

# TCSTM Instrument Indexing and Land Recording System© ILRS™

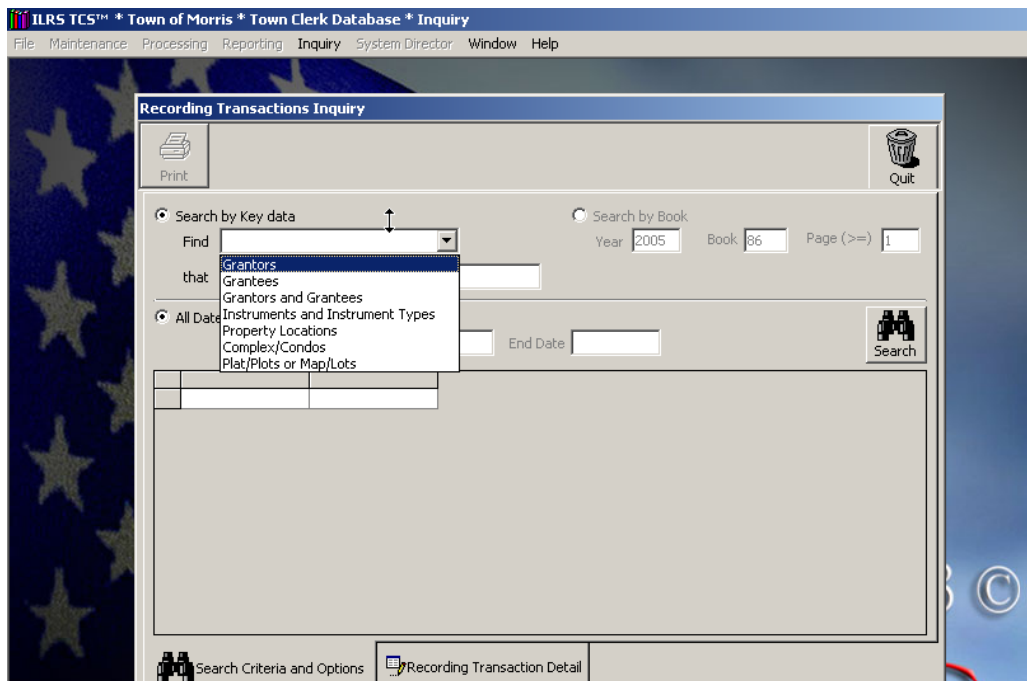
## Inquiry Menu

Where you can allow people to search for recordings without the ability to make changes to your database. If you have setup a computer to be solely used by inquiry users than you can sign into the application using the inquiry sign on and password. This will block the users from all of the menu options except inquiry, window and help. Once logged into the application you will need to select the “Inquiry” menu option and then choose “Land Records Inquiry”.



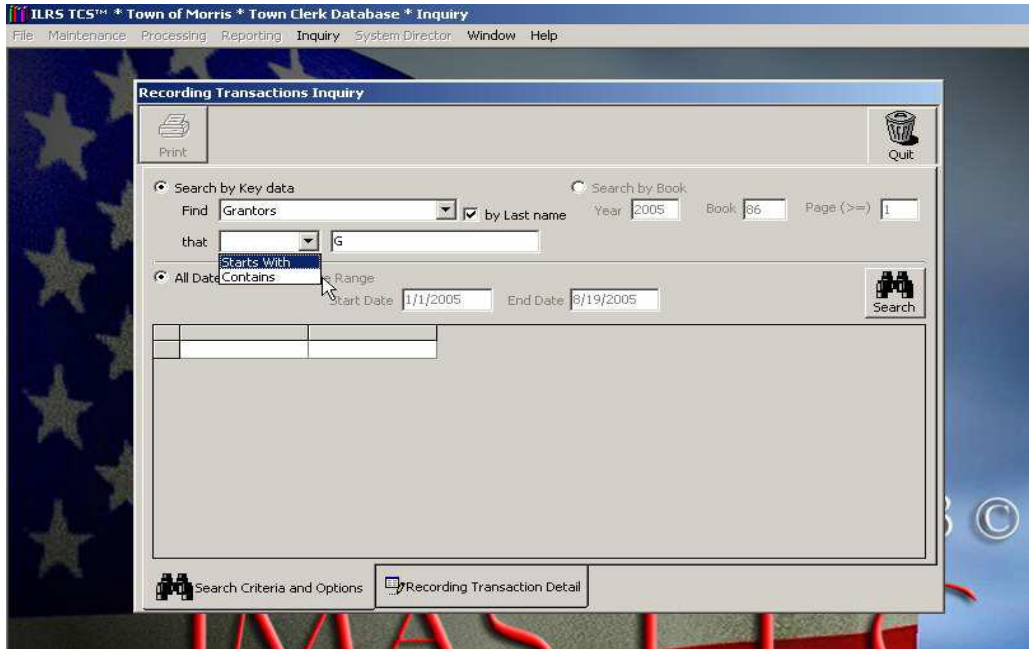
The next step would be to decide how you want to search for the land records. You have two options, to search by “Key Data” or by “Book”.

