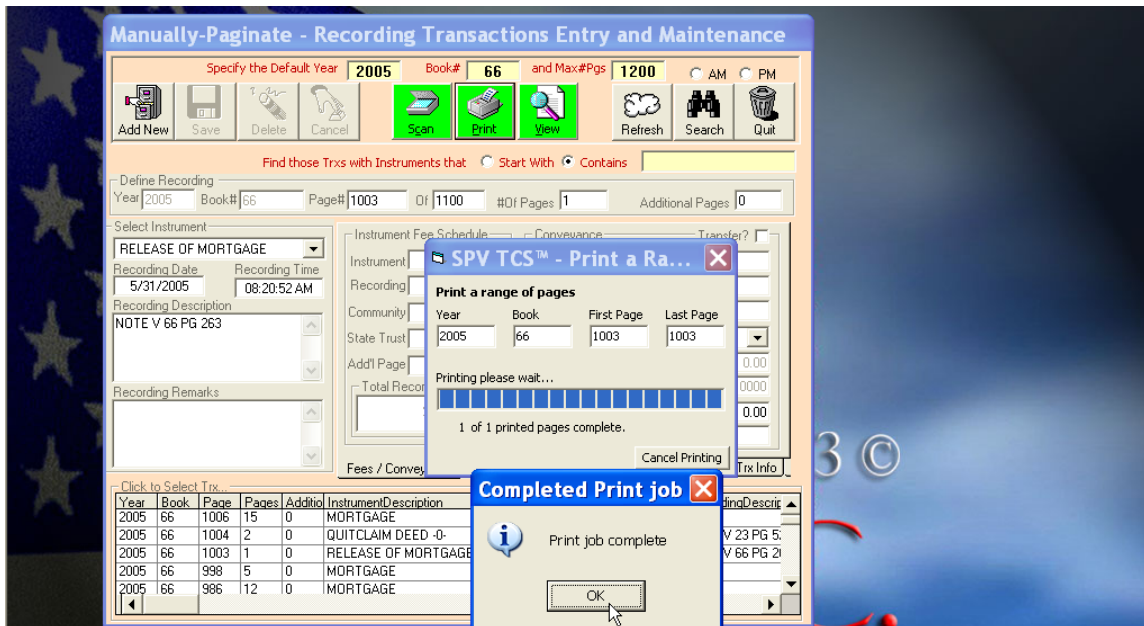
First you will need to navigate to the recording that you’ve previously entered and scanned, by using the arrows (up and down) in the grid below. Once you have located

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the recording you can click on the recording in the grid and you will notice that the information will appear on the entry form above the grid.



Once you have the appropriate instrument selected (and you've already scanned in the documents) you can click on the "Print" button to print the documents. Next you will see a form that shows the year, book, and page numbers to be printed, followed by a message indicating that the print job was completed (assuming the documents printed successfully).

