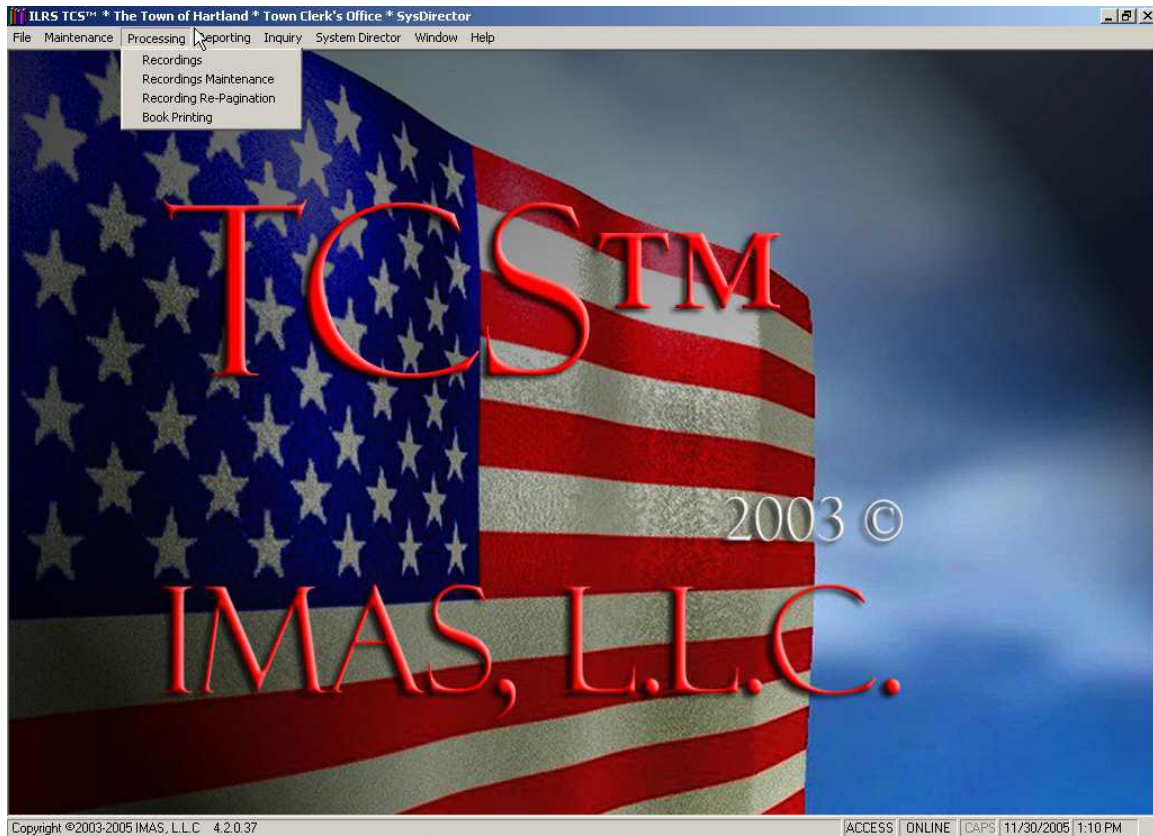


**TCS™**  
**Instrument Indexing and Land Recording System©**  
**ILRS™**

**Processing Menu**

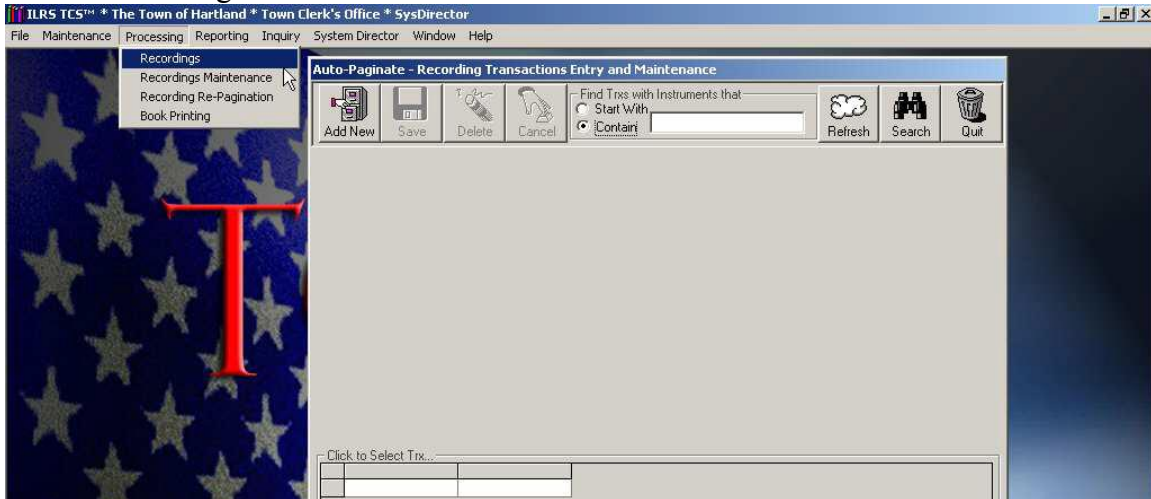
Where you can add, edit, delete recordings, as well as perform book printing processes.



# TCSTM Instrument Indexing and Land Recording System© ILRS™

## Recordings

Where you can add or edit recordings while having the application automatically assign the page numbers based on the next available page and the number of pages for the recording. To access this form you will need to click on the “Processing” menu and then select “Recordings”.



To add a new recording you will need to click on the “Add New” button and then insert the number of pages for this particular recording. After entering the number of pages you will need to hit the “Tab” key to gain access to the rest of the form. Now you will need to select an instrument from the drop down box that will appear after you hit the “Tab” key. Once you have selected the appropriate instrument you will need to hit the “Tab” key again to gain access to the remaining portions of this form. Next you will want to enter the appropriate “Recording Date” and “Recording Time”, as well as descriptions and remarks in the text fields below the instrument drop down box. In the middle of the form you will see the “Instrument Fee Schedule” which will illustrate the fee structure for the instrument on the recording you are entering. To the right of the “Instrument Fee Schedule” you will see the “Conveyance” section of the form, which will enable the user to enter the appropriate information (if applicable) so that this recording will display items such as “Signed Deed Date”, “Transfer Value”, “Conveyance Tax %” and “Tax \$”.



# TCSTM Instrument Indexing and Land Recording System© ILRS™

Once you have entered the appropriate “Conveyance” information you are now ready to move onto the “Property” portion of this form. To do this you will need to click on the “Property” tab located on the bottom of this form, directly underneath the “Total Recording Fees” text box. There will be tabs for the following items: “Fees/Conveyance”, “Property”, “Grantors”, “Grantees”, “Returned To” and “Trx Info”. Once you have selected the “Property” tab you will be able to enter all of the appropriate information (Street, City/Town, State, Zip etc.). **Keep in mind that each instrument is setup in the instrument maintenance form to display certain tabs and make certain tabs required. Not every instrument will allow you to access all of the tabs.**