- To search by “Key Data” like grantor, grantees, property location etc. make sure that the search by “Key Data” field is selected and then select what you want to find from the drop down box.

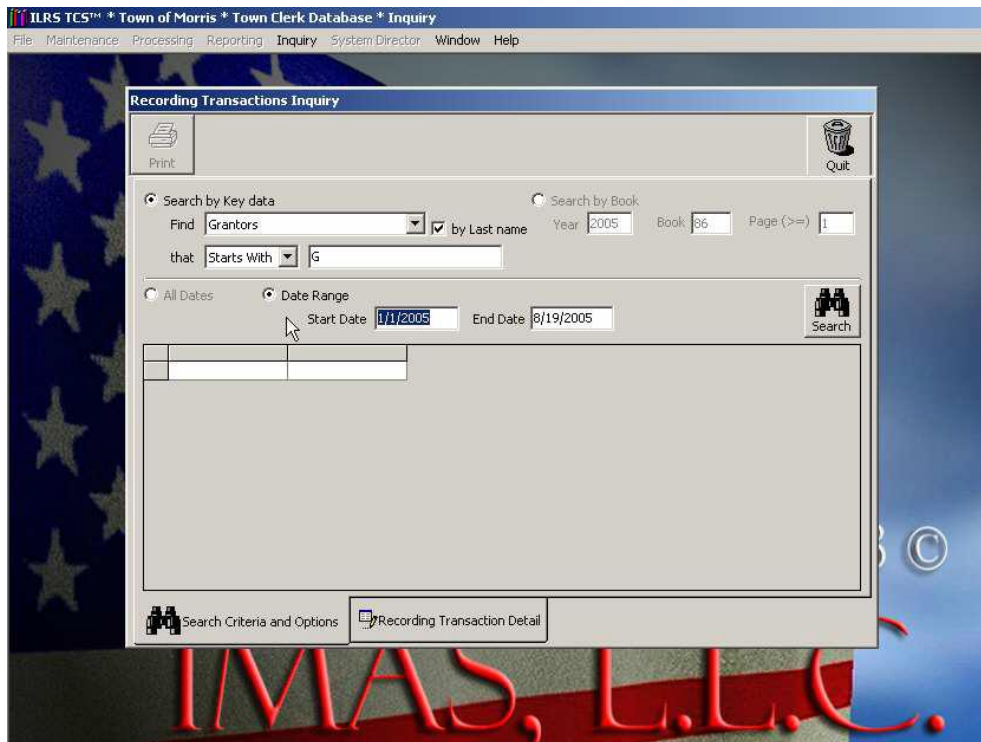


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Next you will have to decide if you want your “Key Data” to “Start With” or “Contain” what you enter into the search criteria.

