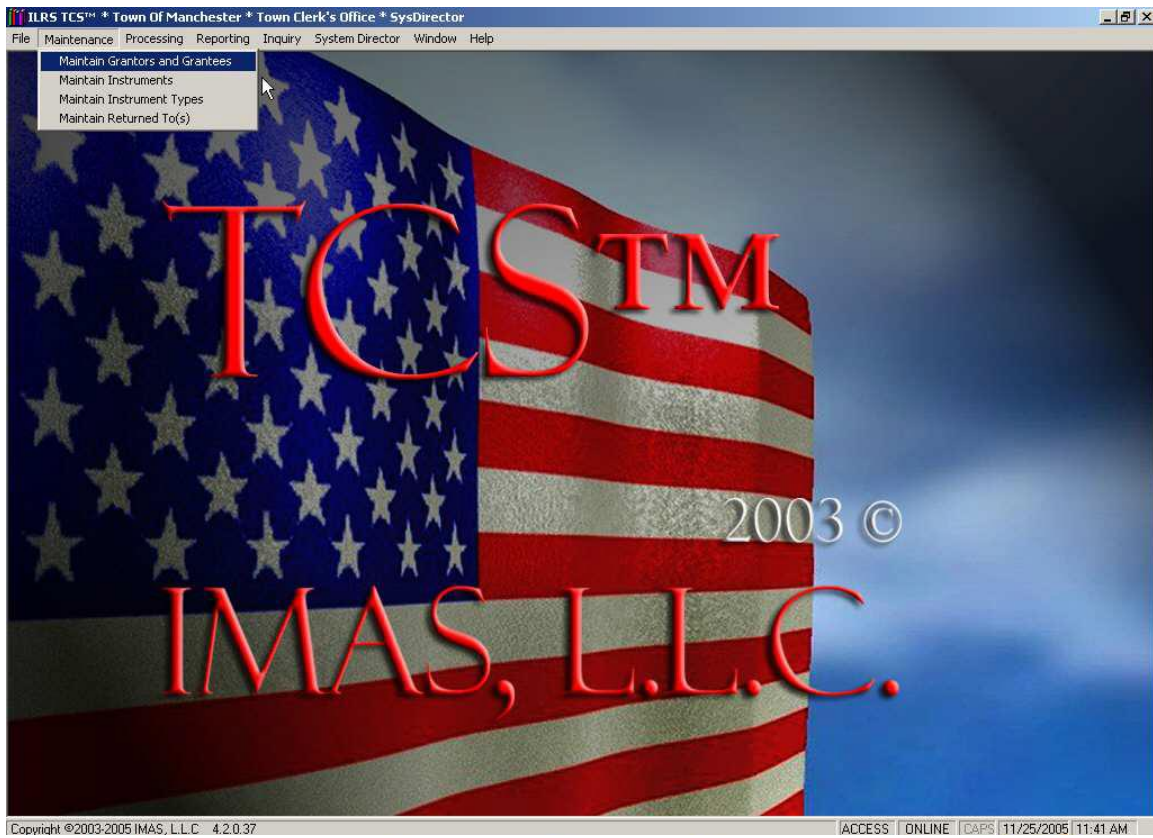


TCS™
Instrument Indexing and Land Recording System©
ILRS™

Maintenance Menu

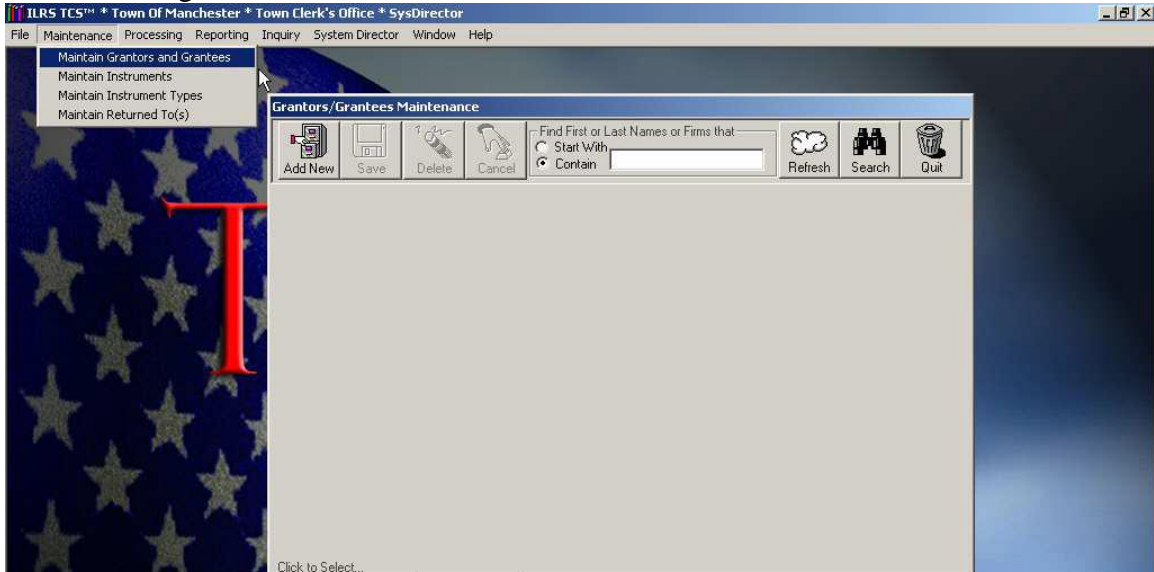
Where you can add, edit or delete “Grantors/Grantees”, “Instruments”, “Instrument Types” and “Returned To(s)”.