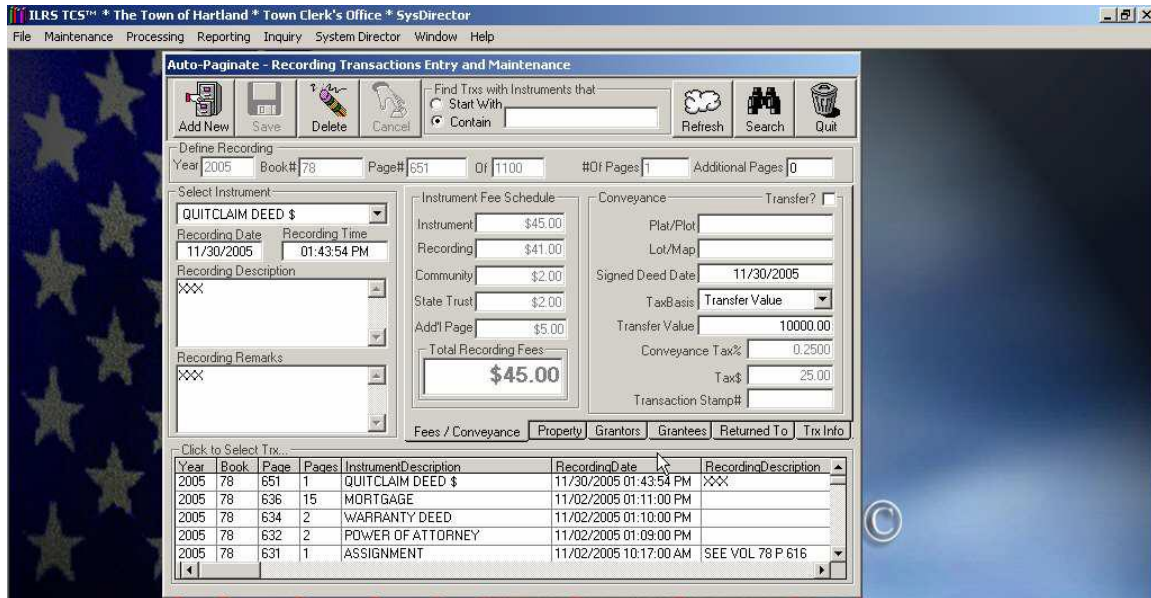
The screenshot shows the 'Auto-Paginate - Recording Transactions Entry and Maintenance' window. The 'Define Recording' section is active, showing recording details for Year 2005, Book# 78, Page# 555 of 1100. The 'Select Instrument' dropdown is set to 'QUITCLAIM DEED \$'. The 'Recording Date' is 11/30/2005 and the 'Recording Time' is 01:31:26 PM. The 'Recording Description' is 'XXXX'. The 'Recording Remarks' are 'XXXX'. The 'Property Address' section is populated with: Street# 33, Skaret Road; Street Name Skaret Road; Address2 (Complex / Condo Name); Address3; City East Hartland; State CT; Zip 06027. The 'Returned To' section is empty. The 'Fees / Conveyance' tab is selected, and the 'Property' tab is highlighted with a mouse cursor.

Next you will want to move onto the “Returned To” section of the form (skipping over the Grantors and Grantees tabs), by clicking on the “Returned To” tab. You will want to skip the “Grantors” and “Grantees” tabs, because you can’t access those tabs until all of the recording information has been entered and saved (after which you can go back into the recording and enter the grantors and grantees). In the “Returned To” section of the form you can enter all of the appropriate information such as the “Returned To’s” “Firm Name” or “Individual Name” (depending on what the “Returned To” is), as well as the address of the “Returned To”. When you have finished entering the appropriate information, you can click on the “Save” button to save the recording.

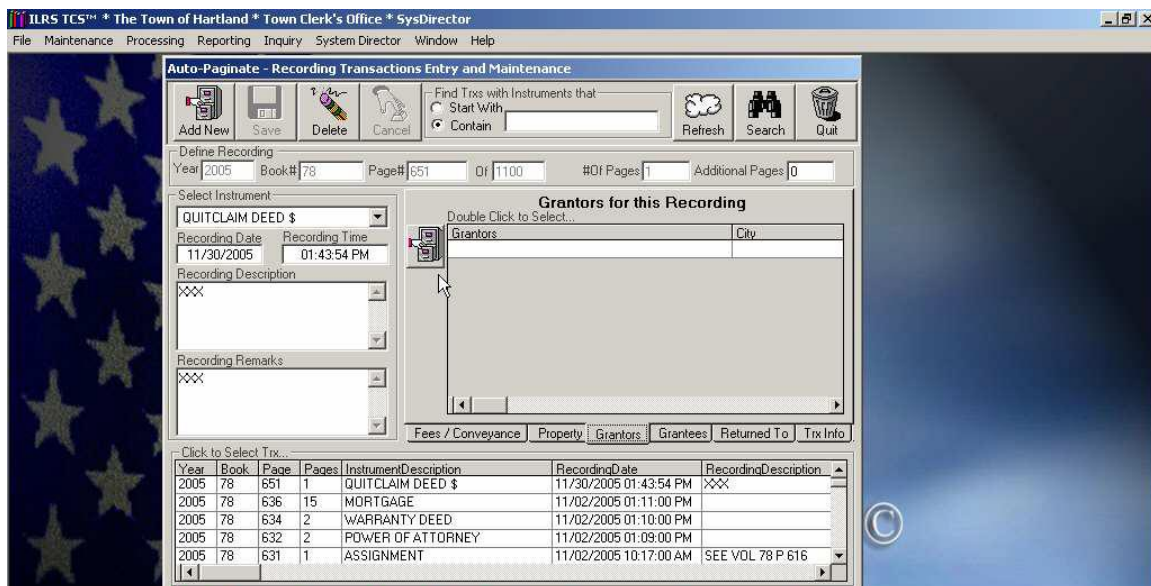
The screenshot shows the same software interface, but now the 'Returned To' tab is selected. The 'Returned To' section is populated with: Firm Name 'CATIC TRAC'; Mailing Address: Street# 101, Street Name (or PO Box) 'CORPORATE PLACE', Unit (PO Box#); Address2; Address3; City 'ROCKY HILL', State 'CT', Zip '06067', Zip+ '1895'. The 'Save' button is highlighted with a mouse cursor.

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After you have saved the recording you will now see that the “Grantors” and “Grantees” tabs are now active (not grayed out anymore) and the application will allow you to click on them to enter the appropriate information.

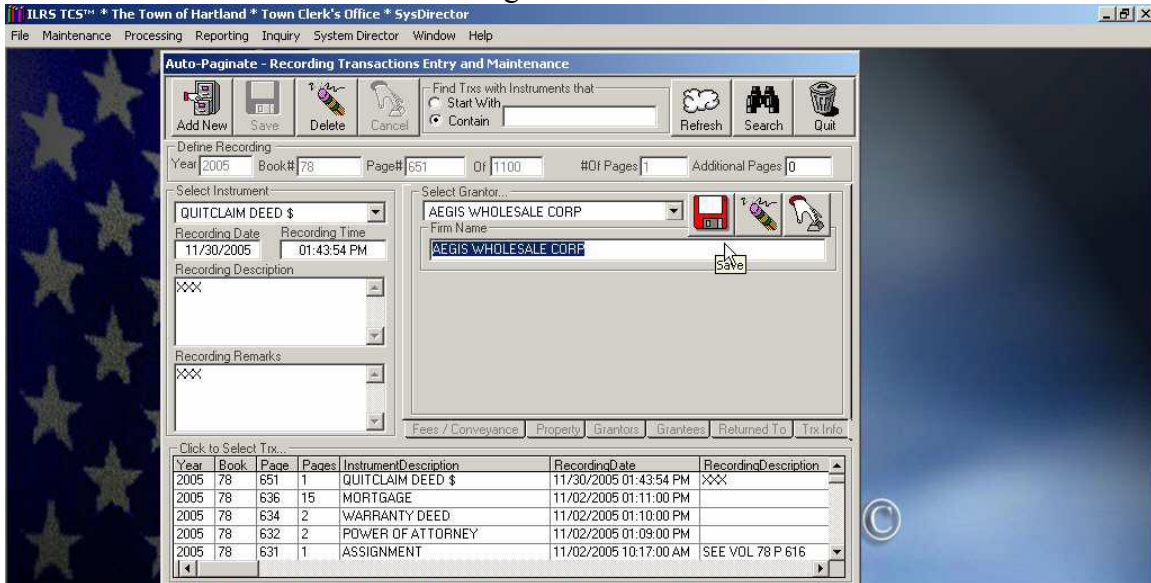


First, click on the “Grantors” tab and then click on the “Add New” button (looks like a filing cabinet) to add a new grantor.



# TCSTM Instrument Indexing and Land Recording System© ILRS™

Now you can select a grantor from the drop down box and hit the “Tab” key to have the application insert all of the appropriate grantor information into the “Grantors” form. You can repeat this process as many times as you need to, so that all of the grantors appear on the recording. After doing this you will want to click on the “Save” button within the “Grantors” form to save the grantor.



