

## 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 BrowserView interface. At the top, there's a header with 'Salem CT', a 'Print Cart (0)' button, an email address 'tammyb@newvisionsystems.com', and a 'Log off' link. Below the header is a banner with the Salem CT seal and the text 'Welcome to the Salem CT Town Clerk's Online Land Records Search Page.' and 'Verified as of 01/15/2020'. A red box labeled 'View Selection Tabs' points to the 'Search' tab. Another red box labeled 'Search Selection Tabs' points to the 'Document Type' tab. Below the tabs, there are search criteria fields: 'Party Name' (with a 'Clear' and 'Search' button), 'Document Type (Optional)' (with a 'Selected Document Types' dropdown), and 'Legal Description'. A 'Help?' button is in the top right corner.

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' tab selected. The 'Document Type' tab is circled in red. Below it, the 'Selected Document Types' dropdown is open, showing 'ALL' and 'DEED' options, with 'ALL' circled in red. Below the dropdown, the 'Date Range' section is visible, with 'From' and 'To' date pickers circled in red. Below the date pickers, there are buttons for '7 Days', '30 Days', and '90 Days'.

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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.

The screenshot shows the Salem CT Online Land Records Search Page. The 'Results' tab is active, displaying a table of search results. The table has columns: Name, Cross Party, Date, Type, Instr#, Book, Page, and a dropdown menu. The 'Date' column is highlighted with a red circle, indicating it is the current sort order. The results are sorted chronologically by date. The table includes actions like 'Add to Cart' and 'View' for each record. A legend at the top right explains the status codes: \* Designates From Party, Records with Status Other than V or B = Not Verified Record, Records with Flag: R = Replaced Record, C = Correction Record. A 'Print Results' link is also visible.

Name	Cross Party	Date	Type	Instr#	Book	Page	
SMITH EILEEN H	CHELSEA GROTON SAVINGS	05/21/2000	MORTG	0000403	124	687	SEE
SMITH EILEEN H	CHELSEA GROTON SAVINGS	05/18/2005	RELE	0000565	173	633	BOOK
SMITH EILEEN HOUGHTON	SMITH GEORGE OLAN	01/10/2000	SEVJTN	0000010	123	137	SEE
SMITH EILEEN HOUGHTON	SMITH GEORGE OLAN	01/10/2000	SEVJTN	0000010	123	137	SEE
SMITH ELIZABETH A	APJ-MD A LIMITED PARTNER...	08/20/1990	PROP	0000795	67	168	SITE
SMITH ELIZABETH A	LICATA ANGELO	01/15/2002	ASSIGLA	0000051	134	698	VOL I
SMITH ELIZABETH A	APJ-MD A LIMITED PARTNER...	08/20/1990	MORT	0000796	67	172	SITE
SMITH ELIZABETH A	CITIZENS BANK OF CONNEC...	03/06/2002	RELE	0000264	135	684	VOL I
SMITH EUGENE	SMITH TERRIS F	08/25/1998	QC	0000925	115	52	NOR
SMITH EUGENE	MORAN KAREN E	08/25/1998	WARR	0000926	115	54	EAST
SMITH EUGENE	FLEET NATIONAL BANK SBM	08/19/2002	RELE	0000994	139	628	LIBE
SMITH EUGENE	CONNECTICUT STATE OF	10/12/2005	EASE	0001182	177	551	ROU
SMITH EUGENE	SMITH TERRIS F	04/10/1987	QUIT	0000087	45	254	
SMITH EUGENE	CONNECTICUT STATE OF	03/08/2000	WARR	0000181	123	639	NOR
SMITH EUGENE	SMITH TERRIS F	06/01/1998	QC	0000513	113	179	REM
SMITH EUGENE	THE CONNECTICUT NATIOA...	08/12/1992	MORT	0000768	77	545	10 W
SMITH EUGENE K JR AKA	FLEET NATIONAL BANK SBM	08/19/2002	RELE	0000994	139	628	LIBE

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.