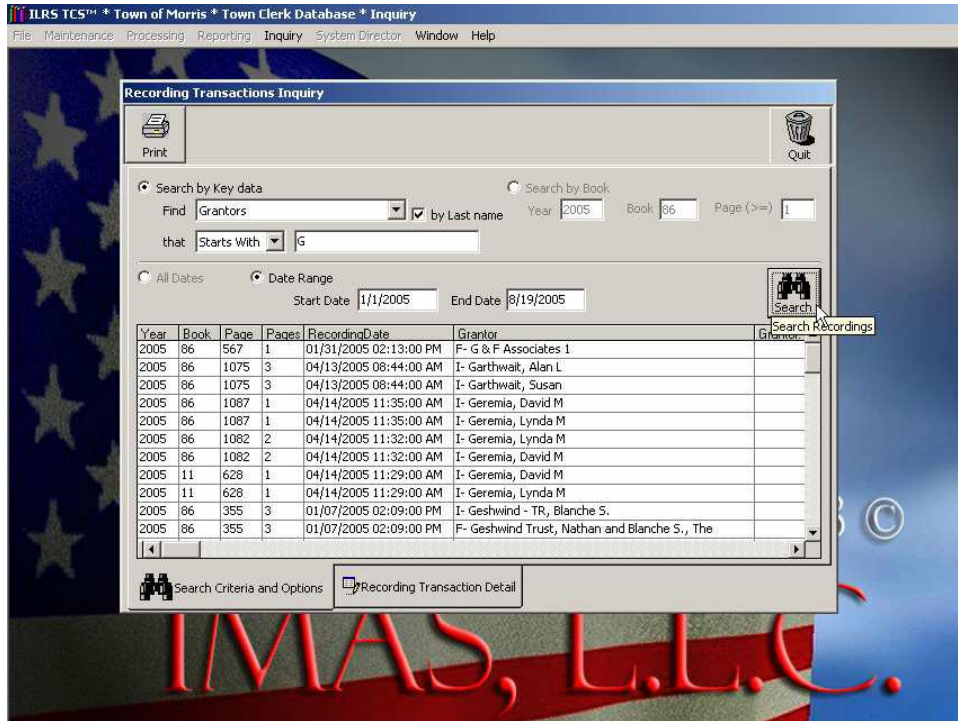


Next you will need to decide if you want your search results to include “All Dates” or have the search results narrowed by a “Date Range”.

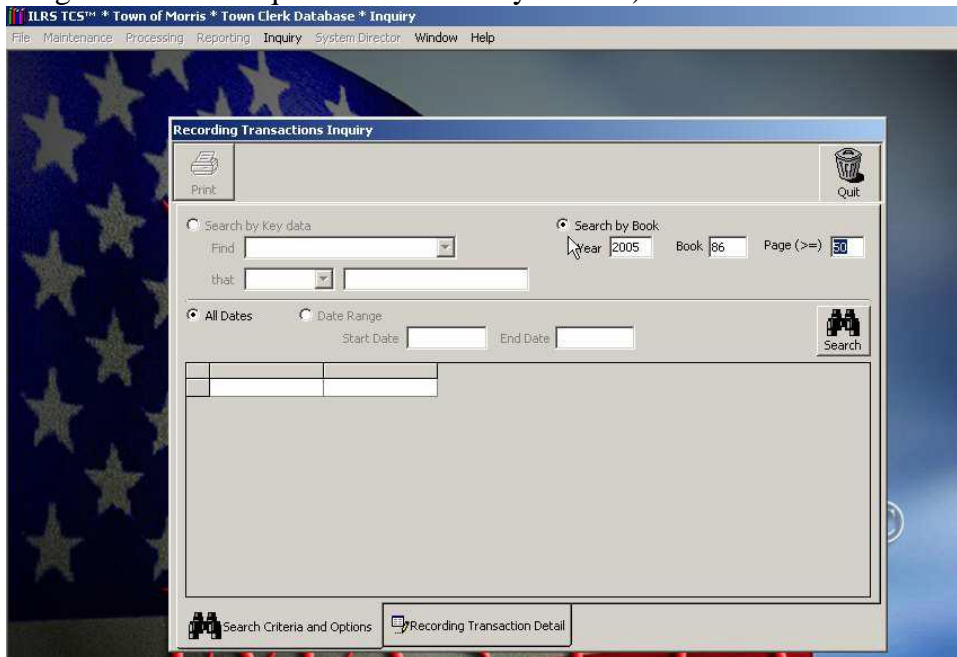


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Now you're ready to click on the "Search" button and see the results appear in the grid below.