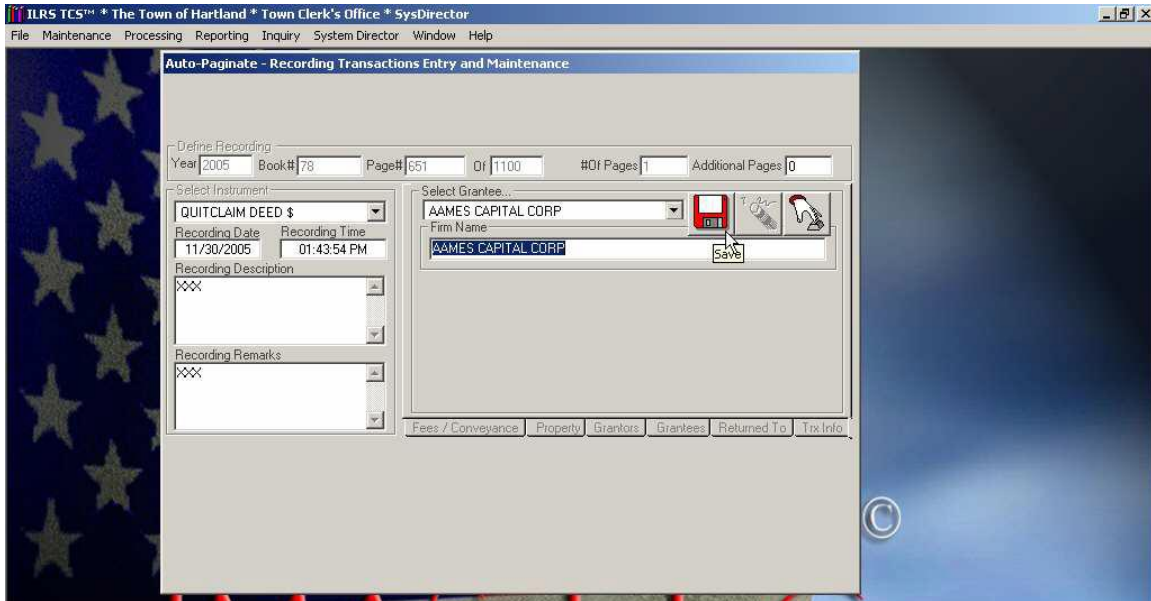
Now that you have finished entering the grantors you will want to click on the “Grantees” tab and follow the same steps that you did for entering the grantors.



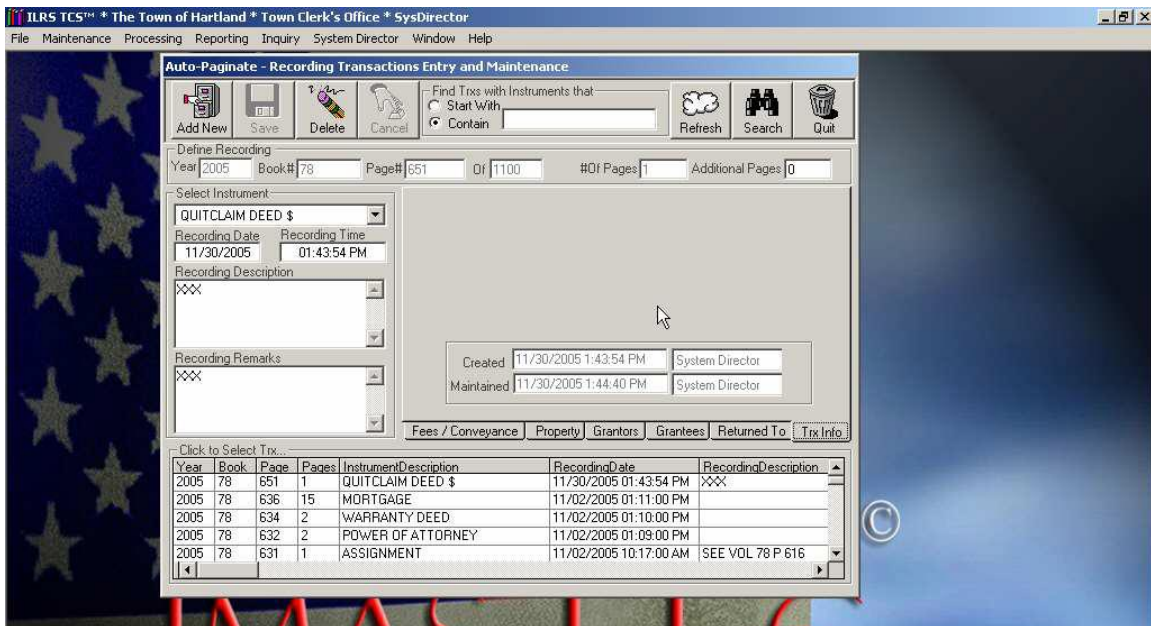
# TCS™

## Instrument Indexing and Land Recording System©

### ILRS™

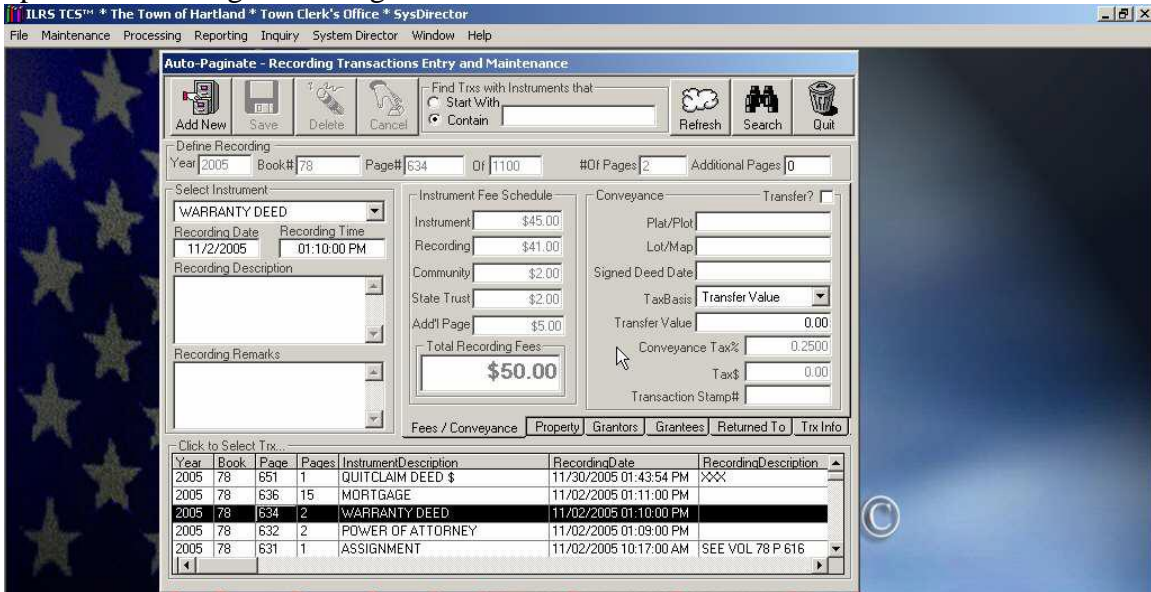


After you have entered all of your grantees and saved them, you can either move onto the next recording you have to enter (because you've successfully entered this one) or you can click on the "Trx Info" tab to view the transaction information that was logged during the entry of your recording. This "Trx Info" tab will keep track of when the recording was created, maintained and it will keep track of who created and maintained the recording (based on the name of the person logged into the application at the time of the addition or edit of a recording).