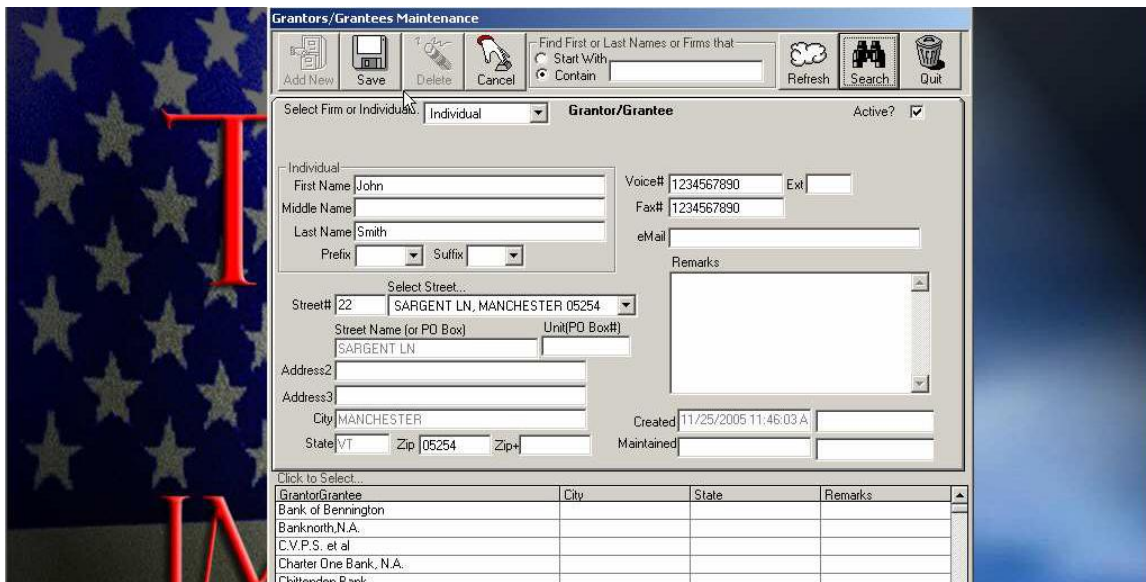
TCS™ Instrument Indexing and Land Recording System© ILRS™

Maintain Grantors/Grantees

To add, edit or delete a “Grantor/Grantee” you must click on the “Maintenance” file menu and then select “Maintain Grantors and Grantees”. This will bring up a form that will allow you to make the appropriate additions, changes or deletions to the “Grantors/Grantees”. To view what entries are in this form click on the “Search” button without entering anything to search for and the application will display all the entries in the grid below.

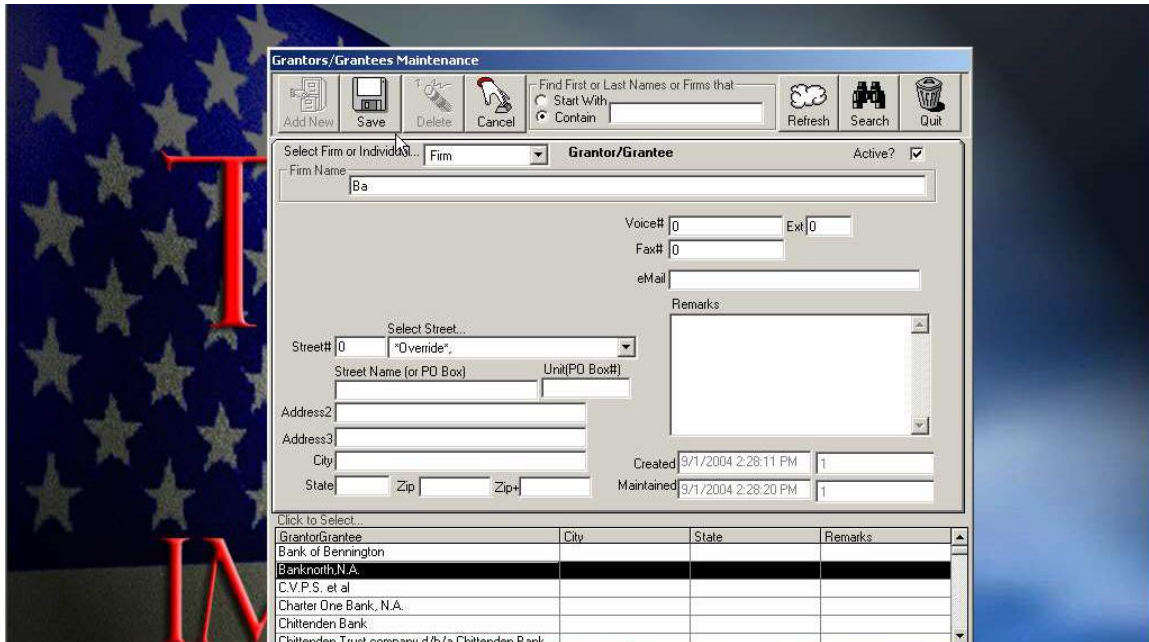


To add a “Grantor/Grantee” click on the “Add New” button and select “Firm” or “Individual” from the drop down box at the top of the form. Once you have made that selection you will need to enter all of the appropriate information (remember that there is a configuration item to allow minimal information entry for grantors and grantees, if you don’t know all of the information for these entries you might want to turn that configuration option on) and click on the “Save” button to save the entry.

