

PAX5 Informational Guide

RECOMMENDED BROWSERS

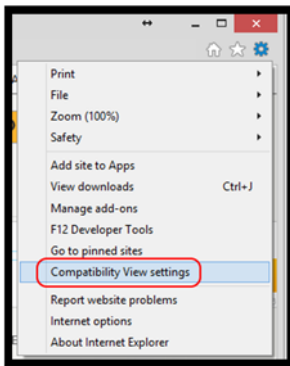
- DTS suggests the use of:
 - Internet Explorer 11 with the Adobe Reader Plugin (Page 2)
 - Google Chrome with the “Embedded Viewer” (Page 2)

COMPATIBILITY VIEW SETTINGS (INTERNET EXPLORER)

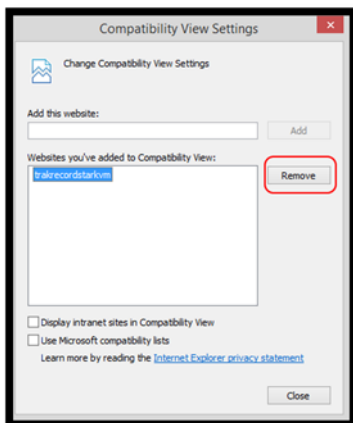
- In Internet Explorer click the tools gear in the upper right corner



- Select “Compatibility View settings”

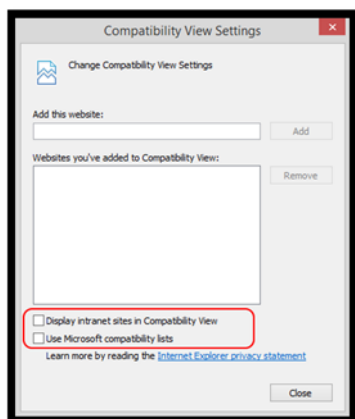


- If the site you are looking at is listed in the “Websites you’ve added to Compatibility View:” window, highlight it and select “Remove”



PAX5 Informational Guide

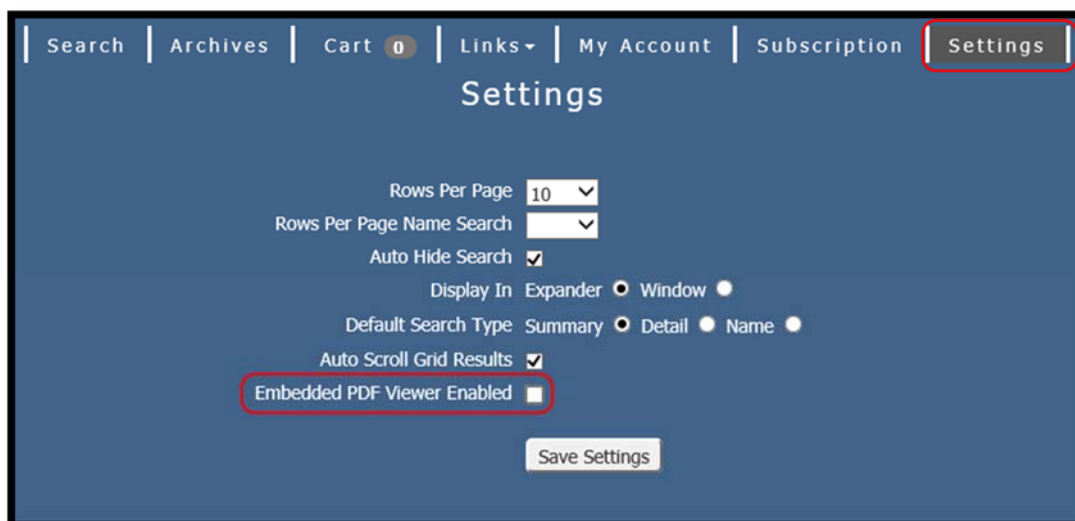
- If either of the “Display intranet sites in Compatibility View” or “Use Microsoft compatibility lists” check boxes are checked then uncheck them.



- Click the “Close” button

ENABLING THE EMBEDDED VIEWER

- If you are having trouble viewing images, select “Settings” from the main menu, then uncheck the “Embedded PDF Viewer Enabled” checkbox, then click “Save Settings”
 - When the embedded PDF Viewer is disabled, the browsers default PDF viewer will be used.