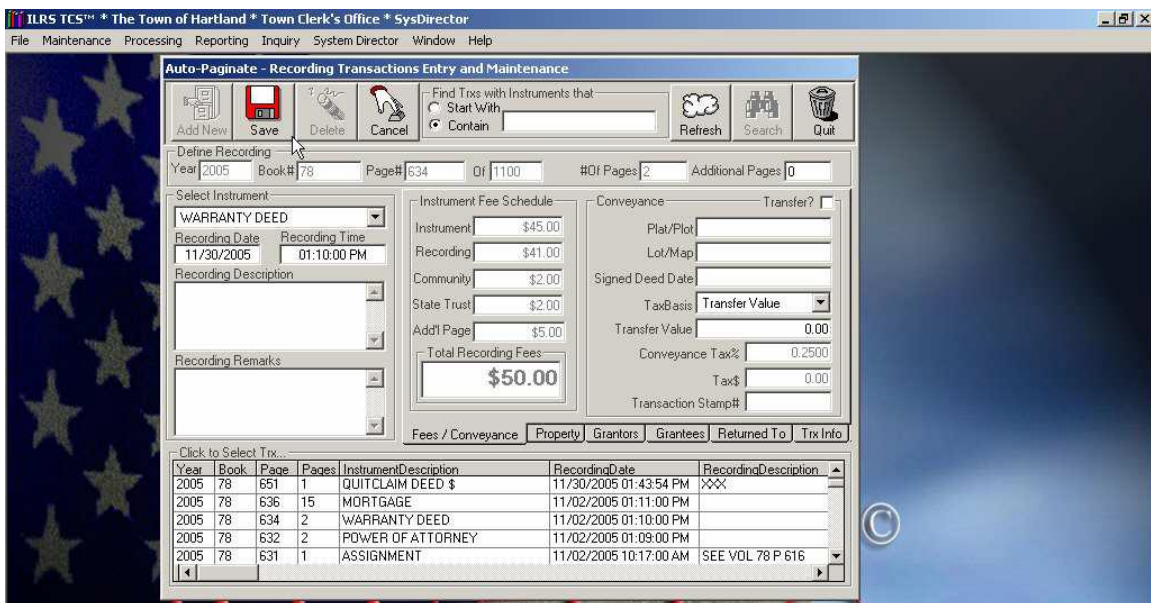


# TCSTM Instrument Indexing and Land Recording System© ILRS™

To edit a recording you will need to open up the recording maintenance form and click on the “Search” button without entering anything to search for, which will display all of the recordings that have been entered in the current book that you’re working on. Next you will want to find the recording that you wish to edit by using the arrows in the grid below to navigate up and down in the grid until you can view the recording you want to edit. Once you have found the appropriate recording you can click on it in the grid, which will open the recording for editing.



Now you can make the appropriate changes to the recording. Remember there are multiple tabs that display different information, so make sure that you click on all of the tabs until you find the information that you want to change. Once you have made a change to the recording you will see that the “Save” button is active (in color) again and you can click on it to save the changes to the recording.



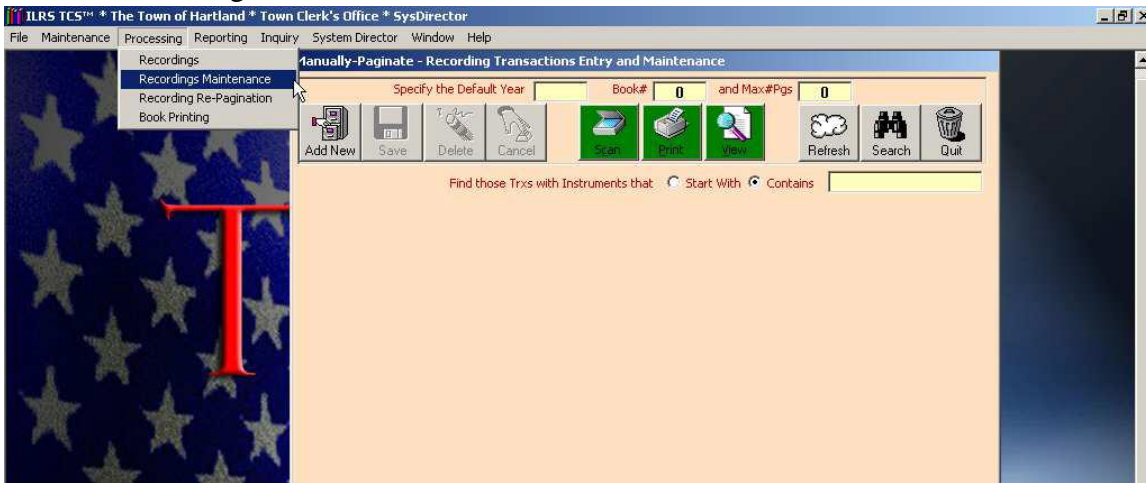
# TCS™

## Instrument Indexing and Land Recording System©

### ILRS™

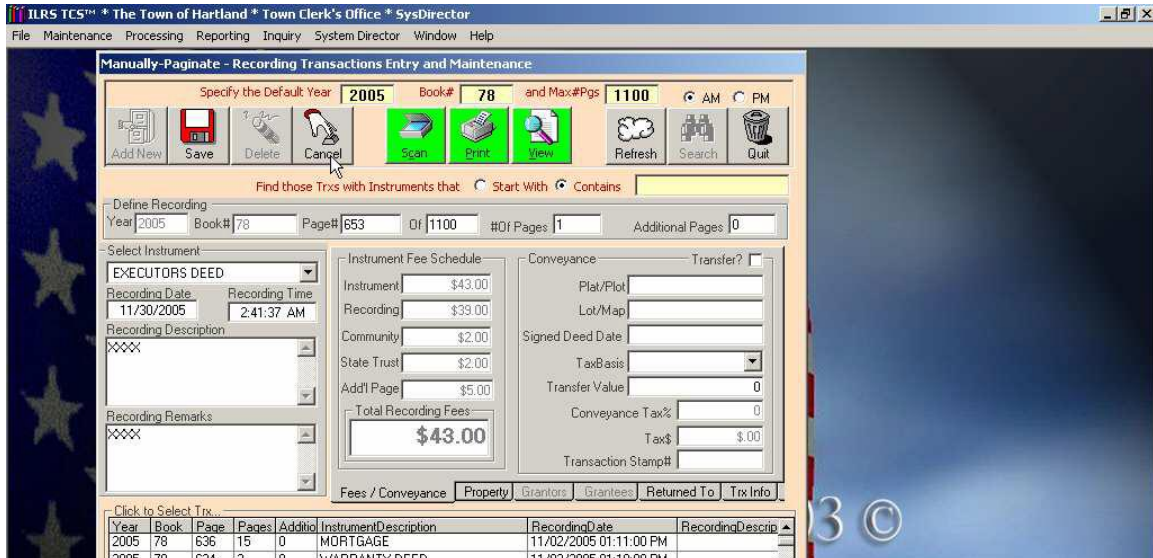
#### Recordings Maintenance

Where you can add, edit or delete a recording while manually entering the page numbers. Also this form will allow you to “Scan, Print or View” your recordings (if you have SPV installed. **For details on “SPV” options refer to the SPV manual**). To access this form you will need to click on the “Processing” menu and then select “Recordings Maintenance”. The first thing you will need to do once the form has loaded is to enter the “Default Year”, “Book#” and “Max#Pgs” of the book that you wish to add, edit or delete a recording.

