

## BROWSERVIEW FREQUENTLY ASKED QUESTIONS

December 2, 2020

BrowserView Search Tabs. BrowserView uses “tabs” that enable users to select how to search and, after starting a search, whether they want to see the search criteria, the search results, or a particular document.

Use the Search Selection Tabs to select the basis on which you would like to search.

The screenshot shows the top of the Salem CT Online Land Records Search Page. At the top, there is a navigation bar with 'Salem CT', a shopping cart icon with '(0)', the email 'tammyb@newvisionsystems.com', and a 'Log off' link. Below this is the Salem CT logo and the text 'Welcome to the Salem CT Town Clerk's Online Land Records Search Page.' and 'Verified as of 01/15/2020'. A 'Help?' button is in the top right. The main search area has three tabs: 'Search', 'Results', and 'Document'. Under the 'Search' tab, there are four sub-tabs: 'Party', 'Document Type', 'Instrument Number', 'Book/Page', and 'Legal Description'. Below these are input fields for 'Party Name' and 'Document Type (Optional)'. The 'Party Name' field has a 'Clear' button and a 'Search' button. The 'Document Type (Optional)' field has a 'Clear' button and a 'Search' button. Two red boxes with arrows point to the 'View Selection Tabs' and 'Search Selection Tabs' labels.

Once you run a search, you can switch between the Search criteria, the Results list, and the currently selected Document (if any) by clicking on the **Search**, **Results**, and **Document** tabs respectively.

**Do not use your web browser's Back button, as it will take you out of the application.**

Date Range Searches. To see what documents have been recorded during the last 7 days/30 days/90 days or a date range that you enter –

1. Select the Document Type Search Tab
2. Select ALL Document Types
3. Select or enter the desired date range.

The screenshot shows the 'Document Type' and 'Date Range' sections of the Salem CT Online Land Records Search Page. The 'Document Type' section has a dropdown menu with 'ALL' and 'DEED' options. The 'Date Range' section has 'From' and 'To' date pickers, and buttons for '7 Days', '30 Days', and '90 Days'. Red circles highlight the 'Document Type' dropdown, the 'ALL' option, and the 'Date Range' section.

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**Searching by Party Name.** Enter the name in a continuous string – either last name followed by first name or organization name. In returning the results, the software removes punctuation and spaces from your search criteria so that the name will be found regardless of any extra spaces, dashes, apostrophes, or parentheses.

If you are unsure of spelling or how a name may have been indexed, it is best to start with a smaller entry - the system will return all documents indexed with a name that starts with the name entered.

**Sorting and Filtering the Results.** You may sort and/or filter the search results on any column heading. For example, to display the results in chronological order, click on the heading in the date column. To reverse the sort, simply click on the column heading again.

Salem CT  
Welcome to the Salem CT Town Clerk's Online Land Records Search Page.  
Verified as of 01/15/2020

Search Results Document

Click Search Tab to initiate new search.

Print Results

		Name	Cross Party	Date	Type	Instr#	Book	Page		
Add to Cart	View	1 *	SMITH EILEEN H	CHELSEA GROTON SAVINGS	05/31/2000	MORTG	0000403	124	687	SEE
Add to Cart	View	2	SMITH EILEEN H	CHELSEA GROTON SAVINGS	05/18/2005	RELE	0000365	173	633	BOOK
Add to Cart	View	1 *	SMITH EILEEN HOUGHTON	SMITH GEORGE OLAN	01/10/2000	SEVJTEN	0000010	123	137	SEE
Add to Cart	View	2	SMITH EILEEN HOUGHTON	SMITH GEORGE OLAN	01/10/2000	SEVJTEN	0000010	123	137	SEE
Add to Cart	View	1 *	SMITH ELIZABETH A	APJ-MD A LIMITED PARTNER...	08/20/1990	PROP	0000795	67	168	SITE
Add to Cart	View	1 *	SMITH ELIZABETH A	LICATA ANGELO	01/15/2002	ASSIGLA	0000051	134	698	VOL I
Add to Cart	View	1 *	SMITH ELIZABETH A	APJ-MD, A LIMITED PARTNER...	08/20/1990	MORT	0000796	67	172	SITE
Add to Cart	View	2	SMITH ELIZABETH A	CITIZENS BANK OF CONNEC...	03/06/2002	RELE	0000264	135	684	VOL I
Add to Cart	View	2	SMITH EUGENE	SMITH TERRIS F	08/25/1998	QC	0000925	115	52	NOR
Add to Cart	View	1 *	SMITH EUGENE	MORAN KAREN E	08/25/1998	WARR	0000926	115	54	EAST
Add to Cart	View	2	SMITH EUGENE	FLEET NATIONAL BANK SBM	08/19/2002	RELE	0000994	139	628	LIBE
Add to Cart	View	1 *	SMITH EUGENE	CONNECTICUT STATE OF	10/12/2005	EASE	0001182	177	551	ROU
Add to Cart	View	2	SMITH EUGENE	SMITH TERRIS F	04/10/1987	QUIT	0000087	45	254	
Add to Cart	View	1 *	SMITH EUGENE	CONNECTICUT STATE OF	03/08/2000	WARR	0000181	123	639	NOR
Add to Cart	View	2	SMITH EUGENE	SMITH TERRIS F	06/01/1998	QC	0000513	113	179	RELA
Add to Cart	View	1 *	SMITH EUGENE	THE CONNECTICUT NATIONAL	08/12/1992	MORT	0000768	77	545	10 W
Add to Cart	View	2	SMITH EUGENE K JR AKA	FLEET NATIONAL BANK SBM	08/19/2002	RELE	0000994	139	628	LIBE