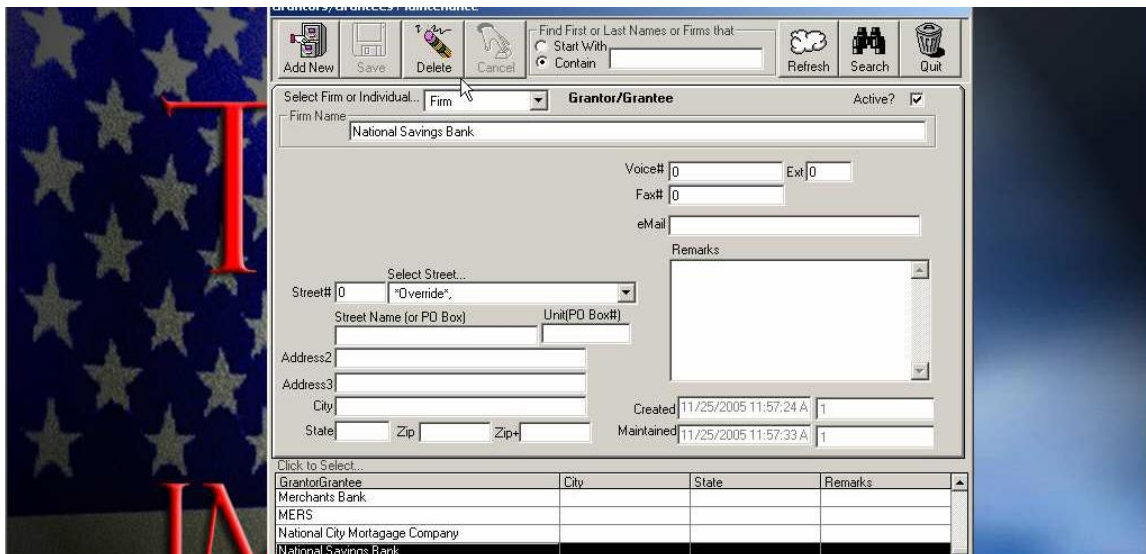


TCSTTM Instrument Indexing and Land Recording System[©] ILRSTM

To edit the information that was entered for a “Grantor/Grantee”, make sure you have all the entries displayed in the grid below (by performing a blank search) and locate the entry that you want to edit and double-click on it. Once you have done this you have opened this entry for editing and you can make whatever changes are necessary and then click on the “Save” button to save the entry.



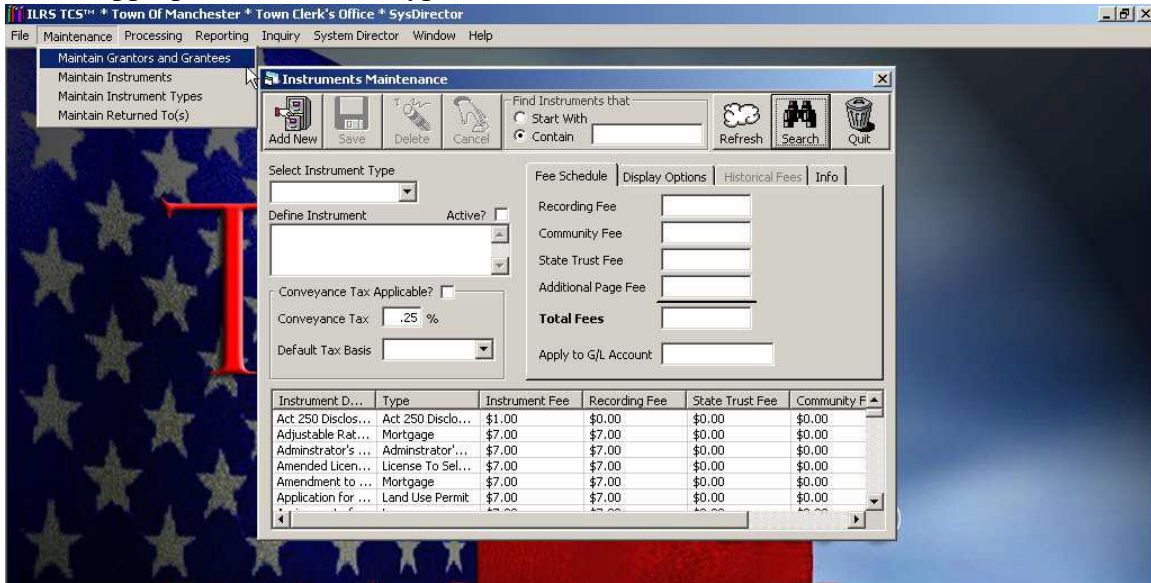
To delete an entry you will need to locate it and double-click on the entry. As long as this “Grantor/Grantee” hasn’t been assigned to a recording you can delete it by clicking on the “Delete” button. However if this “Grantor/Grantee” has been used on a recording then you can’t delete it, because it would remove that information from the recording causing the recording to be blank/incomplete. IMAS has stopped the application from doing that to ensure all recordings are complete and accurate.



