

# TCS™ Instrument Indexing and Land Recording System© ILRS™

## System Director

Where you can maintain and print lists of information (Prefixes, Streets, Suffixes), as well as update your municipal information and add users.



## Maintaining (Add, Edit or Inactivate) Prefixes, Streets and Suffixes



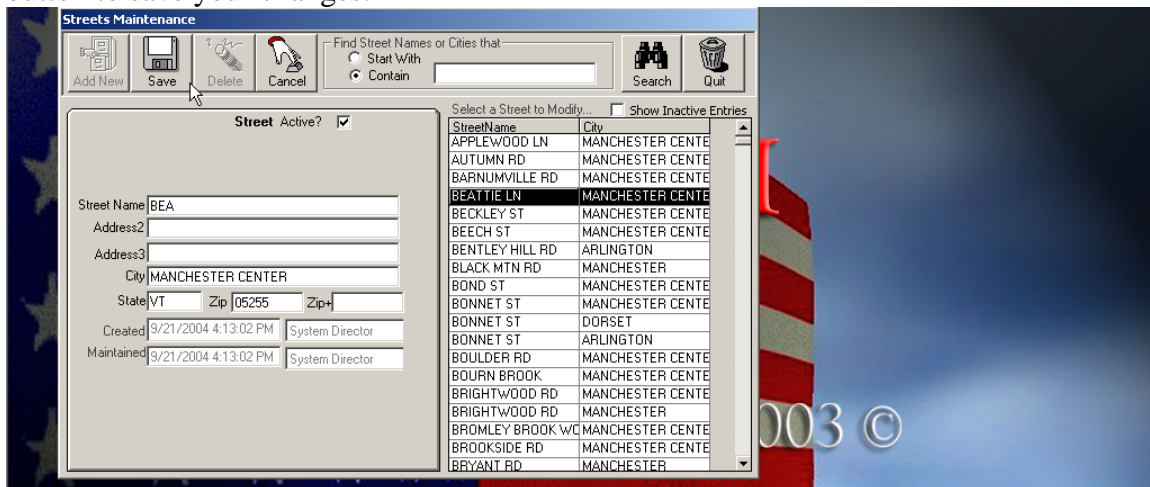
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To add a new Prefix, Street or Suffix go to the “System Director” menu option, and then select “Maintenance”. Within the maintenance menu you will then need to select the option (Prefix, Street or Suffix) for the item that you wish to add. Once you have selected the proper option you will see a form that will allow you to add a new item by clicking on the “Add New” button, entering the appropriate information and then clicking on the “Save” button.