Retrieved records 1 through 586 of 586 (586 total) records

You can also filter the entire results list based on any column. Hover your mouse over a column heading and click on the three lines that appear – then select the desired filters.

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Welcome to the Salem CT Town Clerk's Online Land Records Search Page.  
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Add to Cart	View	1 *	SMITH EILEEN H	CHELSEA GROTON SAVINGS	05/31/2000	MORTG	0000403	124	687	SEE
Add to Cart	View	2	SMITH EILEEN H	CHELSEA GROTON SAVINGS	05/18/2005	RELE	0000365	173	633	BOOK
Add to Cart	View	1 *	SMITH EILEEN HOUGHTON	SMITH GEORGE OLAN	01/10/2000	SEVJTEN	0000010	123	137	SEE
Add to Cart	View	2	SMITH EILEEN HOUGHTON	SMITH GEORGE OLAN	01/10/2000	SEVJTEN	0000010	123	137	SEE
Add to Cart	View	1 *	SMITH ELIZABETH A	APJ-MD A LIMITED PARTNER...	08/20/1990	PROP	0000795	67	168	SITE
Add to Cart	View	1 *	SMITH ELIZABETH A	LICATA ANGELO	01/15/2002	ASSIGLA	0000051	134	698	VOL I
Add to Cart	View	1 *	SMITH ELIZABETH A	APJ-MD, A LIMITED PARTNER...	08/20/1990	MORT	0000796	67	172	SITE
Add to Cart	View	2	SMITH ELIZABETH A	CITIZENS BANK OF CONNEC...	03/06/2002	RELE	0000264	135	684	VOL I
Add to Cart	View	2	SMITH EUGENE	SMITH TERRIS F	08/25/1998	QC	0000925	115	52	NOR
Add to Cart	View	1 *	SMITH EUGENE	MORAN KAREN E	08/25/1998	WARR	0000926	115	54	EAST
Add to Cart	View	2	SMITH EUGENE	FLEET NATIONAL BANK SBM	08/19/2002	RELE	0000994	139	628	LIBE
Add to Cart	View	1 *	SMITH EUGENE	CONNECTICUT STATE OF	10/12/2005	EASE	0001182	177	551	ROU
Add to Cart	View	2	SMITH EUGENE	SMITH TERRIS F	04/10/1987	QUIT	0000087	45	254	

Retrieved records 1 through 586 of 586 (586 total) records

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Search Results – showing Grantors in One Column, Grantees in the Other. You can filter your search results list so that the Name column shows only Grantors or only Grantees. You also can sort the list – Grantor names at the top and Grantee names at the bottom, or vice versa. If you print the list, the printout will reflect your filters/sorts.

To show only Grantors or Grantees in the Name Column, hover your mouse over the column heading to the left of the Name column. Click on the lines and select the filter you would like to apply – “1” for Grantor, or “2” for Grantee.

Search Results Document

Click Search Tab to initiate new search.