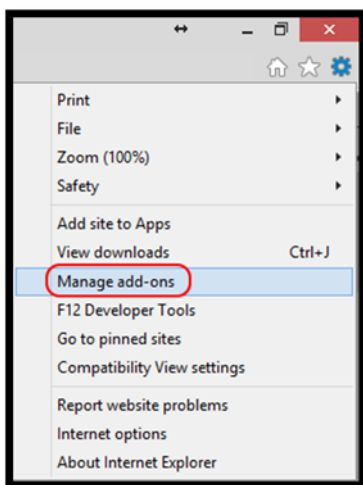
PAX5 Informational Guide

ENABLING THE ADOBE READER ADD-ON (INTERNET EXPLORER)

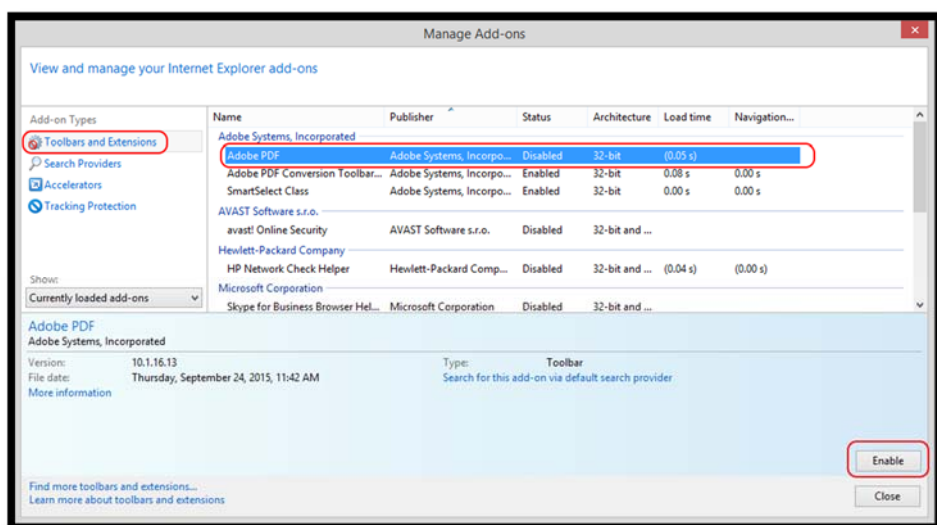
- In Internet Explorer and click the tools gear in the upper right corner



- Then go to “Manage add-ons”



- Select “Toolbars and Extensions” look for “Adobe PDF” if status is disabled click on it and select “Enable”, then close



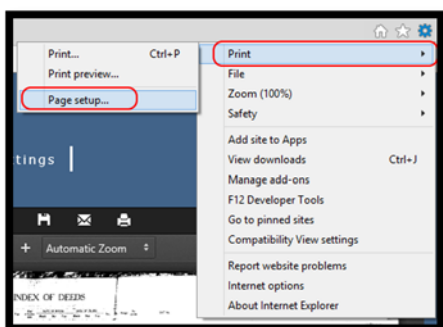
PAX5 Informational Guide

REMOVE HEADER/FOOTER WRITING (IE)

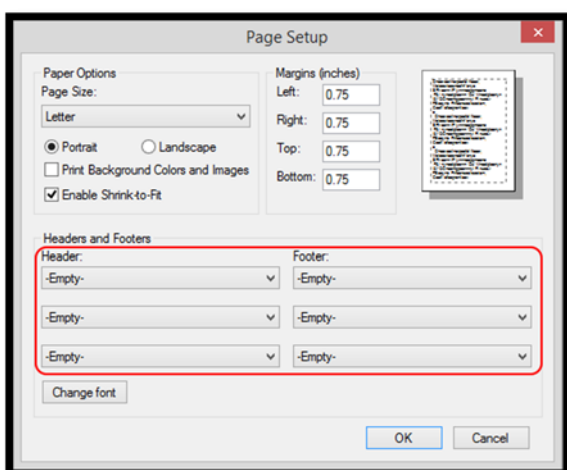
- When printing there may be extra information at the top and bottom of the page. This information can be removed from the printout by doing the following.
- In Internet Explorer, click the tools gear in the upper right corner



- Then go to “Print” and “Page Setup”



- Use the drop down boxes to make sure each field under Header and Footer states “- Empty-”, click “OK”



PAX5 Informational Guide

PAX5 QUICK GUIDE

REGISTERING A NEW ACCOUNT

To begin searching data provided by the county, you must register as a new user by clicking on the **Create Account** link.