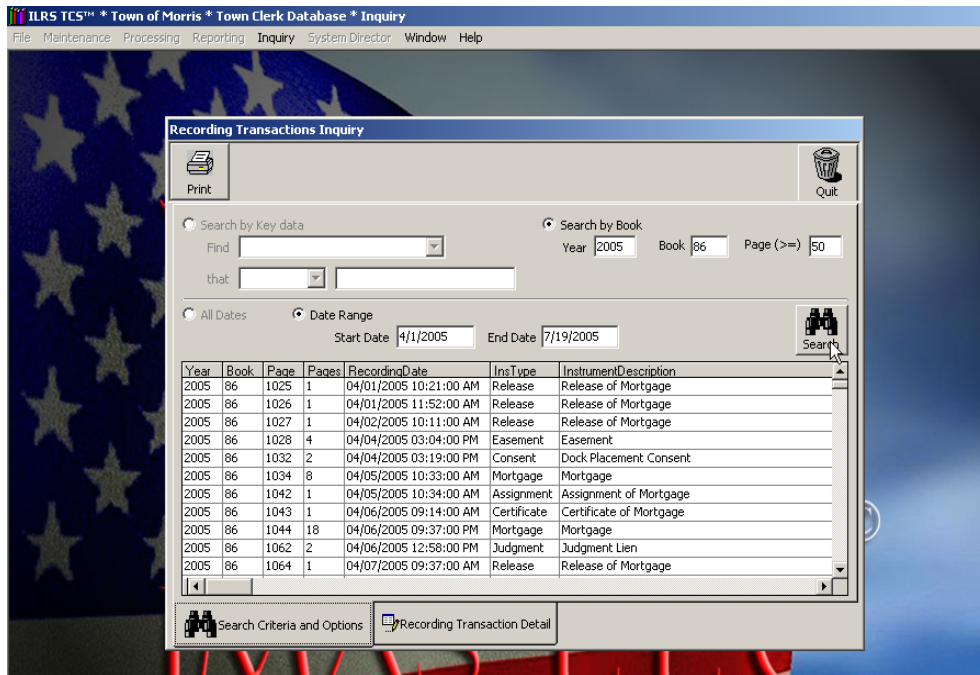


- To search by a "Book" you will need to make sure that this option is selected and then you will need to enter a "Year", "Book" and "Page" number (that is greater than or equal to the number you enter).



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Once you have entered the appropriate “Year”, “Book” and “Page” number you will need to decide if you want your search results to include “All Dates” or a “Date Range”. Next you are ready to click the “Search” button and display your search results in the grid below.