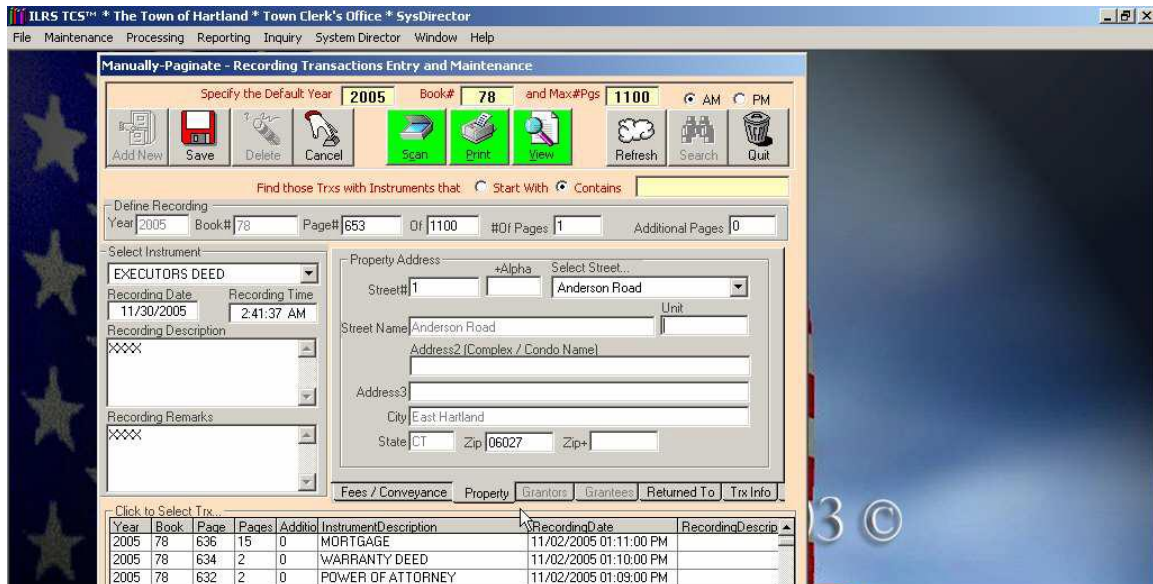


To add a new recording you will need to click on the “Add New” button to open the entry form. Before you begin entering the appropriate information onto the form, this method of recording maintenance allows you to automatically insert the time of day (AM or PM) for the “Recording Time”. If you have recordings to enter that were recorded during the morning (AM), but you are entering them during the afternoon (PM) you will want to check off the “AM” option button in the far right hand corner of the screen, because this will automatically default the “Recording Time” to the actual time with the “AM” inserted after it (example= 2:00PM will become 2:00AM if “AM” button is checked off). Next you will need to insert the next available page number, then make sure the maximum number of pages is properly inserted into the “Of” field (located to the right of the “Page#” text box), and then enter the number of pages for this particular recording. After entering the number of pages you will need to hit the “Tab” key to gain access to the rest of the form. Now you will need to select an instrument from the drop down box that will appear after you hit the “Tab” key. Once you have selected the appropriate instrument you will need to hit the “Tab” key again to gain access to the remaining portions of this form. Next you will want to enter the appropriate “Recording Date” and “Recording Time”, as well as descriptions and remarks in the text fields below the instrument drop down box. In the middle of the form you will see the “Instrument Fee Schedule” which will illustrate the fee structure for the instrument on the recording you are entering. To the right of the “Instrument Fee Schedule” you will see the “Conveyance” section of the form, which will enable the user to enter the appropriate information (if applicable) so that this recording will display items such as “Signed Deed Date”, “Transfer Value”, “Conveyance Tax %” and “Tax \$”.

# TCSTM Instrument Indexing and Land Recording System© ILRS™

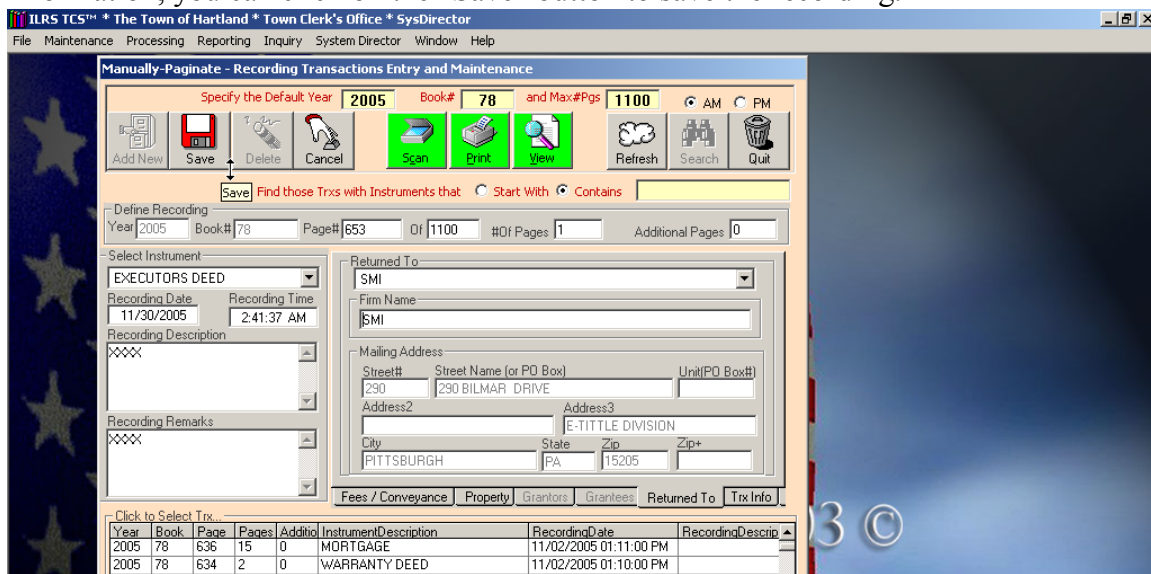


Once you have entered the appropriate “Conveyance” information you are now ready to move onto the “Property” portion of this form. To do this you will need to click on the “Property” tab located on the bottom of this form, directly underneath the “Total Recording Fees” text box. There will be tabs for the following items: “Fees/Conveyance”, “Property”, “Grantors”, “Grantees”, “Returned To” and “Trx Info”. Once you have selected the “Property” tab you will be able to enter all of the appropriate information (Street, City/Town, State, Zip etc.). **Keep in mind that each instrument is setup in the instrument maintenance form to display certain tabs and make certain tabs required. Not every instrument will allow you to access all of the tabs.**

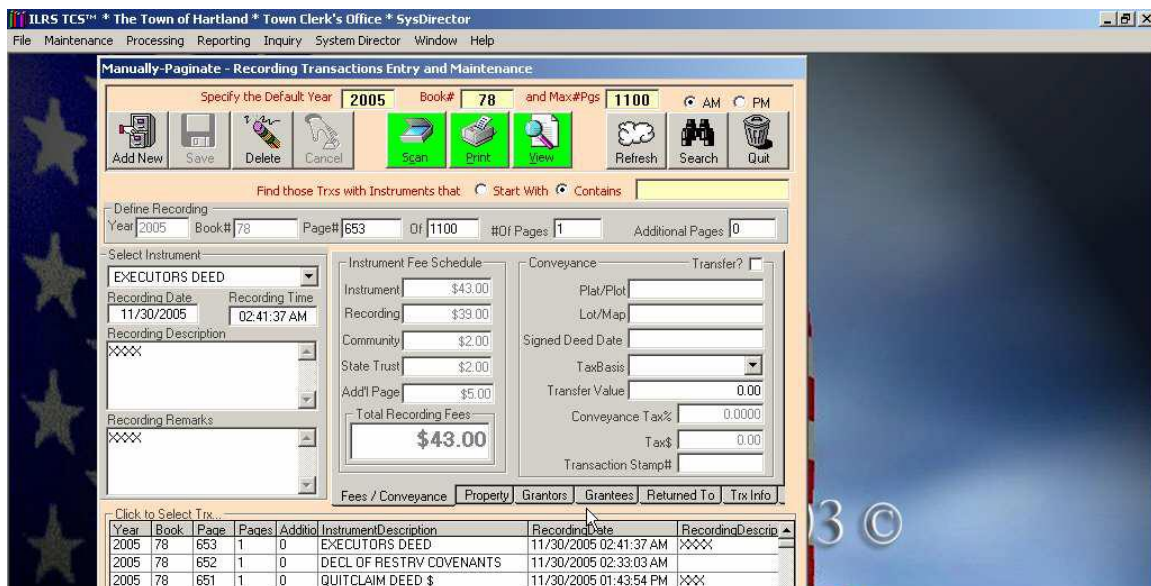


# TCSTM Instrument Indexing and Land Recording System© ILRS™

Next you will want to move onto the “Returned To” section of the form (skipping over the Grantors and Grantees tabs), by clicking on the “Returned To” tab. You will want to skip the “Grantors” and “Grantees” tabs, because you can’t access those tabs until all of the recording information has been entered and saved (after which you can go back into the recording and enter the grantors and grantees). In the “Returned To” section of the form you can enter all of the appropriate information such as the “Returned To’s” “Firm Name” or “Individual Name” (depending on what the “Returned To” is), as well as the address of the “Returned To”. When you have finished entering the appropriate information, you can click on the “Save” button to save the recording.