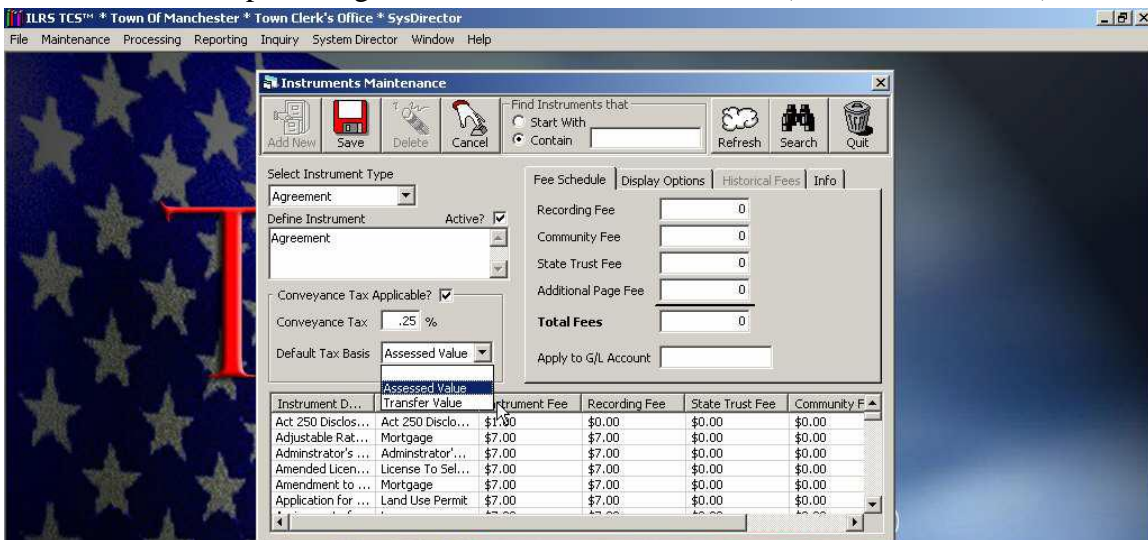
TCSTM Instrument Indexing and Land Recording System© ILRSTM

Maintain Instruments

To add, edit and delete instruments you will need to click on the “Maintenance” menu option and then select “Maintain Instruments”. This will bring up a form that will enable you to make the appropriate additions, changes and subtractions. Keep in mind that to add an instrument you need to make sure that you have already created the appropriate instrument type.



To add an instrument you will need to bring up the instrument maintenance form and click on the “Add New” button. Next you will need to select the appropriate “Instrument Type” from the drop down box and then enter the full name of the instrument you want to create. Next you will want to select the “Conveyance Tax Applicable?” check box (only perform these steps if the instrument you’re adding has conveyance tax assigned to it), then enter the tax percentage and choose a default tax basis (assessed or transfer).