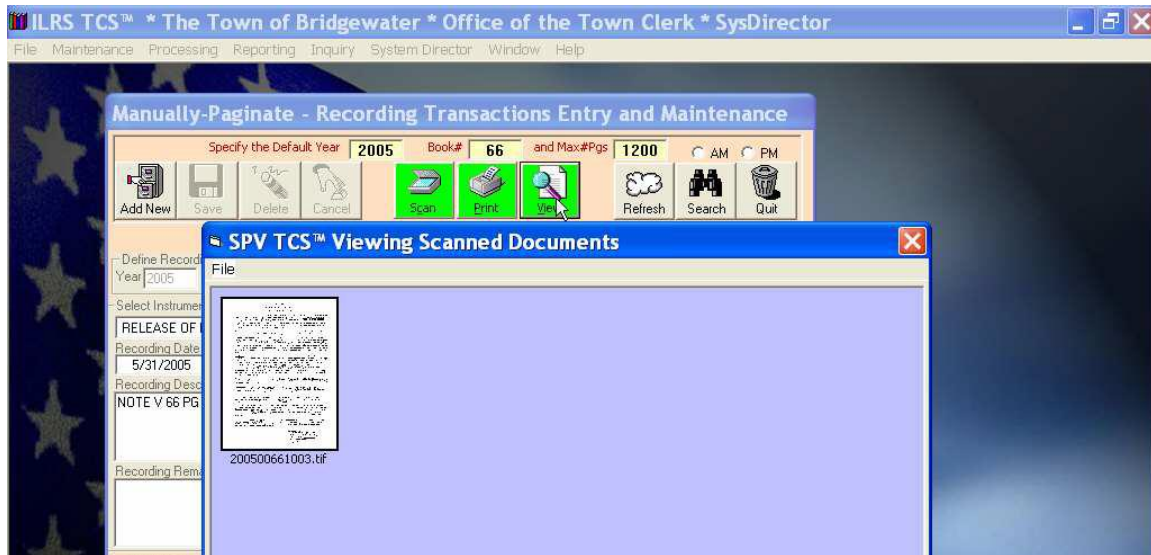


Viewing

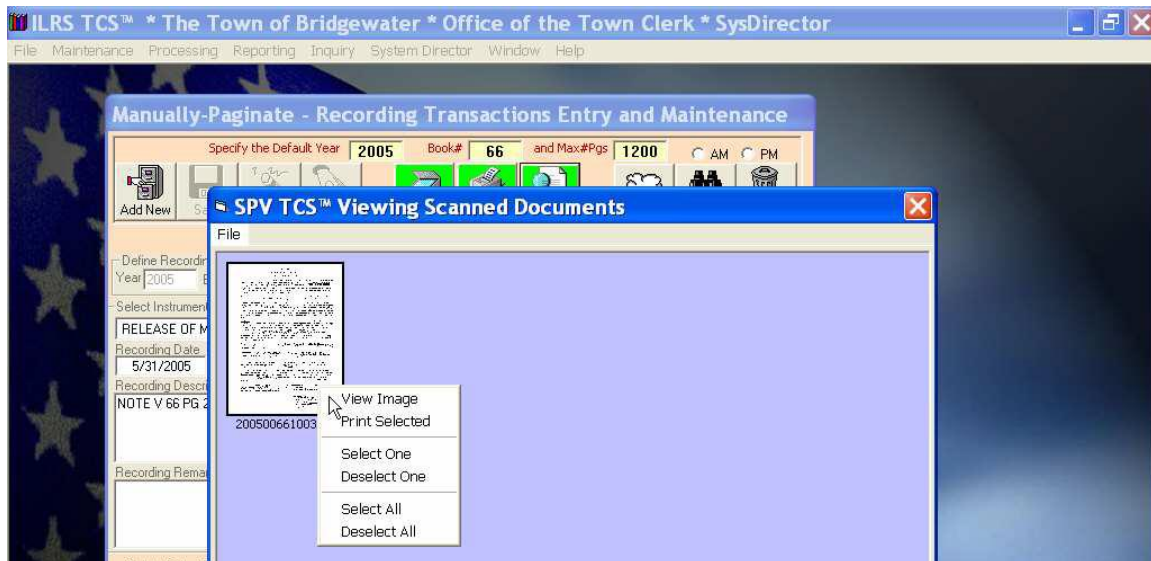
First you will need to navigate to the recording that you've previously entered and scanned, by using the arrows (up and down) in the grid below. Once you have located

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the recording you can click on the recording in the grid and you will notice that the information will appear on the entry form above the grid. You can now click on the “View” button and if this instrument has already been scanned a form will generate showing the user each of the documents scanned (if there hasn’t been any documents scanned for this particular instrument then the user will get a message indicating that there aren’t any scanned documents for this instrument).



Once the documents are being illustrated the user has several options they can choose from. If the user right-clicks on any image they will be able to view the image, select the image, deselect the image, select all images, deselect all images and print the selected images(many of these same options can be accessed under the “File” menu option).