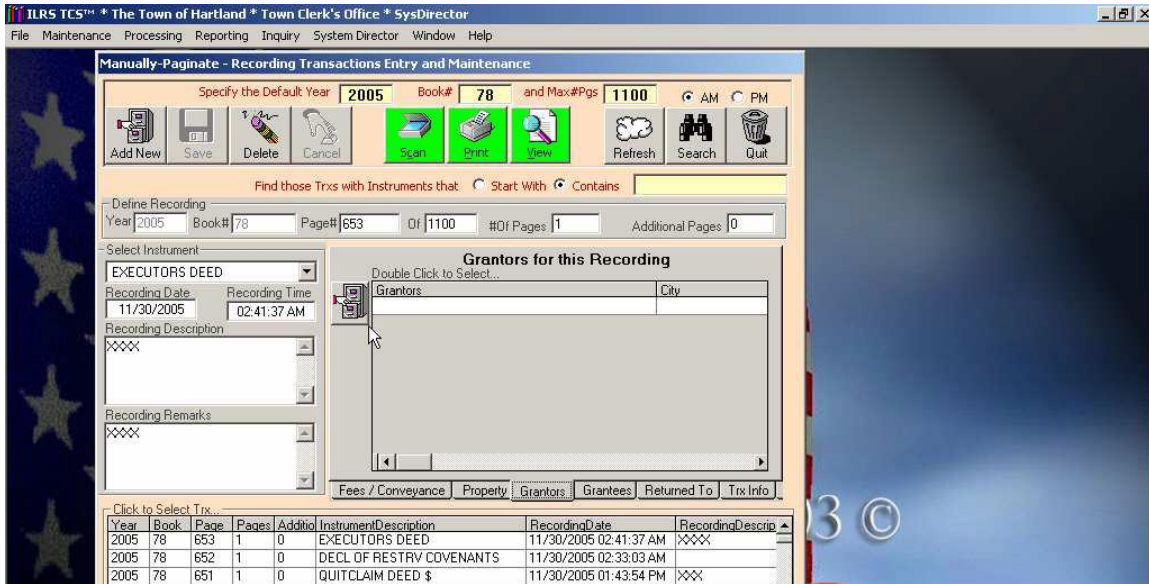


After you have saved the recording you will now see that the “Grantors” and “Grantees” tabs are now active (not grayed out anymore) and the application will allow you to click on them to enter the appropriate information.

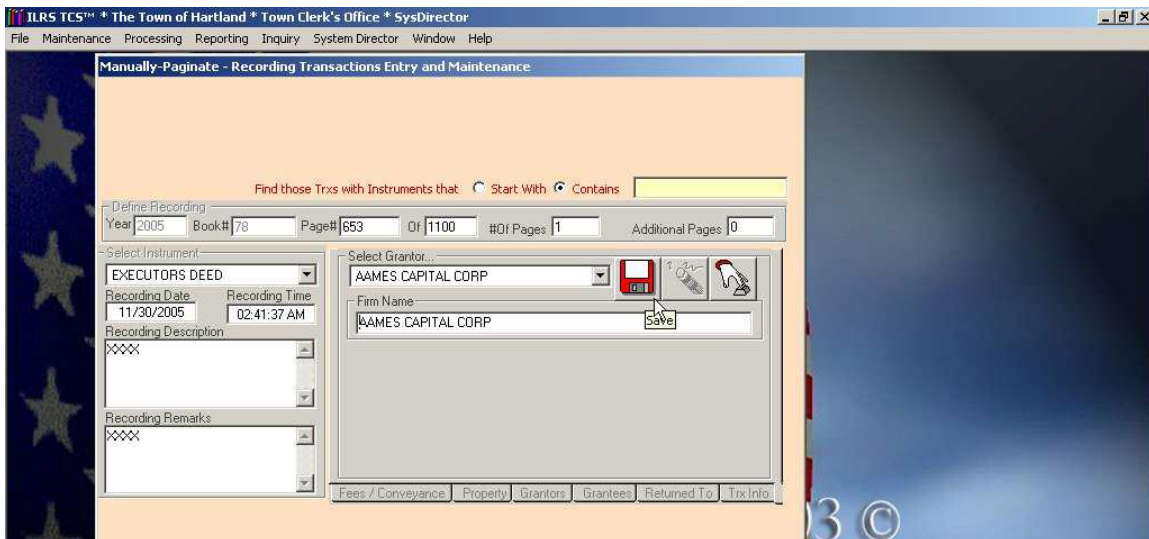


# TCSTM Instrument Indexing and Land Recording System© ILRS™

First, click on the “Grantors” tab and then click on the “Add New” button (looks like a filing cabinet) to add a new grantor.

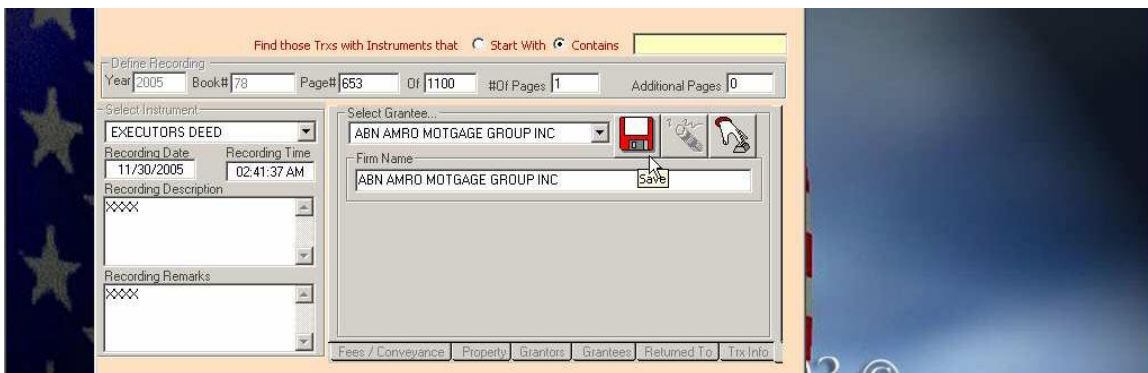


Now you can select a grantor from the drop down box and hit the “Tab” key to have the application insert all of the appropriate grantor information into the “Grantors” form. You can repeat this process as many times as you need to, so that all of the grantors appear on the recording. After doing this you will want to click on the “Save” button within the “Grantors” form to save the grantor.

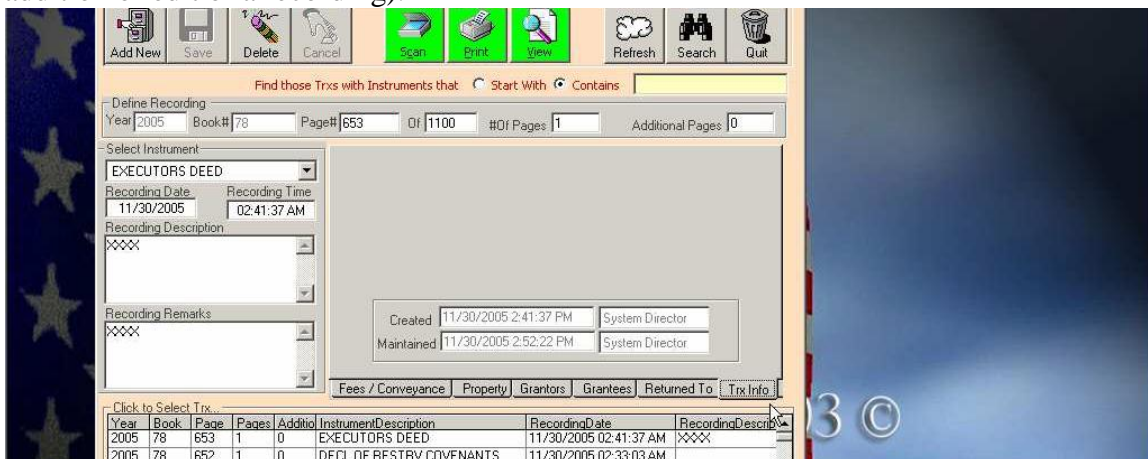


# TCSTM Instrument Indexing and Land Recording System© ILRS™

Now that you have finished entering the grantors you will want to click on the “Grantees” tab and follow the same steps that you did for entering the grantors.