Print Results

\* Designates From Party Records with Status Other than V or B = Not Verified Record  
Records with Flag: R = Replaced Record, C = Correction Record Click View to See Document Details

		Name	Cross Party	▲ Date	Type	Instr#	Book	Page	
Add to Cart	View	2	Y, LAURA W	06/20/1990	WARR	000000	72	244	LOTS
Add to Cart	View	1*	DAMICO, BARBARA M	08/31/1994	WARR	009705	85	116	MT L
Add to Cart	View	2	MORTGAGE ELECTRONIC RE...	10/12/1999	REL	0001018	127	25	162/2
Add to Cart	View	2	EARN BUILDERS OF WALL...	12/13/1999	WAR	0001183	128	243	LOT
Add to Cart	View	1*	MECHANICS SAVINGS BANK	12/13/1999	MTG	0001184	128	246	54 HI
Add to Cart	View	1*	PEOPLES BANK	04/16/2001	MTG	0000363	142	54	190 F
Add to Cart	View	2	FFMAN, EILEEN TR	04/16/2001	DEE	0000362	142	52	POW
Add to Cart	View	2	LIAN, MARGARET DEC	04/16/2001	AFF	0000364	142	66	190 F
Add to Cart	View	1*	LIAN, MARGARET DEC	04/16/2001	AFF	0000364A	142	66	190 F
Add to Cart	View	2	LIAMIS, CHRISTINAA	12/28/2001	POA	0001386	154	320	20 BL
Add to Cart	View	2	LIAMIS, GARETH R	12/28/2001	POA	0001387	154	322	20 BL
Add to Cart	View	1*	SMITH, JOHN J	10/22/2002	MTG	0001137	168	322	54 HI
Add to Cart	View	2	SMITH, JOHN J	01/03/2003	REL	0000008	175	136	128/2
Add to Cart	View	1*	SMITH, JOHN J	07/11/2003	ASG	0001032	189	129	168/3

To sort the results so that all Grantors are at the top and all Grantees at the bottom, or vice versa, click on that same column heading.

Search Results Document

Click Search Tab to initiate new search.

Print Results

\* Designates From Party Records with Status Other than V or B = Not Verified Record  
Records with Flag: R = Replaced Record, C = Correction Record Click View to See Document Details

		▲ Name	Cross Party	Date	Type	Instr#	Book	Page	
Add to Cart	View	1*	SMITH JUDITH	05/17/2011	ASSIGN	2011000396	301	81	VOL
Add to Cart	View	1*	SMITH JUDITH S TR	09/08/2011	AFF	2011000690	304	205	SEE
Add to Cart	View	1*	SMITH JUDITH SUCCESSOR ...	09/02/2010	AFF	2010000633	292	182	SEE
Add to Cart	View	1*	SMITH JUDITH SUCCESSOR ...	09/02/2010	TRDE	2010000634	292	185	REEL
Add to Cart	View	1*	SMITH JUDITH TRUSTEE	09/09/2008	TRDE	2008000895	272	8	REEL
Add to Cart	View	1*	SMITH JUDY	09/03/2008	AFF	2008000877	271	232	SEE
Add to Cart	View	1*	SMITH JUDY	09/03/2008	AFF	2008000878	271	234	SEE
Add to Cart	View	1*	SMITH, JAMES H	08/31/1994	WARR	009705	85	116	MT L
Add to Cart	View	1*	SMITH, JOHN J	12/13/1999	MTG	0001184	128	246	54 HI
Add to Cart	View	1*	SMITH, JOHN J	10/22/2002	MTG	0001137	168	322	54 HI
Add to Cart	View	1*	SMITH, JOHN J	07/11/2003	ASG	0001032	189	129	168/3
Add to Cart	View	1*	SMITH, JOHN J	04/24/2006	MTG	0000353	239	84	54 HI
Add to Cart	View	1*	SMITH, JUDITH	01/31/2007	MTG	0000093	251	59	671 K
Add to Cart	View	1*	SMITH, JUDITH	01/31/2008	QC	0000119	263	118	REEL
Add to Cart	View	1*	SMITH, JUDITH L	04/16/2001	MTG	0000363	142	54	190 F

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## Adding Documents to the Print Cart.

1. From the Results tab, add the entire document.

Search Results Document

Click **Search** Tab to initiate new search.

Print Results

\* Designates From Party Records with Status Other than V or B = Not Verified Record  
Records with Flag: R = Replaced Record, C = Correction Record Click View to See Document Details