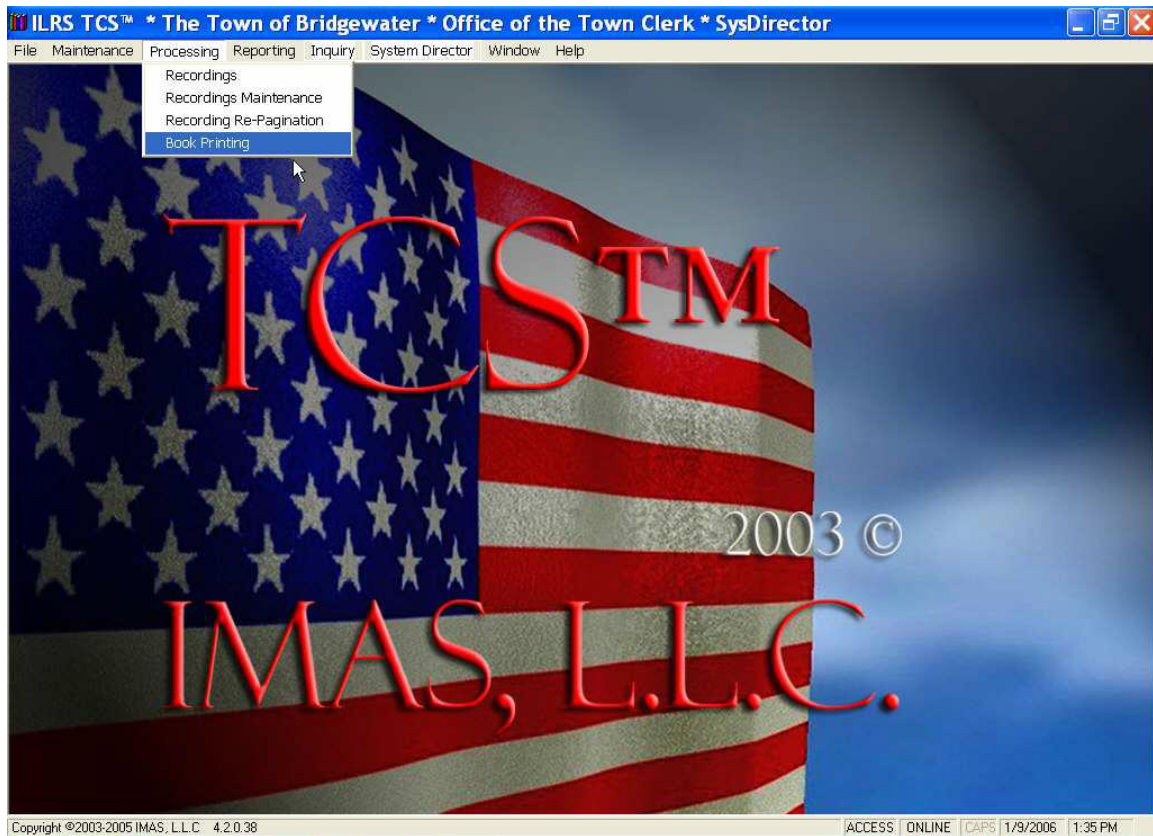


Book Printing

Under the book printing menu option, which can be accessed by clicking on “Processing” and then selecting “Book Printing”, you can print a selected book, print a grantor/grantee

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index, print a range of pages, validate a selected book, close a selected book and burn an image to a CD.