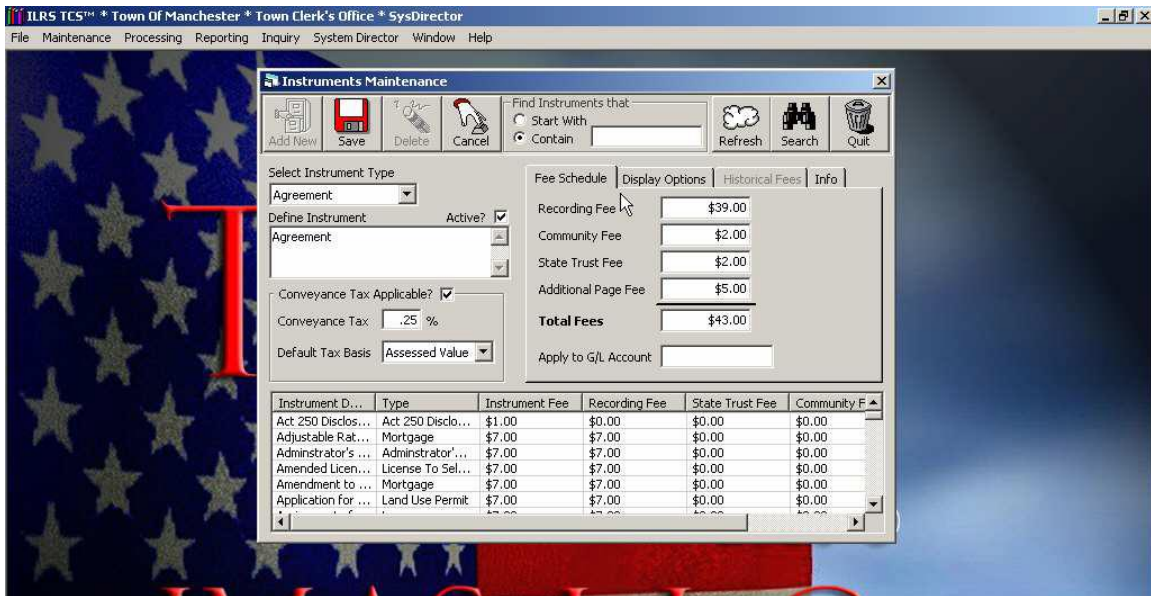


TCS™

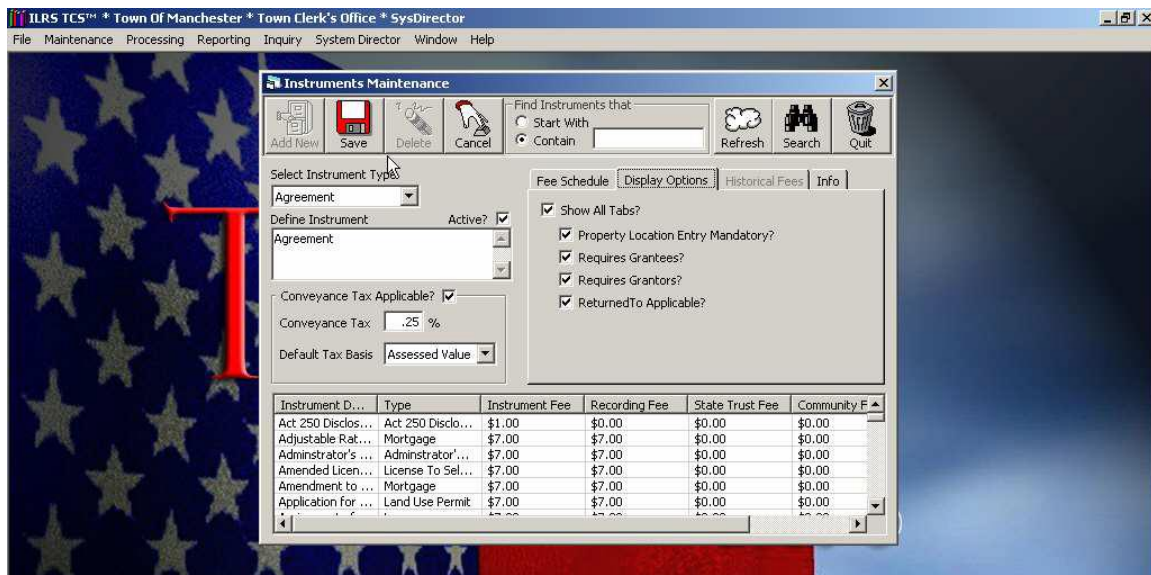
Instrument Indexing and Land Recording System©

ILRS™

The next step is to enter/setup the “Fee Schedule”. To do this make sure you have the “Fee Schedule” tab highlighted (if you do you will see the breakdown of the fees: Recording, Community, State Trust etc) and then enter the appropriate fees (you will notice that the “Total Fees” field will automatically calculate the total based on what you’ve entered.

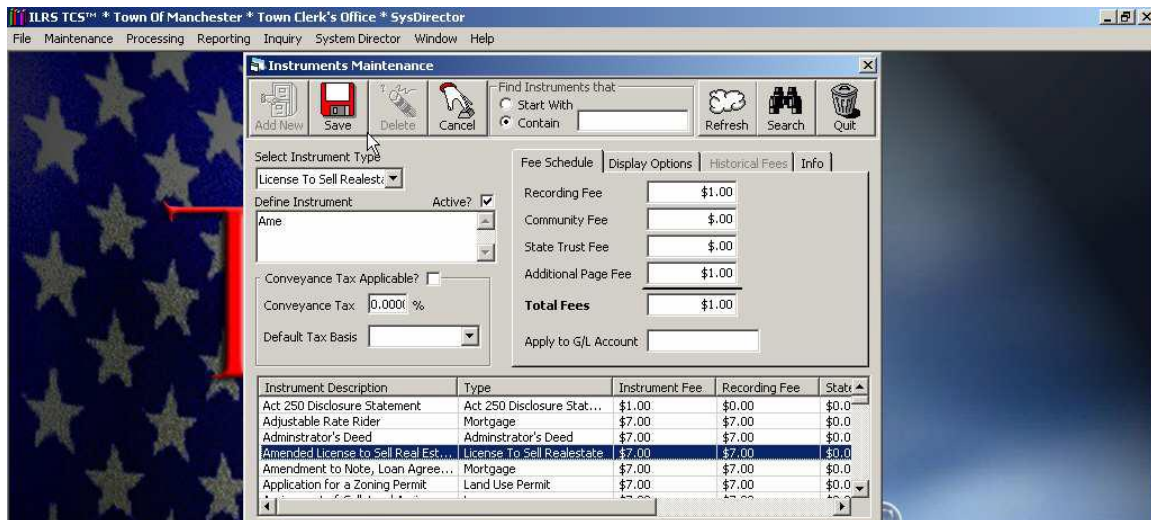


Now that you have your fees setup the last step is to setup the “Display Options”. To do this you will need to click on the “Display Options” tab to the right of the “Fee Schedule” tab. Once you have done this you will need to decide which options/requirements you want to apply to this particular instrument. Every instrument can be setup differently so be careful and make sure that you select the right options for each instrument. After you have made your selections you can click on the “Save” button to save the instrument.