		Name	Cross Party	Date	Type	Instr#	Book	Page		
<a href="#">Add to Cart</a>	View	1*	SMITH JUDITH	SOUTHERN NEW ENGLAND T...	05/17/2011	ASSIGN	2011000396	301	81	VOL :
<a href="#">Add to Cart</a>	View	1*	SMITH JUDITH S TR	SMITH JUDITH S TR	09/08/2011	AFF	2011000690	304	205	SEE
<a href="#">Add to Cart</a>	View	1*	SMITH JUDITH SUCCESSOR ...	LYMAN MARJORIE K REVOCA...	09/02/2010	AFF	2010000633	292	182	SEE
<a href="#">Add to Cart</a>	View	1*	SMITH JUDITH SUCCESSOR ...	MACFARLANE JAMES	09/02/2010	TRDE	2010000634	292	185	REEL
<a href="#">Add to Cart</a>	View	1*	SMITH JUDITH TRUSTEE	DUDEK DEREK	09/09/2008	TRDE	2008000895	272	8	REEL
<a href="#">Add to Cart</a>	View	1*	SMITH JUDY	SMITH JUDY	09/03/2008	AFF	2008000877	271	232	SEE
<a href="#">Add to Cart</a>	View	1*	SMITH JUDY	SMITH JUDY	09/03/2008	AFF	2008000878	271	234	SEE
<a href="#">Add to Cart</a>	View	1*	SMITH, JAMES H	DAMICO, BARBARA M	08/31/1994	WARR	009705	85	116	MT L
<a href="#">Add to Cart</a>	View	1*	SMITH, JOHN J	MECHANICS SAVINGS BANK	12/13/1999	MTG	0001184	128	246	54 HI
<a href="#">Add to Cart</a>	View	1*	SMITH, JOHN J	MERS	10/22/2002	MTG	0001137	168	322	54 HI
<a href="#">Add to Cart</a>	View	1*	SMITH, JOHN J	VNB MORTGAGE SERVICES I...	07/11/2003	ASG	0001032	189	129	168/3
<a href="#">Add to Cart</a>	View	1*	SMITH, JOHN J	GB HOME EQUITY LLC	04/24/2006	MTG	0000353	239	84	54 HI
<a href="#">Add to Cart</a>	View	1*	SMITH, JUDITH	LIBERTY BANK	01/31/2007	MTG	0000093	251	59	671 N
<a href="#">Add to Cart</a>	View	1*	SMITH, JUDITH	SMITH, JUDITH LYMAN	01/31/2008	QC	0000119	263	118	REEL
<a href="#">Add to Cart</a>	View	1*	SMITH, JUDITH L	PEOPLES BANK	04/16/2001	MTG	0000363	142	54	190 F

2. From the Document tab, add the current page or the entire document.

Verified as of 11/24/2020

Search Results Document

Click **Search** Tab to initiate new search. Click **Results** tab to view search results list.

Type: MTG Page: 1 of 15

Instrument No.: 0001137

Date: 10/22/2002 00:00:00

Book Type: O

Book/Page: 168/322

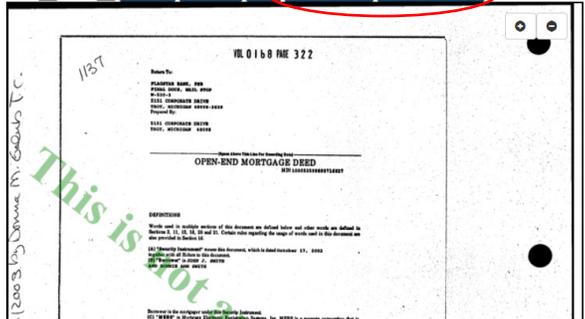
Pages: 15

Legal: 54 HIGH MEADOW LN

GRANTOR: SMITH, BONNIE ANN  
SMITH, JOHN J

GRANTEE: MERS  
MORTGAGE  
ELECTRONICREGISTRATION  
SYSTEMS  
CONNECTICUT MORTGAGE LLC

Rotate Left Rotate Right Ret ef Add to Cart (Page) Add to Cart (All Pages)



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### Viewing the Contents of Your Print Cart.

1. From the Document Tab, the Print Range is displayed above the document image.

The screenshot shows the Salem CT Online Land Records Search Page. The 'Document' tab is selected. On the left, there is a metadata table:

Type:	RLPEND
Instrument No.:	2013000349
Date:	01/16/2013 08:52:24
Book Page:	0
Book/Pages:	231/639
Pages:	1
Legal:	VOL 201 PG 559
GRANTOR:	WELLS FARGO BANK NA TR CARRINGTON MORTGAGE LOAN TRUST SERIES 2006
GRANTEE:	KAY TRACEY L AKA KAY TRACY L

At the top of the document viewer, the 'Page' is set to 1 and the 'Print Range' is 1, both highlighted with a red circle. Below this, the document content is displayed, including a barcode, a docket number, and the names of the parties involved in the case.

2. At any point in the system, hover over the Print Cart icon to see a list of its contents.

The screenshot shows the same Salem CT Online Land Records Search Page. The 'Print Cart (1)' icon is highlighted with a red circle. A tooltip is visible over the icon, displaying the instrument number 'Instr#: 2013000349' and the print range 'PrintRange: 1'. The rest of the page content, including the metadata table and the document viewer, is visible in the background.

3. At any point in the system, click on the Print Cart icon to view contents, make changes, and print.