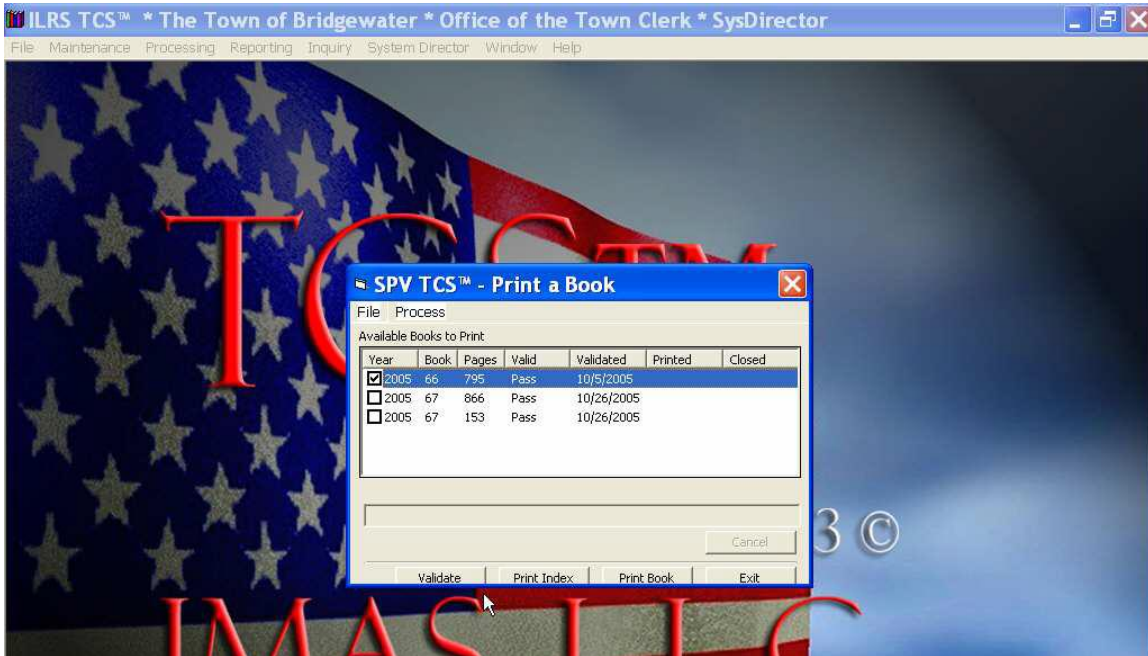


Printing a Selected Book

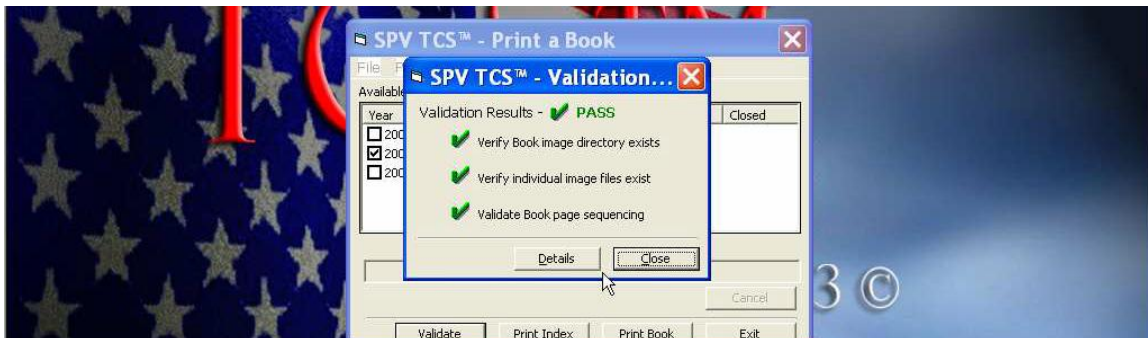
To print a selected book you will first need to select the book from the list of books with recordings entered into them. Then you will want to validate the book by clicking on the

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“Validate” button located at the bottom of the form (book validation checks to make sure that the book image directory exists, that there is a scanned image for every page within the book and that all the pages have been entered in sequential order).



If your book passes the validation test you will get three green check marks next to the items the application is checking the book against. If your book fails the validation process then you will receive a red “x” next to each item that failed (to see why the item failed click on the “Details” button).

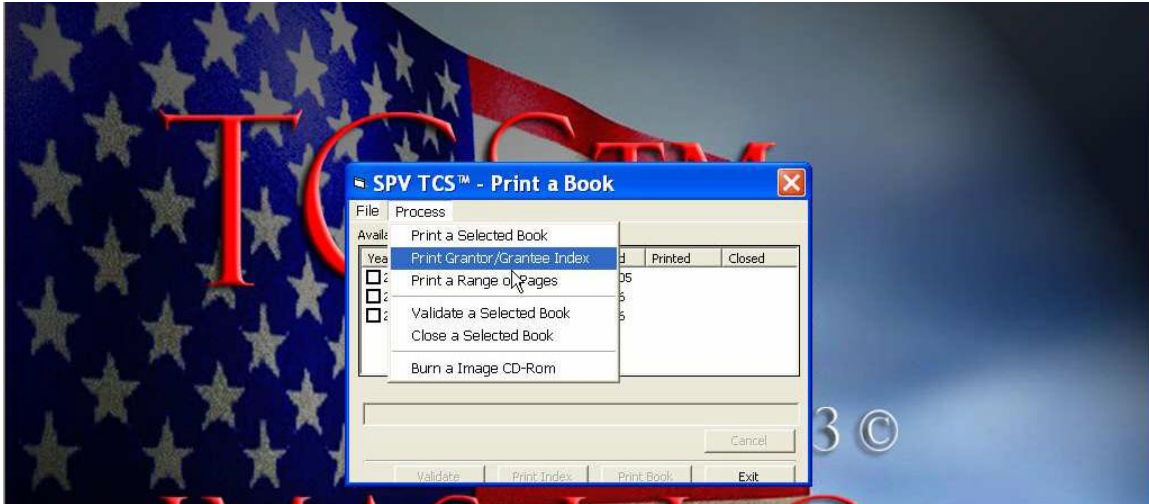


Now that the book has passed the validation testing you can click on the “Cancel” button to return to the book printing form and then click on the “Print Book” button (located at the bottom of the form) or click on the “Process” menu option and then click on the “Print Selected Book” option.