A dark blue rectangular box containing login and registration options. At the top, there are two white input fields labeled 'Username' and 'Password'. Below these is a 'Login' button. Underneath the 'Login' button, there are three links: 'Create Account' (highlighted with a red border), 'Forgot Password', and 'Forgot Username'.

At this time you will be presented with the registration screen:

A dark blue rectangular box titled 'Account Registration' in white. It contains several white input fields for registration: 'First Name', 'Last Name', 'User ID', 'Email Address', 'Confirm Email Address', 'Password', and 'Confirm Password'. At the bottom of the form are two buttons: 'Register' and 'Cancel'.

Enter all fields and click on **Register**.

LOGGING IN

Enter the **Username** and **Password** and click “Login”

A dark blue rectangular box for logging in. It features two white input fields, one labeled 'Username' and the other 'Password'. Below these fields is a 'Login' button.

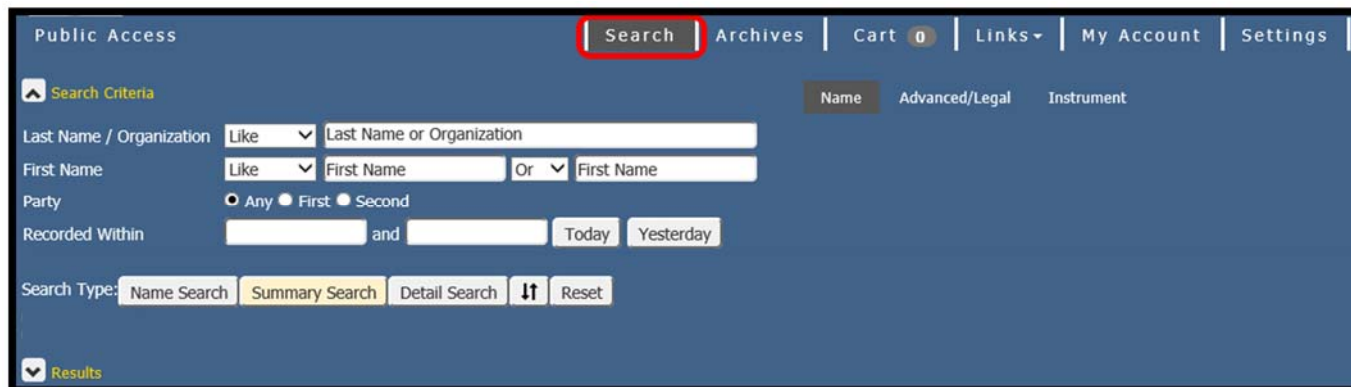
PAX5 Informational Guide

MAIN MENU FEATURES

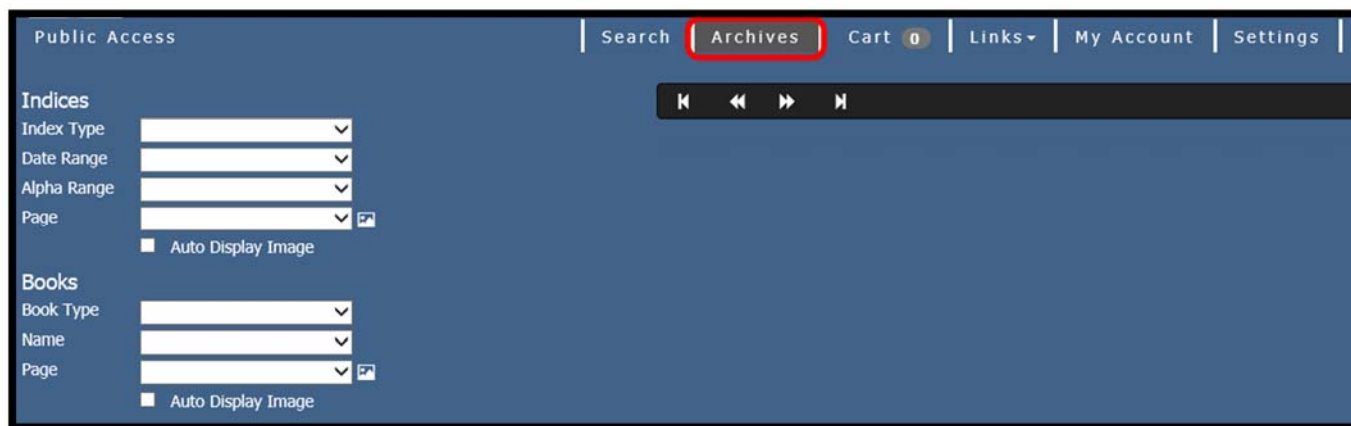
Main Menu



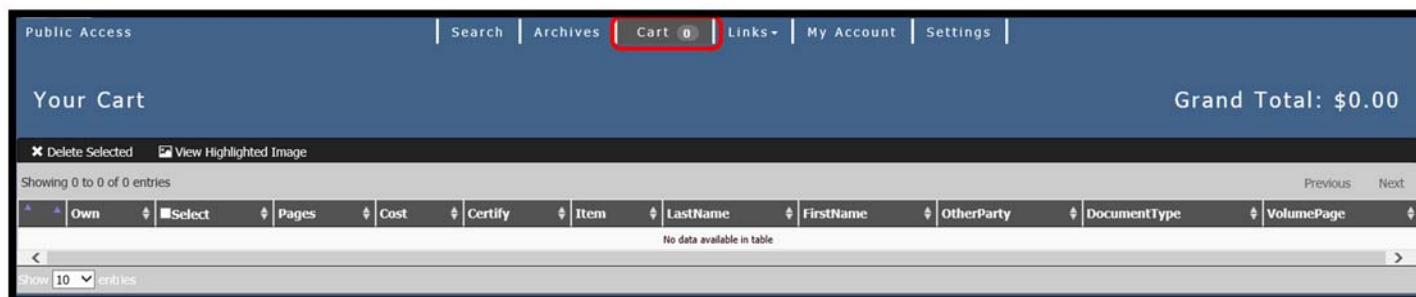
Search – will load the search screen