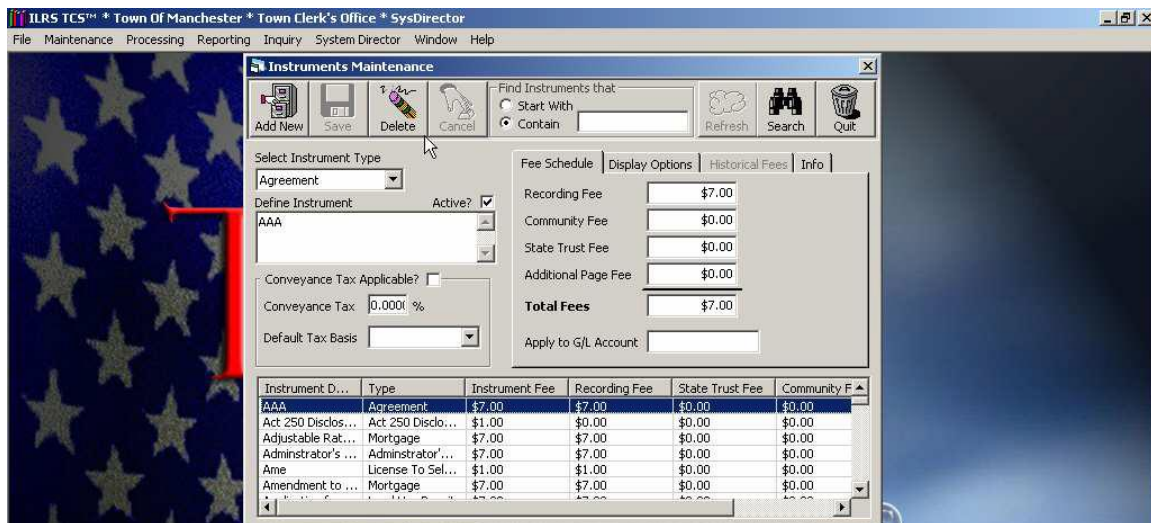


TCSTM Instrument Indexing and Land Recording System© ILRSTM

To edit an instrument you will need to bring up the instrument maintenance form and then click on the “Search” button without entering anything to search for. This will display all of the instruments that are entered into the database in the grid below. Next you will need to double-click on the instrument that you want to edit to open it for editing. Now you can make the appropriate changes to the instrument and then click the “Save” button to save the instrument when you’ve finished editing it.



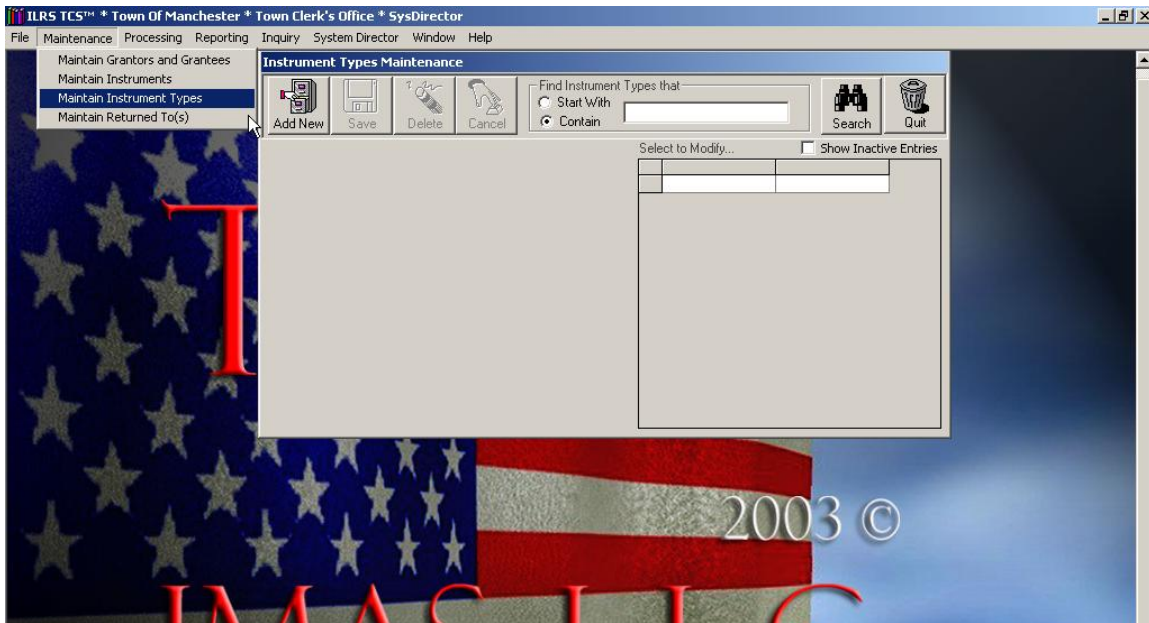
To delete an instrument you will need to locate the instrument in the maintenance form and double-click on the entry. If the “Delete” button is active (it will be in color if it is active and it will be grayed out if it is inactive) then you can click on the “Delete” button to delete the instrument. If the “Delete button isn’t active (grayed out) that means that you have assigned this instrument to a recording, which means you can’t delete this instrument (you can’t delete the instrument because if you did it would make the recording incomplete/inaccurate).



TCS™ Instrument Indexing and Land Recording System© ILRS™

Maintaining Instrument Types

To add, edit or delete instrument types you need to click on the “Maintenance” menu and then select the option to “Maintain Instrument Types”. You must create an instrument type before you create an instrument, because the instruments are grouped by instrument types.