Printing a Grantor/Grantee Index

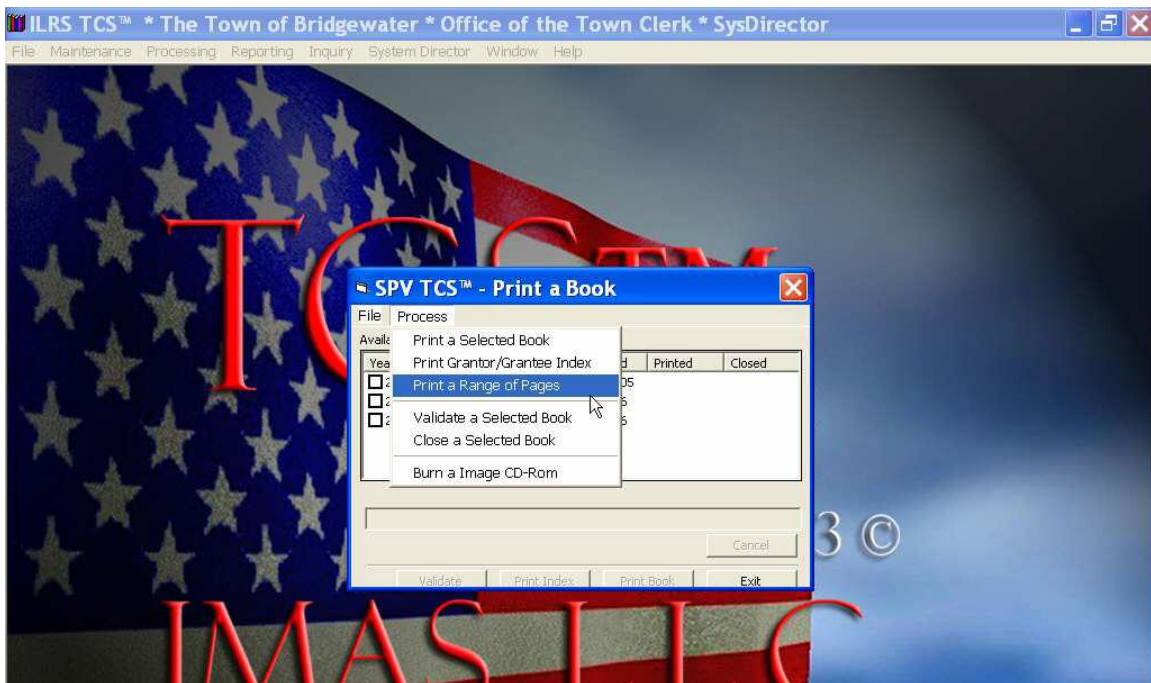
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To print a grantor/grantee index you will need to click on the “Process” menu option and then select “Print Grantor/Grantee Index”, or you can simply click on the “Print Index” button at the bottom of the book printing form. This option will print an index of every grantor and grantee that you have entered into your database.



Printing a Range of Pages

To print a range of pages you will need to click on the “Process” menu option and then select “Print a Range of Pages”.



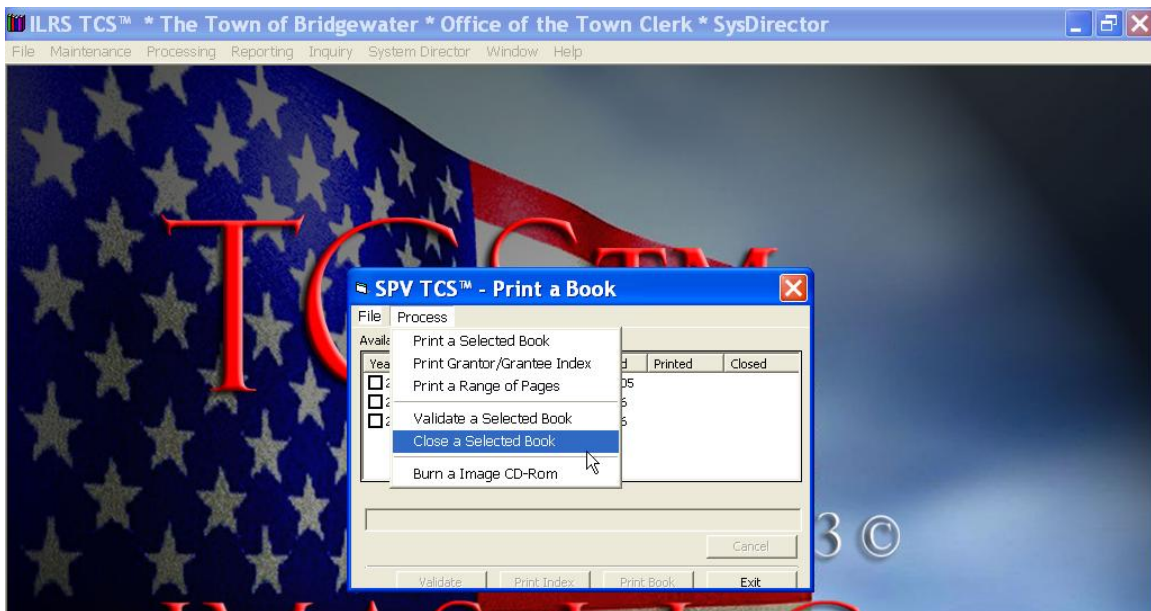
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Next you will need to enter the year, book number, starting page number and ending page number of the range of pages you wish to print. Then you will need to click on the “Print” button to send the pages to the printer.