The search screen has a dark blue header with 'Public Access' on the left and a navigation bar on the right containing 'Search', 'Archives', 'Cart 0', 'Links', 'My Account', and 'Settings'. The 'Search' item is highlighted with a red box. Below the header, there is a 'Search Criteria' section with various input fields: 'Last Name / Organization' (with a 'Like' dropdown), 'First Name' (with a 'Like' dropdown and an 'Or' dropdown), 'Party' (with radio buttons for 'Any', 'First', and 'Second'), and 'Recorded Within' (with two date input fields and 'Today'/'Yesterday' buttons). There are also 'Search Type' buttons for 'Name Search', 'Summary Search', 'Detail Search', and a 'Reset' button. At the bottom, there is a 'Results' section with a dropdown arrow.

Archives – will load the archive search screen

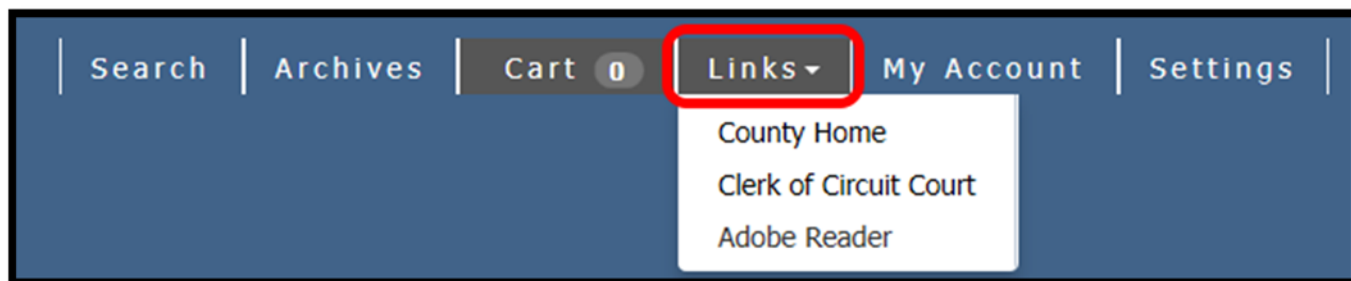
The archives screen has a dark blue header with 'Public Access' on the left and a navigation bar on the right containing 'Search', 'Archives', 'Cart 0', 'Links', 'My Account', and 'Settings'. The 'Archives' item is highlighted with a red box. Below the header, there is an 'Indices' section with dropdown menus for 'Index Type', 'Date Range', 'Alpha Range', and 'Page', along with an 'Auto Display Image' checkbox. There is also a 'Books' section with dropdown menus for 'Book Type', 'Name', and 'Page', and another 'Auto Display Image' checkbox. At the top right of the main content area, there is a navigation bar with four arrows: a left arrow, a double left arrow, a double right arrow, and a right arrow.