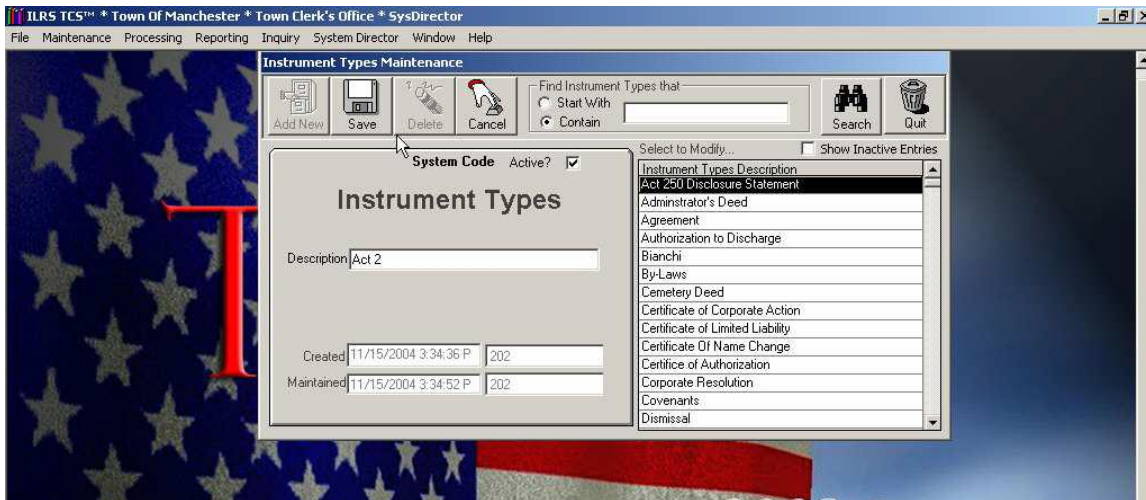


To add a new instrument type you will need to click on the “Add New” button and enter the instrument type that you want to create. Once you have done this you will need to click on the “Save” button to save the entry.



TCSTM Instrument Indexing and Land Recording System© ILRSTM

To edit an existing instrument type you will need to click on the “Search” button on the instrument type maintenance form to display all of the results in the grid below. Once you have located the instrument type that you want to edit, you will need to double-click on it to open the entry for editing. Then you can make the appropriate changes and click on the “Save” button to save your changes.



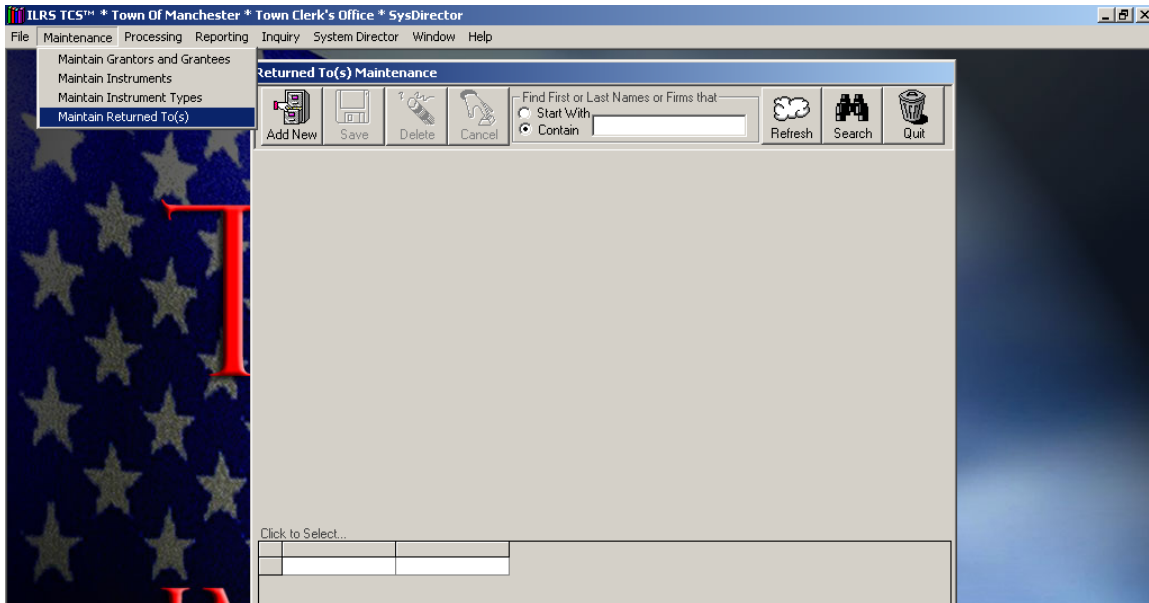
To delete an instrument type you will need to locate the entry you wish to delete and double-click on the entry. If the “Delete” button is active (it will be displayed in color) then you can go ahead and click on the “Delete” button to delete the instrument type. If the “Delete” button isn’t active (it will be grayed out) then you can’t delete the instrument type, because it has already been assigned to an instrument in a recording.