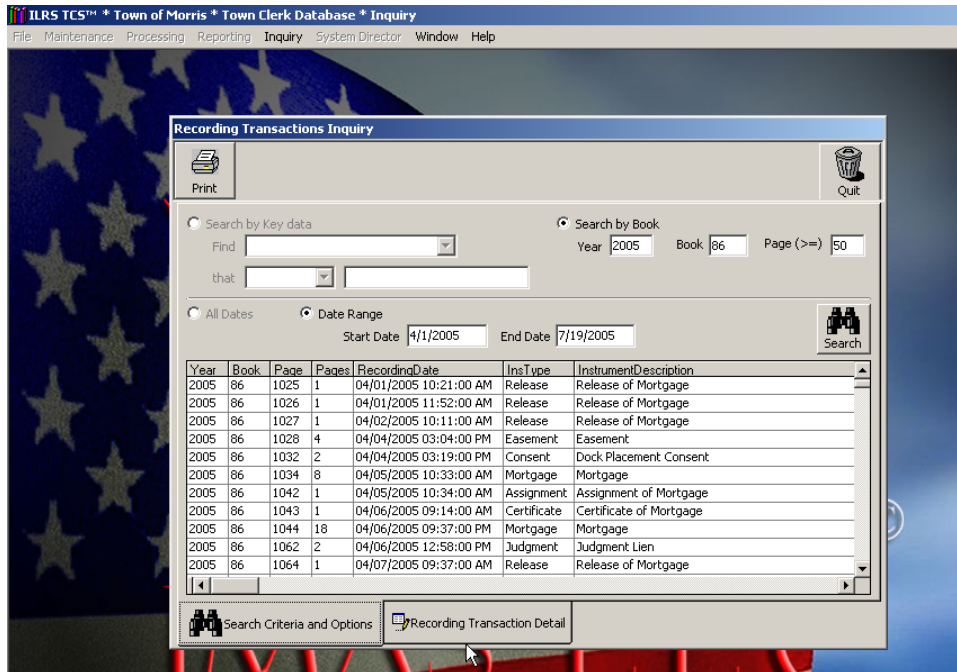


Once you have the desired search results and have located the land recording that you wish to view you will need to select that record with the cursor by left clicking on it.

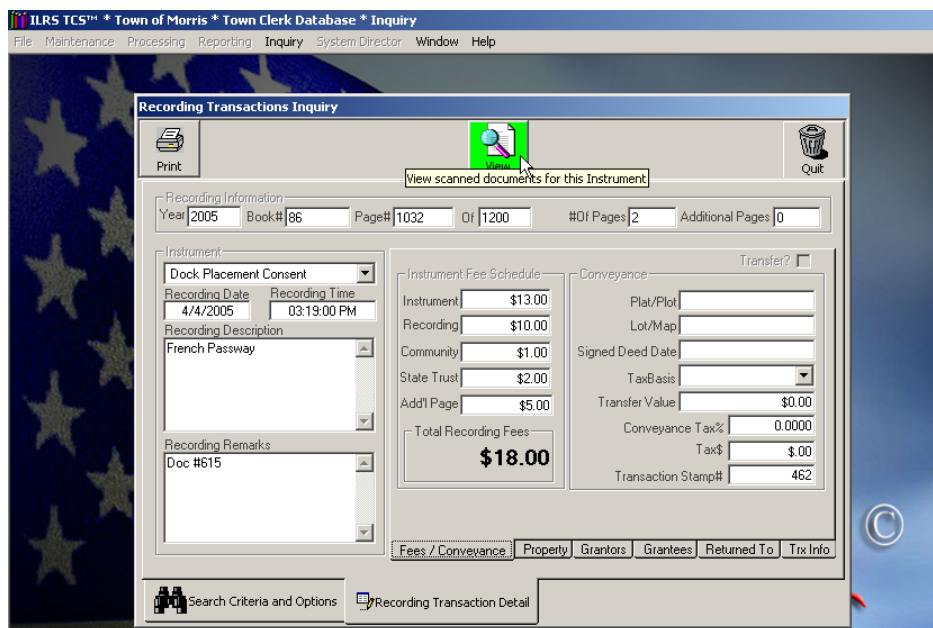


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You have now selected a land record and are ready to view it by selecting the “Recording Transaction Detail” tab at the bottom of the screen.