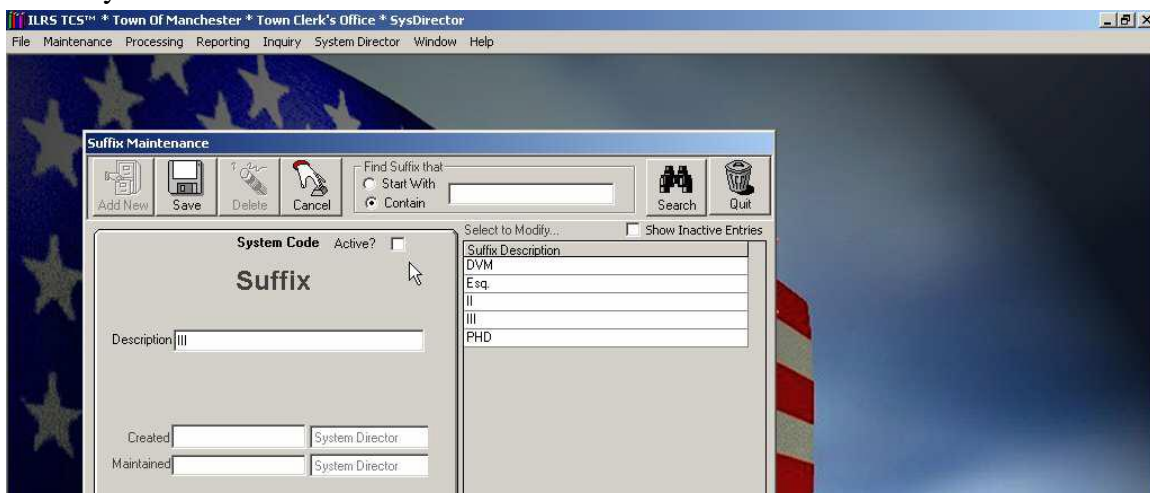


# TCST<sup>TM</sup> Instrument Indexing and Land Recording System<sup>©</sup> ILRS<sup>TM</sup>

To edit the information for an existing (Prefix, Street or Suffix) perform the same steps listed above for adding a new item, but instead of clicking on the “Add New” button you will now want to click on the “Search” button. By clicking on the search button without entering anything to search for the application will perform a blank search, which will return all results. After you have clicked on the “Search” button you will see all of the entries listed in the grid to the right, now you will need to locate the item that you want to edit and double-click on it. Now that you have opened the entry up for editing you can make the appropriate changes and when finished you will need to click on the “Save” button to save your changes.



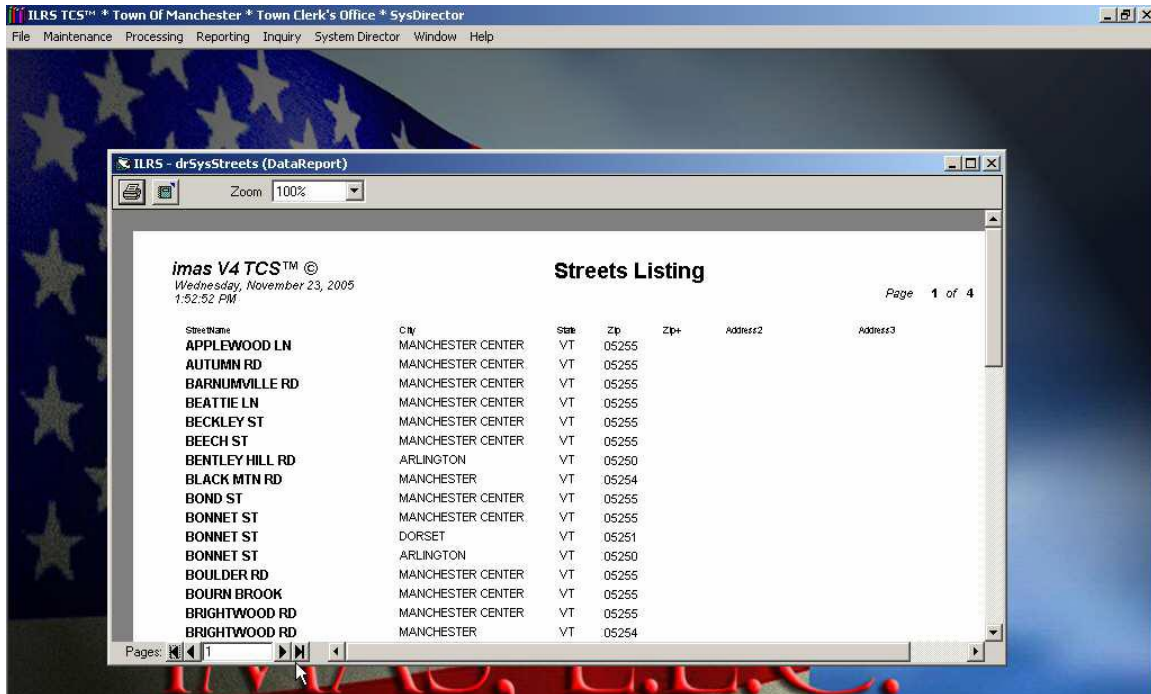
To inactivate information (Prefix, Street or Suffix) you will need to open up the appropriate maintenance form as you have in the previous tasks for adding and editing information. Once you have the maintenance form open you will need to click on the “Search” button again to return all the results in the grid to the right. Now you will need to locate the entry that you wish to deactivate (make unavailable for selecting) and double-click it to open the entry up for editing. Once you have done this you will need to deselect the checkbox next to the label “Active?” and click on the “Save” button to save the entry.



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## Run Listings of Prefixes, Streets or Suffixes

To run a listing of Prefixes, Streets or Suffixes navigate to the “Reporting” option under the “System Director” menu option and then select what type of listing you want to generate. Once you have made your selection a listing will appear on the screen where you can navigate through the pages using the arrows at the bottom left hand corner of the screen. On the last page of every listing you will find a summary informing you how many entries are in the listing.