The screenshot shows the same Salem CT Online Land Records Search Page, but with a filter applied to the 'Name' column. A red circle highlights the 'Name' column header, which has a dropdown menu open. The dropdown menu shows a search box and a list of names with checkboxes next to them. The 'Select All' option is selected. The table below shows the filtered results, which are all records where the name starts with 'SMITH'.

Name	Cross Party	Date	Type	Instr#	Book	Page	
SMITH EILEEN H	CHELSEA GROTON SAVINGS	01/2000	MORTG	0000403	124	687	SEE
SMITH EILEEN H	CHELSEA GROTON SAVINGS	18/2005	RELE	0000565	173	633	BOOK
SMITH EILEEN HOUGHTON	SMITH GEORGE OLAN	10/2000	SEVJTN	0000010	123	137	SEE
SMITH EILEEN HOUGHTON	SMITH GEORGE OLAN	10/2000	SEVJTN	0000010	123	137	SEE
SMITH ELIZABETH A	APJ-MD A LIMITED PARTNER...	20/1990	PROP	0000795	67	168	SITE
SMITH ELIZABETH A	LICATA ANGELO	15/2002	ASSIGLA	0000051	134	698	VOL I
SMITH ELIZABETH A	APJ-MD A LIMITED PARTNER...	20/1990	MORT	0000796	67	172	SITE
SMITH ELIZABETH A	CITIZENS BANK OF CONNEC...	06/2002	RELE	0000264	135	684	VOL I
SMITH EUGENE	SMITH TERRIS F	25/1998	QC	0000925	115	52	NOR
SMITH EUGENE	MORAN KAREN E	25/1998	WARR	0000926	115	54	EAST
SMITH EUGENE	FLEET NATIONAL BANK SBM	19/2002	RELE	0000994	139	628	LIBE
SMITH EUGENE	CONNECTICUT STATE OF	10/12/2005	EASE	0001182	177	551	ROU
SMITH EUGENE	SMITH TERRIS F	04/10/1987	QUIT	0000087	45	254	

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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*	MICO, BARBARA M	08/31/1994	WARR	009705	85	116	MT L
Add to Cart	View	2	RTGAGE ELECTRONICRE...	10/12/1999	REL	0001018	127	25	162/2
Add to Cart	View	2	EARN BUILDERS OFWALLI...	12/13/1999	WAR	0001183	128	243	LOT:
Add to Cart	View	1*	CHANICS SAVINGS BANK	12/13/1999	MTG	0001184	128	246	54 HI
Add to Cart	View	1*	OPLES 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	IAN, MARGARET,DEC	04/16/2001	AFF	0000364	142	66	190 F
Add to Cart	View	1*	IAN, MARGARET,DEC	04/16/2001	AFF	0000364A	142	66	190 F
Add to Cart	View	2	LIAMS, CHRISTINAA	12/28/2001	POA	0001386	154	320	20 BL
Add to Cart	View	2	LIAMS, 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 A
Add to Cart	View	1*	SMITH, JUDITH LYMAN	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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1. From the Results tab, add the entire document.

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

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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 'Document' tab selected. On the left, a sidebar lists document details: Type: RLPEND, Instrument No.: 2013000349, Date: 01/16/2013 08:52:24, Book Type: O, Book/Page: 231/639, Pages: 1, Legal: VOL 201 PG 559, GRANTOR: WELLS FARGO BANK NA TR, CARRINGTON MORTGAGE LOAN TRUST SERIES 2006, GRANTEE: KAY TRACEY LAKA, KAY TRACY L. Above the document image, the 'Page' dropdown is set to 1, and the 'Print Range' is highlighted with a red circle. The document image itself shows a legal notice titled 'RELEASE OF LIS PENDENS' from the Superior Court of the Judicial District of New London, dated December 16, 2008.

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

The screenshot shows the 'Document' tab selected. The 'Print Cart (1)' icon is highlighted with a red circle. A tooltip is visible over the icon, displaying 'Instr#: 2013000349' and 'PrintRange: 1'. The document image below shows the same legal notice as in the first screenshot.

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