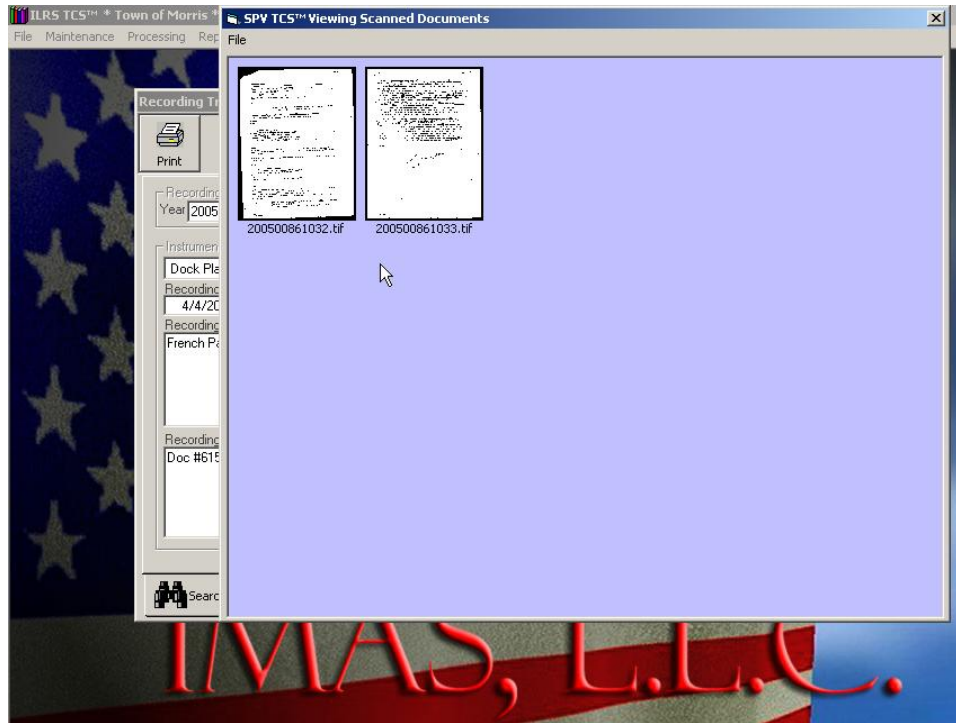


Now you can see all of the recorded information that goes along with this particular land record. You can navigate through the tabs at the bottom of the screen by clicking on them and view information such as grantor, grantee property location etc. To view the actual document that was scanned into the computer you will need to click on the green “View” button at the top of the screen.

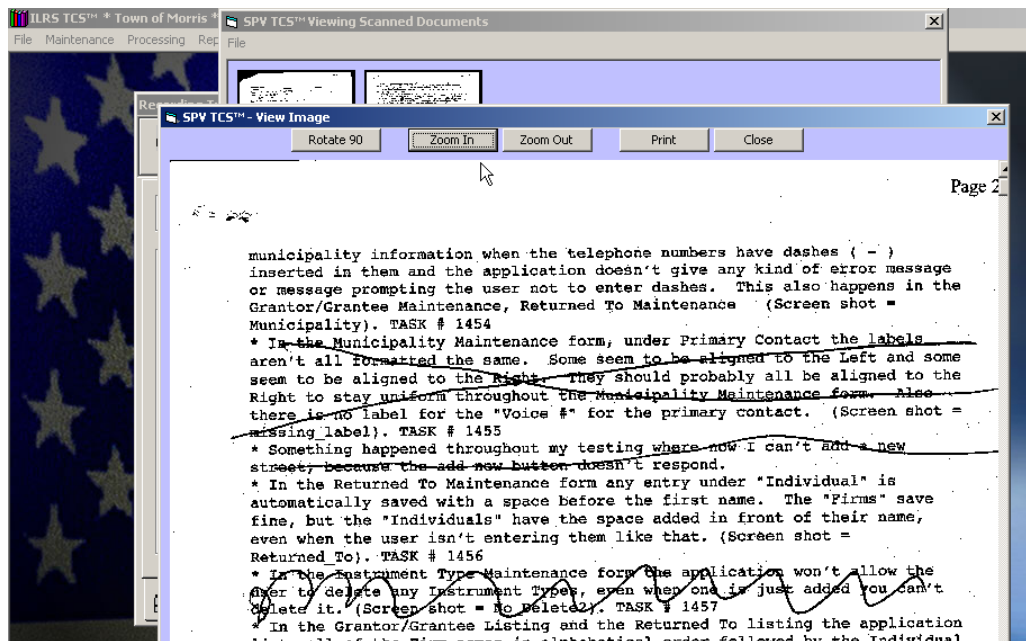


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To view a document you must double click on it to bring up the scanned image.



From this screen you can zoom in or zoom out to better view this document as well as print the document. You can also print the documents from the “Recording Transaction Detail” screen by clicking on the “Print” button.



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When done viewing the document and the recorded information you can select the “Search Criteria and Options” tab at the bottom of the screen to continue searching for other land records.