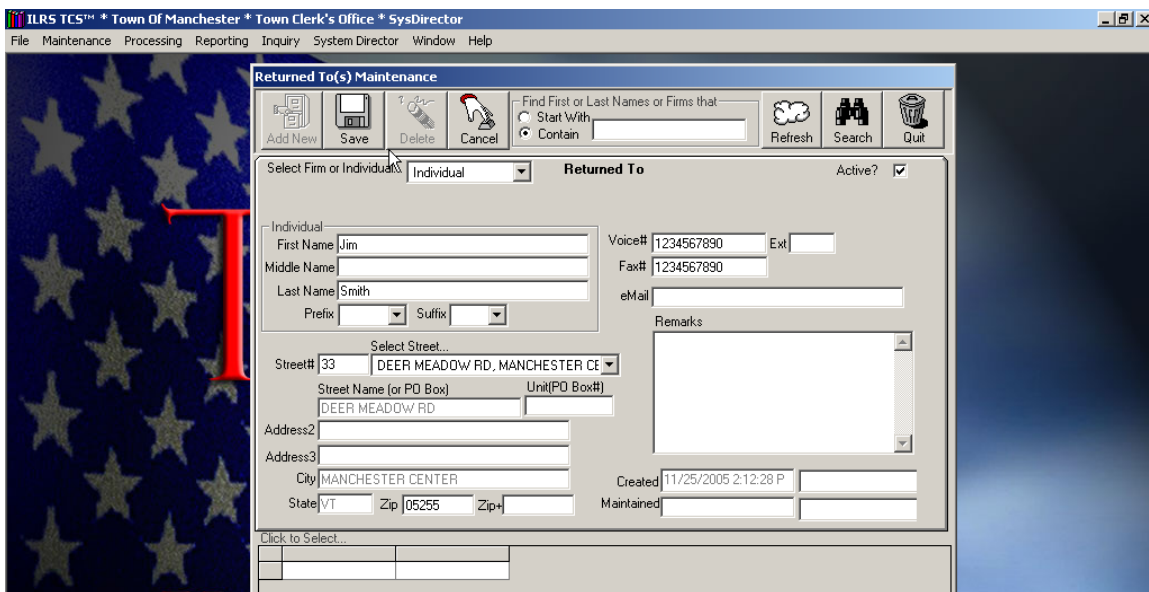
TCS™ Instrument Indexing and Land Recording System© ILRS™

Maintain Returned To(s)

To add, edit or delete a returned to, you will need to click on the “Maintenance” menu option and then select “Maintain Returned To(s)”. This will open a form that will enable you to make the appropriate additions, changes or deletions.

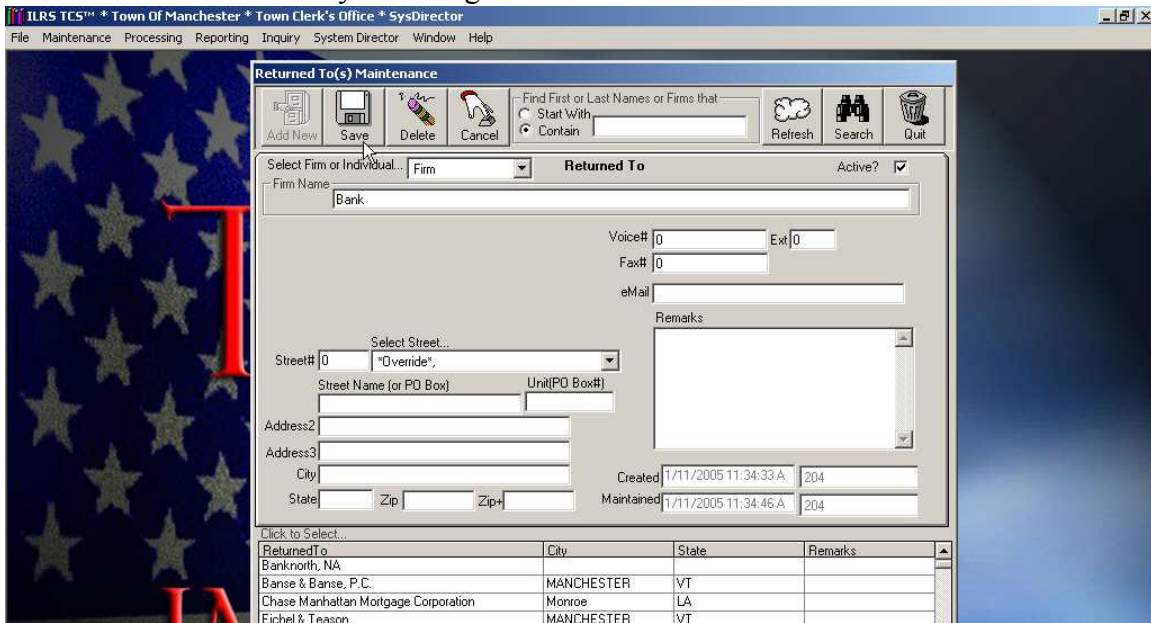


To add a returned to, you can click on the “Add New” button and then you will need to determine if this returned to is a “Firm” or an “Individual” and make the appropriate selection. Now that you have selected a returned to type you can begin entering all of the appropriate information. Once you have completed entering the returned to information you can click on the “Save” button to save your entry.



TCSTM Instrument Indexing and Land Recording System© ILRSTM

To edit an existing returned to, you will need to click on the “Search” button on the returned to maintenance form to display all of the entries in the grid below. Next you will need to locate the returned to you want to edit and double-click on the entry to open it for editing. Now you can make the appropriate changes and click on the “Save” button to save your changes.



To delete a returned to, you will need to locate the entry you want to delete and double-click on it. If the “Delete” button is active (it will be displayed in color) then you can go ahead and click on the “Delete” button. If the “Delete” button isn’t active (grayed out) then you can’t delete this returned to, because it has been assigned to a recording.