Cart – displays the list of images collected in your shopping cart

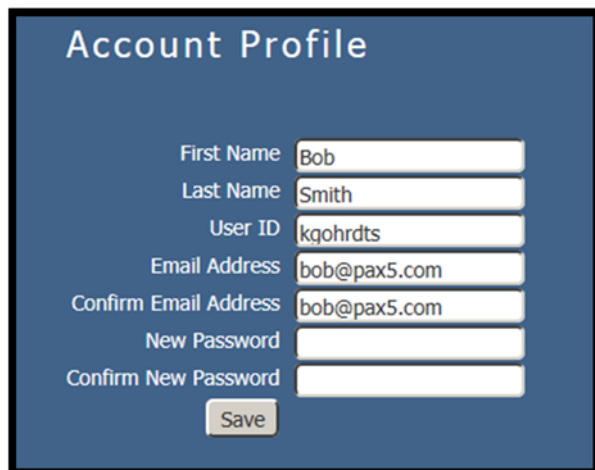
The cart screen has a dark blue header with 'Public Access' on the left and a navigation bar on the right containing 'Search', 'Archives', 'Cart 0', 'Links', 'My Account', and 'Settings'. The 'Cart 0' item is highlighted with a red box. Below the header, there is a 'Your Cart' section with a 'Grand Total: \$0.00' on the right. Below this, there is a table with columns: 'Own', 'Select', 'Pages', 'Cost', 'Certify', 'Item', 'LastName', 'FirstName', 'OtherParty', 'DocumentType', and 'VolumePage'. The table is currently empty, with a message 'No data available in table' displayed. At the bottom, there is a 'Show 10 entries' dropdown menu.

PAX5 Informational Guide

Links – provides links to useful websites



My Account – this is where you have the ability to update your email address and/or change your password.

A screenshot of the 'Account Profile' form. The form is on a dark blue background with white text. It contains the following fields: First Name (Bob), Last Name (Smith), User ID (kgohrdts), Email Address (bob@pax5.com), Confirm Email Address (bob@pax5.com), New Password, and Confirm New Password. A 'Save' button is located at the bottom of the form.

PAX5 Informational Guide

Settings – this tab provides you with access to setting up your viewing preferences. Your preferences will load no matter what computer you log into.



Settings

Rows Per Page

Rows Per Page Name Search

Auto Hide Search ☐

Display In ☒ Expander ☐ Window

Default Search Type ☒ Summary ☐ Detail

Auto Scroll Grid Results ☐

Embedded PDF Viewer Enabled ☐

Rows Per Page – this will set the number of row results that display per page.

Rows Per Page Name Search – this will set the number of row results that display per page on a Name Search grid.

Auto Hide Search – this feature will automatically hide the search criteria after you select your search type allowing you to view maximum results immediately.

Display In - Expander: displays the image on the same screen as the results grid. **Window:** opens the image in a separate window.

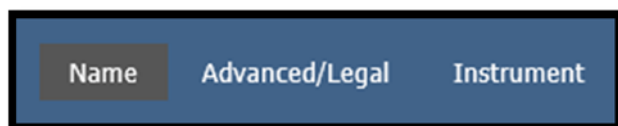
Default Search Type – after you enter your search criteria and hit the enter button it will default to pull the type selected.

Auto Scroll Grid Results – when you mouse cursor is in the results grid, this feature will automatically scroll through the results.

Embedded PDF Viewer Enabled – embedded image viewer displays additional image viewing features

SEARCHING

Search Menu



PAX5 Informational Guide

NAME SEARCH

The screenshot shows the 'Public Access' header with links for 'Search', 'Cart 0', 'My Account', and 'Settings'. Below the header, the 'Search Criteria' section includes dropdown menus for 'Last Name / Organization' (set to 'Like') and 'First Name' (set to 'Like'), with input fields for 'First Name' and 'Or First Name'. There are radio buttons for 'Party' (Any, First, Second) and a 'Recorded Within' section with date pickers and 'Today'/'Yesterday' buttons. At the bottom, 'Search Type' buttons include 'Name Search', 'Summary Search' (highlighted), 'Detail Search', and a 'Reset' button. A 'Results' section is at the very bottom.

To perform a simple search by a name and/or date, enter the search criteria in the name fields and dates. To retrieve a summary view of results, click on the Summary Search button. To retrieve the detailed information results, click on Detail Search.

*Note: to narrow your results, use the filter drop down arrow to select one of the following:

Like – searches the text entered at the beginning of any name like (Smith, Smither, Smithers, Smithland, etc.)

Contains – searches the text to contain the letters anywhere in the name (Hocksmith, Vandersmithson, etc.)