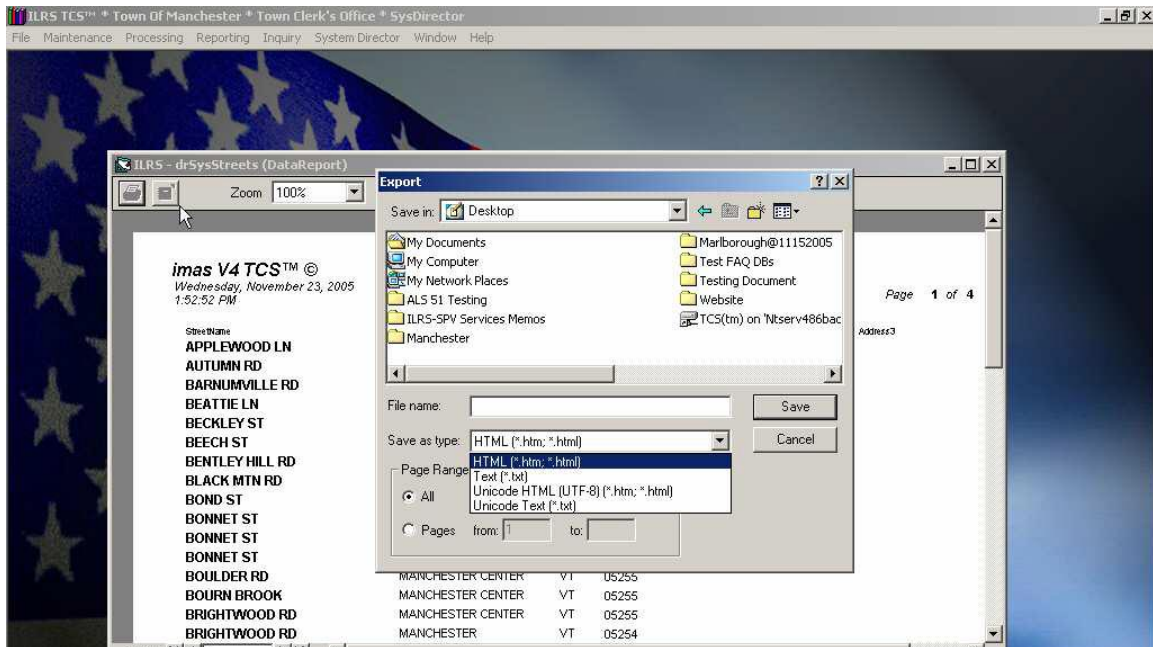


To print the listing click on the printer icon in the top left hand corner of the screen. This will bring up your printer options where you can simply click “Print” or make any necessary changes.



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To save the listing, click on the export icon, which is located to the right of the printer icon. This will bring up a form providing you with options on where to save the file, what format to save the file in and what name to give the file.