Closing a Selected Book

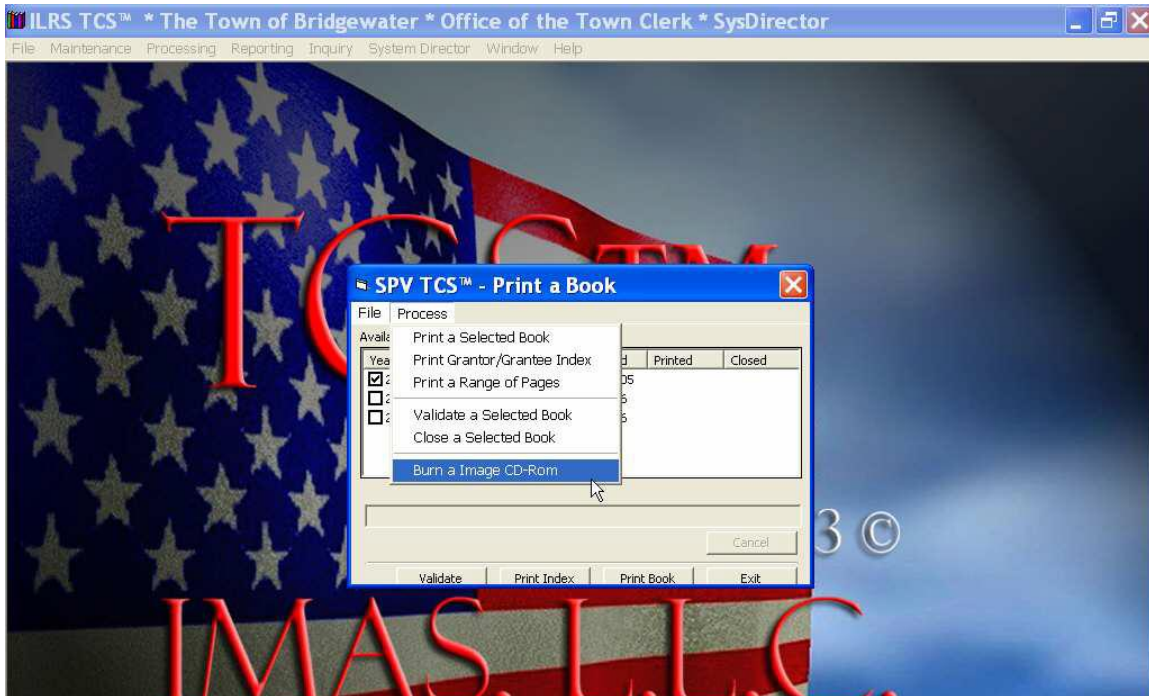
To close a selected book you will first need to select the book you wish to close and then you will need to click on the “Process” menu option and then select “Close a Selected Book”. Next you will get a form that informs the user that by closing a book the user will not be able to scan/rescan any images in the selected book. If this is indeed what you want to do then click on the “Yes” button, if not then click on the “No” button and continue working on the selected book.



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Burning an Image to a CD

To burn a CD containing all of the scanned images in a selected book you will need to click on the “Process” file menu and then select “Burn a Image CD-Rom”.



Next you will receive a form that illustrates the exact path from which the application will burn all SPV images onto a CD. If this path is correct then click on the “Burn” button, if not then click on the “Abort” button and change the location of your production to the appropriate place.