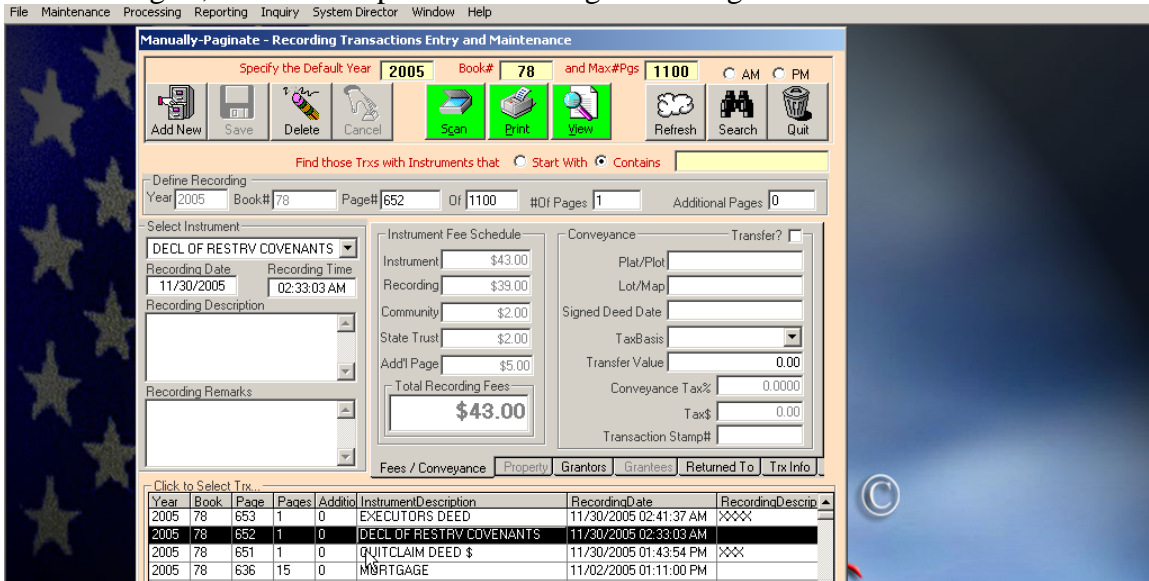


After you have entered all of your grantees and saved them, you can either move onto the next recording you have to enter (because you’ve successfully entered this one) or you can click on the “Trx Info” tab to view the transaction information that was logged during the entry of your recording. This “Trx Info” tab will keep track of when the recording was created, maintained and it will keep track of who created and maintained the recording (based on the name of the person logged into the application at the time of the addition or edit of a recording).

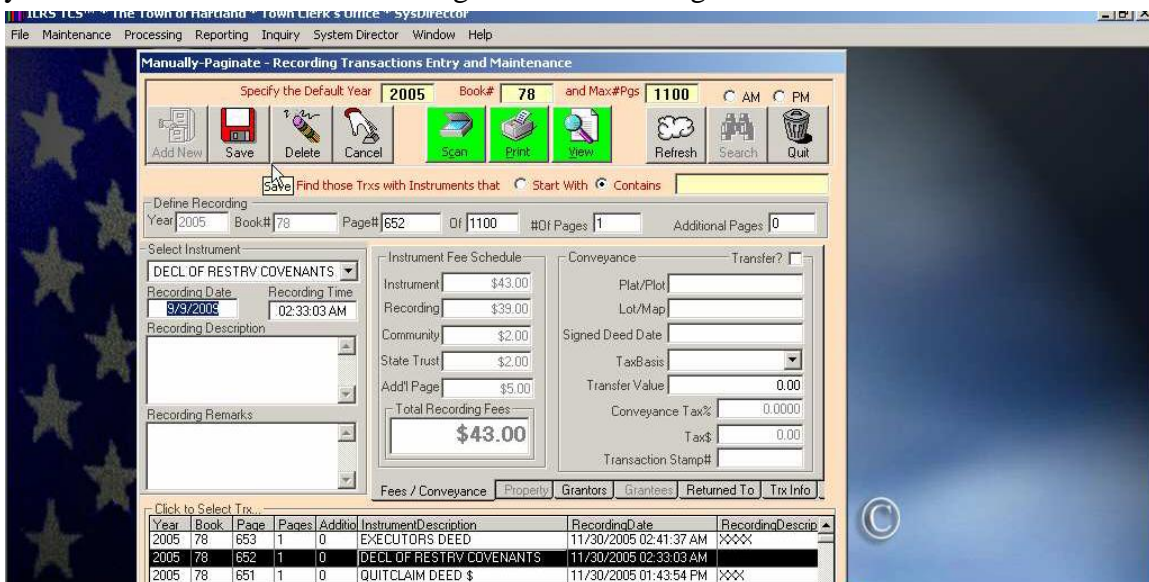


# TCSTM Instrument Indexing and Land Recording System© ILRS™

To edit a recording you will need to open up the recording maintenance form and enter the year, book # and maximum page limit of the book that you wish to search in. Then you will need to click on the “Search” button without entering anything to search for, which will display all of the recordings that have been entered in the current book that you’re working on. Next you will want to find the recording that you wish to edit by using the arrows in the grid below to navigate up and down in the grid until you can view the recording you want to edit. Once you have found the appropriate recording you can click on it in the grid, which will open the recording for editing.

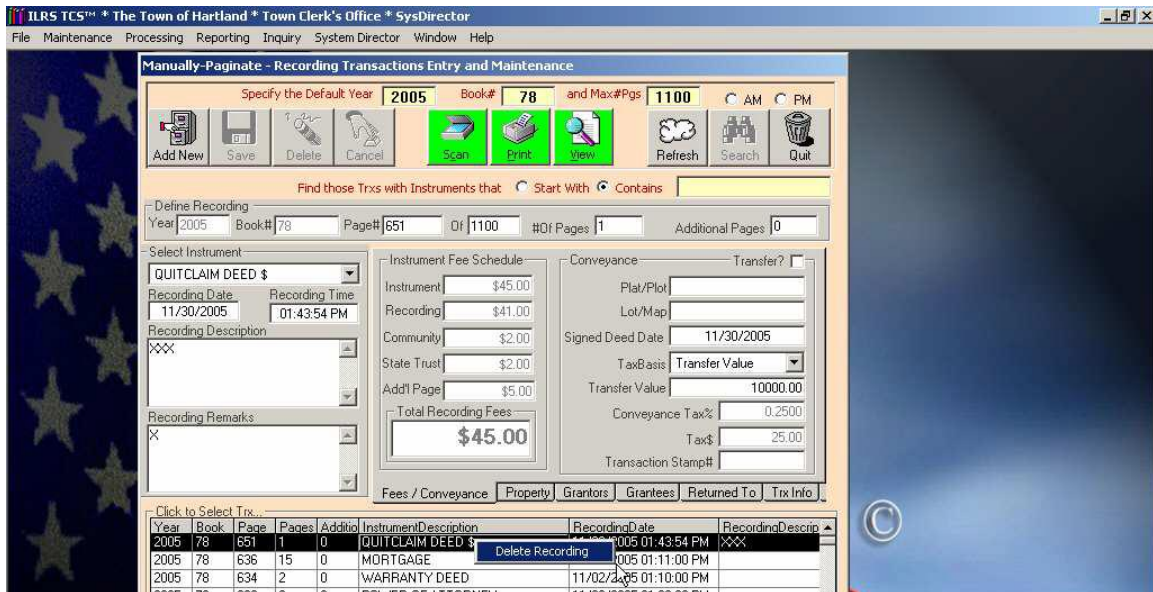


Now you can make the appropriate changes to the recording. Remember there are multiple tabs that display different information, so make sure that you click on all of the tabs until you find the information that you want to change. Once you have made a change to the recording you will see that the “Save” button is active (in color) again and you can click on it to save the changes to the recording.

