PUBLIC ACCESS (PAX) Quick Search Guide

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Register

To access the Public Access system, the user must first create an account by clicking on Register in the upper left hand section of the Main Page. The user must fill in all Account Registration information. The Secret Question is used to reset a forgotten password.

Upon completing the Account Registration and clicking Register, you will be routed to the Main Page and logged in which is indicated in the upper left hand section of the Main Page.
Profile

Once you have registered and created an Account, you can view your Account Settings via the My Account tab each time you log in.

From the Profile tab, you can:

- Change your Password
- Change your Secret Question or Secret Answer
- Update your Payment Preferences – you can set your login to prompt you with a particular payment method at check out.
Charge Account - Link your PAX Userid to your Charge Account

You are able to link your Charge Account via the My Account Tab. This Charge Account is set up through your local Recorder/Register’s Office.

Your Account is selected from the Account Name drop down field as well as the associated Agent Name. You must then provide the Password associated with this account in order to validate the account.

Once your Account is verified, you can Check Balance from this screen.

Password protect is set via the Don’t ask for password during payment option. By clicking the corresponding box, you will require that the password be entered each time this account is used.
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**History**

You can view your purchase History from the My Account Tab. You are also able to Print Grid for the history of your purchases.

![Image of History Table]

**Account Login**

Login is located on the Main Page in the upper left hand corner of your screen. Account Login is for users that have already completed the Registration process. Now that you have a login User ID established, you will click on Login each time you utilize the PAX system. This will allow you to keep track of Searching History, Search Queries, and Transaction History (if linked to an account.)

![Image of Account Login]

If a user forgets their password, they can utilize the Forgot Password option to reset the password. The user must enter the User ID or Email that was used to Register the account. An email will be sent to reset the password.
Name/Legal Search

The **Name/Legal** search can be filtered by; **Last Name/Organization, First Name, Party, Recorded Within**. The more criteria entered, the fewer results will be returned. One or all of these fields can be used in conjunction with the **Advanced Search** fields. If you are uncertain of the exact search criteria, it is best to begin with a base search before beginning to add additional search criteria to narrow down your results. The **Clear Search Fields** button will clear all of the Name/Legal and Advanced search fields.

Instrument Search

The **Instrument Search** can be filtered by **InstrumentID** and/or **Book and Page**. The **Instrument Search** does an AND search, which means if you enter an **InstrumentID** and a **Book** or **Page**, the search will only return instruments that match both sets of criteria entered. Again the more criteria entered, the fewer results. If you are uncertain of the exact search criteria, it is best to begin with a very simple search before beginning to add additional search criteria to narrow down your results. Click the **Include Cross References** check box in order to include them in your results. The **Clear Search Fields** button will clear all of the Instrument search fields.
Advanced Search

The **Advanced** search is used in conjunction with the **Name/Legal** search. The **Advanced** search can filter by; **Categories/DocTypes, Consideration, Legal Filters**. The specific Categories/DocTypes and Legal Filters will vary depending upon the county. Consideration can be searched by a minimum, maximum or range. Additional Legal Filters can be added or removed as needed via the or icons. The more criteria entered, the fewer results will be returned. The **Clear Advanced Fields** button will clear all of the Advanced search fields.

![Advanced Search Screenshot]

Search Results

Depending upon your needs, you have the option of viewing your results in one of three (3) formats; **Name Search, Summary Search** and **Detail Search**. Each view will return the same records, but will return them in a different format. The example here will return the following results:

![Search Results Screenshot]
Name Search Results

The *Name Search* returns the results grouped by indexed name. The *Name Summary* Count is displayed at the top of the name group summary and you can page through the results via the page markers also located at the top of the grid. As you select the name groups, the indexes appear in the results grid. As you click through the desired names, the details appear in the *Results* grid to the right.

The *Results* panel will automatically expand to fill the grid. At any point you can view the search criteria via the icon or by selecting the *Search* tab again.
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Summary Search Results

The **Summary Search** returns the results grouped by instrument number. The **Summary Search Count** is displayed at the top of the grid and you can also page through the results via the page markers also located at the top of the grid.

<table>
<thead>
<tr>
<th>#</th>
<th>Instrument</th>
<th>DocType</th>
<th>LastName</th>
<th>FirstName</th>
<th>RelatedName</th>
<th>ShortLegal</th>
<th>RecordedDateTime</th>
<th>Consideration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1974671900000052</td>
<td>SURVEY</td>
<td>SMITH</td>
<td>J W</td>
<td></td>
<td></td>
<td>7/19/1974 11:20 AM</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1974671900000054</td>
<td>SURVEY</td>
<td>SMITH</td>
<td>J W</td>
<td></td>
<td></td>
<td>7/19/1974 11:40 AM</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>1974671900000056</td>
<td>SURVEY</td>
<td>SMITH</td>
<td>J W</td>
<td></td>
<td></td>
<td>7/19/1974 11:40 AM</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>1974671900000088</td>
<td>SURVEY</td>
<td>SMITH</td>
<td>J W</td>
<td></td>
<td></td>
<td>7/19/1974 11:40 AM</td>
<td></td>
</tr>
</tbody>
</table>

Show Document Details – will show a separate pop-up window with the selected instrument details.

View Image – you can also view an image by double-clicking the row.

Save to Cart – saves image to cart.

Add to Document Detail Collection – builds a detail collection.

Print Grid – allows you to print the results grid to the specified printer.

All grids can be sorted by one or multiple columns by simply clicking on the desired column headings. The entire result set is included in the sort. Note that this example is sorted by both **LastName** & **FirstName**.
Detail Search Results

The *Detail Search* returns the results grouped by instrument number much like the Summary Search, with the exception that the *Detail Search* is not in a grid view. The Results Count is displayed at the top of the grid and you can page through the results via the page markers located at the top of the grid.

Viewing Images

There are three ways to view an image. 1. Double click the line item. 2. Click once on the line item and click on the image icon. 3. Click the Image Toggle Button in the upper right hand corner.
Cart Items

*Note – you will not see the option to purchase Certified Copies if you are not using a workstation in the County Office.

Printing Documents

Select the items you want to print from the cart and then click on the Checkout button. You will then be prompted with selecting a payment type *(unless you specified a Payment Preference under My Account.)*

If you set up a Payment Preference, you will not see the payment selection screen. When you click the Checkout button the system will automatically direct you to the specified Payment Preference you set up. You can always change your preference at any time under My Account > Profile.