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.

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.
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.

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.
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.

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.
Adding Documents to the Print Cart.

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

   ![Table of results]

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

   ![Document view]

   *This is not a result.*
Viewing the Contents of Your Print Cart.

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

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

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