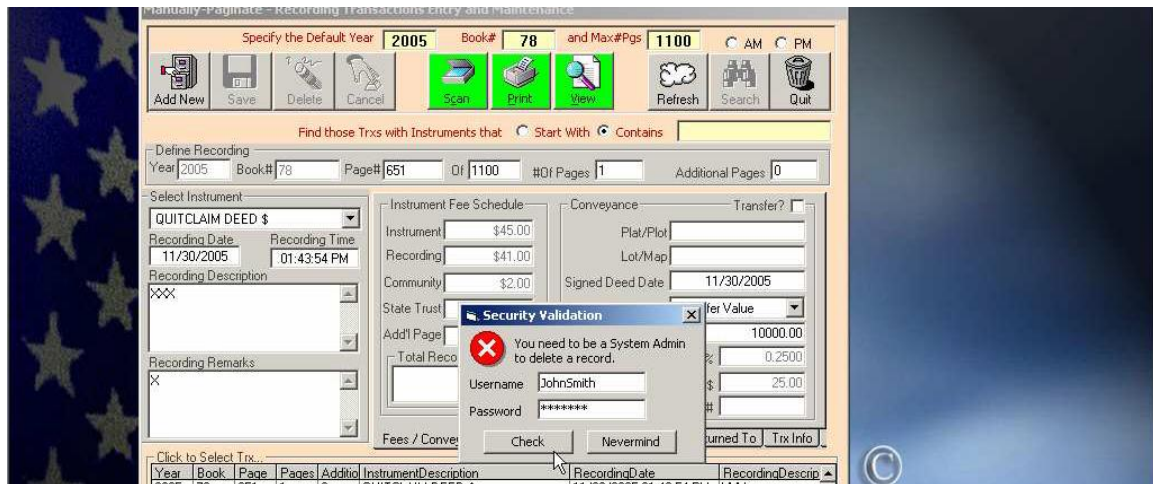


# TCSTM Instrument Indexing and Land Recording System© ILRS™

To delete a recording you will need to open up the recoding maintenance form and enter the year, book # and maximum page limit of the book that you wish to search in. Then you will need to click on the “Search” button without entering anything to search for, which will display all of the recordings that have been entered in the current book that you’re working on. Next you will want to find the recording that you wish to delete by using the arrows in the grid below to navigate up and down in the grid until you can view the recording you want to delete. Once you have found the appropriate recording you can left-click on the recording to select it, then right-click on the recording and finally left-click on the “Delete Recording” option that will appear.



This will bring up another form asking you to enter a username and password. Only someone with an “Authority” level of “System Administrator” can enter their username and password to delete a recording. If you have the appropriate “Authority” level, then enter your username and password and click on the “Check” button. You will now see the recording has been removed from the grid. If you don’t have a high enough “Authority” level, then you will need to click on the “Nevermind” button to exit the form.



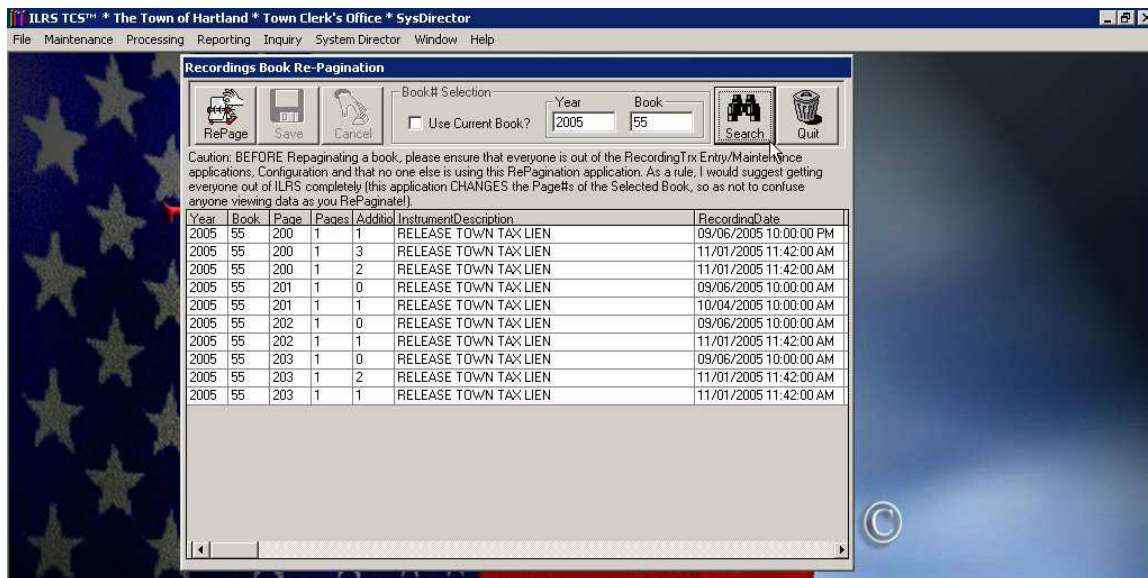
# TCST<sup>TM</sup> Instrument Indexing and Land Recording System<sup>©</sup> ILRS<sup>TM</sup>

## Recording Re-Pagination

Where you can “Re-Paginate” a selected book (either the current book number or an inserted book number) so that all of your pages are in sequence. To access this form you will need to click on the “Processing” menu, then select “Recording Re-Pagination”.



If you are attempting to re-paginate the current book you are using in the current fiscal year, then you will see that this year and book number are already automatically inserted into the “Book # Selection” section of the form, located at the top. If this is not the book number and fiscal year for the book that you wish to re-paginate, then you will need to deselect the “Use Current Book?” check box, located to the left of the “Year” and “Book” text fields. Once you have the appropriate year and book number entered you will need to click on the “Search” button to display all of the recordings and associated page numbers.



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

After the recordings and the associated page numbers have been generated and displayed in the grid below you are now ready to click on the “RePage” button. After you click on this button you will notice that the recordings will be “Re-Paginated” from 1 to X (depending on how many pages are in the book you are re-paginating). If you are satisfied with the results, then you can go ahead and click on the “Save” button to save the changes. If you realize that this isn’t what you wanted to do you can click on the “Cancel” button, located to the right of the “Save” button to cancel the changes you’ve made. **Please note that it is strongly advised that all other users are out of the “Recording Maintenance” form, “Configuration” form and that no one else is attempting to “Re-Paginate” a book from another computer. As a practice it is a good idea to have everyone sign-out of the ILRS application while using this feature, but it isn’t mandatory to do so.**

The screenshot shows the 'Recordings Book Re-Pagination' dialog box in the ILRS TCS™ application. The dialog has a title bar and a menu bar (File, Maintenance, Processing, Reporting, Inquiry, System Director, Window, Help). It features three buttons: 'RePage', 'Save', and 'Cancel'. To the right of these buttons are fields for 'Book# Selection' (with a 'Use Current Book?' checkbox), 'Year' (set to 2005), and 'Book' (set to 55). There are also 'Search' and 'Quit' buttons. Below the buttons is a caution message: 'Caution: BEFORE Re-Paginating a book, please ensure that everyone is out of the RecordingTrx Entry/Maintenance applications, Configuration and that no one else is using this Re-Pagination application. As a rule, I would suggest getting everyone out of ILRS completely (this application CHANGES the PageRs of the Selected Book, so as not to confuse anyone viewing data as you Re-Paginate!).' Below the caution is a table with the following data:

Year	Book	Page	Pages	Additional	Instrument/Description	RecordingDate
2005	55	1	1	1	RELEASE TOWN TAX LIEN	09/06/2005 10:00:00 PM
2005	55	2	1	3	RELEASE TOWN TAX LIEN	11/01/2005 11:42:00 AM
2005	55	3	1	2	RELEASE TOWN TAX LIEN	11/01/2005 11:42:00 AM
2005	55	4	1	0	RELEASE TOWN TAX LIEN	09/06/2005 10:00:00 AM
2005	55	5	1	1	RELEASE TOWN TAX LIEN	10/04/2005 10:00:00 AM
2005	55	6	1	0	RELEASE TOWN TAX LIEN	09/06/2005 10:00:00 AM
2005	55	7	1	1	RELEASE TOWN TAX LIEN	11/01/2005 11:42:00 AM
2005	55	8	1	0	RELEASE TOWN TAX LIEN	09/06/2005 10:00:00 AM
2005	55	9	1	2	RELEASE TOWN TAX LIEN	11/01/2005 11:42:00 AM
2005	55	10	1	1	RELEASE TOWN TAX LIEN	11/01/2005 11:42:00 AM

The background of the application window features an American flag motif and the text 'IMAS, L.L.C.' in large red letters at the bottom.

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

## Book Printing

This feature is exclusively for ILRS users who have had the “Scan, Print, View” (“SPV”) add-on installed. To access this form you will need to click on the “Processing” menu, then select “Book Printing”. For details on how to use the “Book Printing” form, please refer to the “SPV” manual.



If you don't have the “SPV” add-on installed you will see this error message indicating that you can contact the IMAS office for a demonstration.