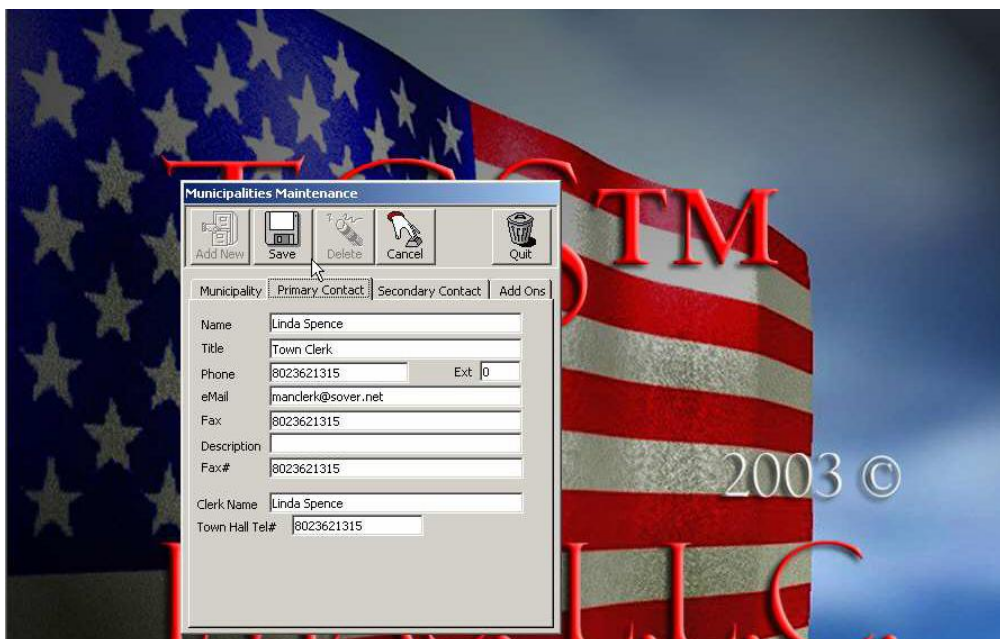


## Entering/Updating Municipality Information



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To enter/update your municipality information, navigate to the “Municipality Configuration” option under the “System Director” menu option. This will open up the form containing all of your municipality’s information. Once in this form you can navigate through the different tabs (Municipality, Primary Contact and Secondary Contact) and enter the appropriate information. Remember that you need to save any changes you make by clicking on the “Save” button.



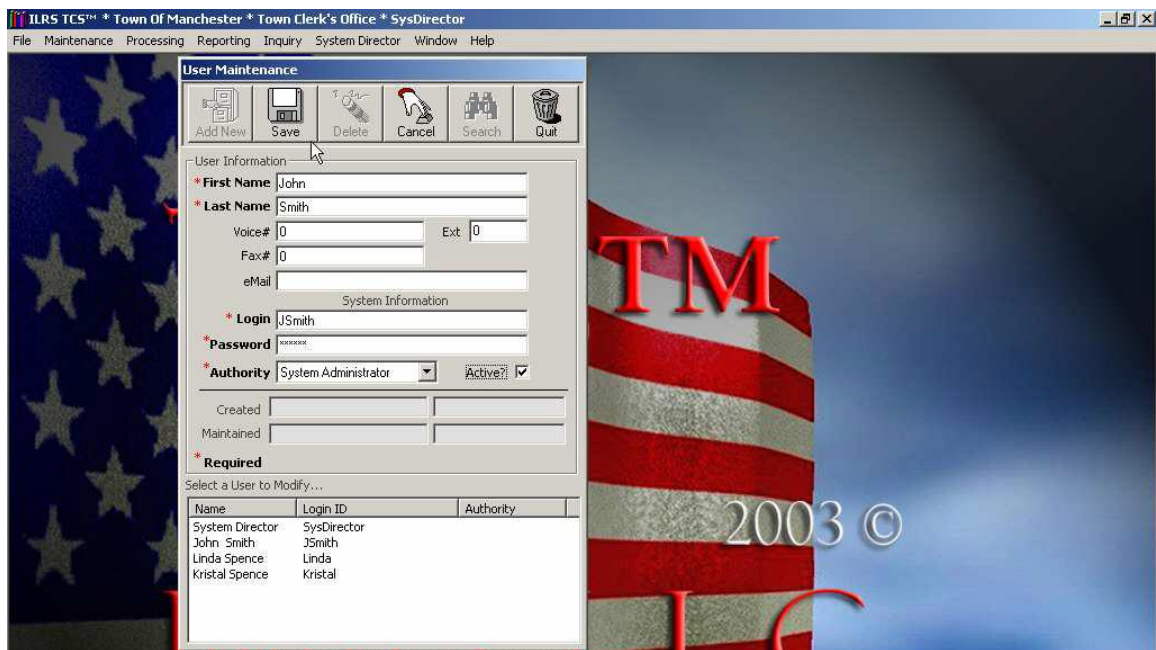
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## User Maintenance

To add, edit or delete a user you will need to navigate to the “User Maintenance” menu option under the “System Director” menu. Once in the user maintenance form you can add a new user by click on the “Add New” button and entering all of the required information (marked with red asterisks) and then clicking on the “Save” button (make sure the “Active?” button is checked off before saving the new user).

Be careful in selecting the “Authority Level”, because this will determine what menu options the user can access. Authority Level (from lowest to highest):

Inquiry - Transaction Processing – Codes Maintenance – System Administrator



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To edit or delete a user you will need to locate the user in the grid located at the bottom of the form and double-click on the user to open the entry up for editing/deletion. To edit the user's information you can simply make the appropriate changes and then click on the "Save" button. To delete a user you will need to select the user and then click on the "Delete" button.