Is – searches for the exact spelling enter

ADVANCED/LEGAL SEARCH

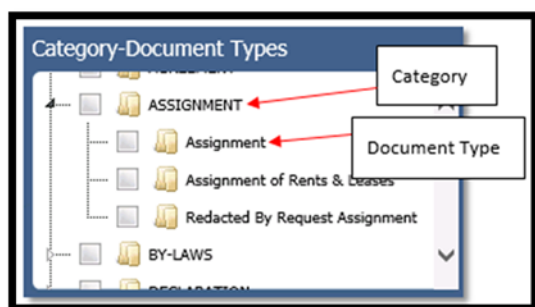
If you want to specify a document type and/or search on a specific legal description, click on the **Advanced/Legal** tab in the middle of the screen.

This screenshot shows the 'Advanced/Legal' tab selected, which is highlighted with a red box. The search criteria on the left are filled out: 'Last Name / Organization' is 'Smith', 'First Name' is 'First Name', and 'Recorded Within' is '03/01/2017' to '03/17/2017'. On the right, the 'Category-Document Types' dropdown is open, showing options like 'LEASE', 'LIEN SEARCH', 'Abstract of Judgment', 'Affidavit for Medicaid Recovery', and 'Affidavit of Land Contract'. Below this, the 'Legal Filter' section has a 'Consideration' field and a 'Legal Filter' dropdown set to 'LIKE' with a 'Value' input field.

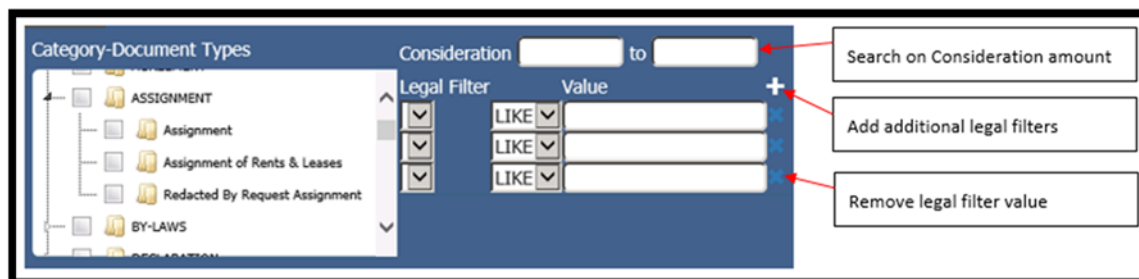
When you click on the **Advanced/Legal** the additional search features will expand onto the right side of the screen.

PAX5 Informational Guide

You have the ability to search by a document Category or by a specific document type. The main folder in the list shows you the Document Category. If you want to search by a specific document type, click on the arrow to the left of the main folder. This will expand the folder for you to view the document types within the category. Be sure to click on the category folder or document type folder to narrow your results to the specific document types you are looking for.



You have the ability to search on specific legal description values. To see additional Legal Filter values click on the drop down arrow to select the filter name you want. When performing a “LIKE” search, this will allow you to search in a wild card fashion (meaning the system will find any Subdivision like “Meadow” : Meadows, Meadowbrook, Meadowville.) You can switch the search to “IS” to search for the specific spelling.



PAX5 Informational Guide

INSTRUMENT SEARCH

To search by a specific instrument number, or Book and Page number, click on the **Instrument** tab. To include all referenced documents linked to the instrument you are searching for, check the box “**Include Cross References.**”

Search Criteria Name Advanced/Legal **Instrument**

Instrument Id Document Identifier

Book Volume / Book

Page Page / Id

Document Id Document Identifier

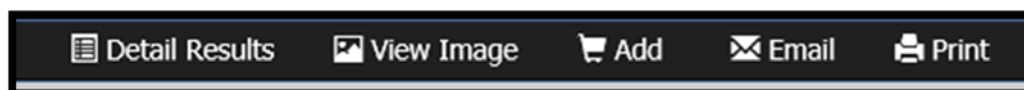
☒ Include Cross References

Search Type: Name Search Summary Search Detail Search ↑↓ Reset

Results and Recorded Date is between '2014-01-01' and '2017-03-29'

SEARCH RESULTS

MENU BAR



Detail Results – shows the Detail view of a selected line item

Summary Results Print

Showing results 1 to 1 of 1

Instrument: Volume Page:

Recorded: 3/27/2017 1:38:41 PM Verified:

Not Verified

Document Type: Mortgage Pages: 1

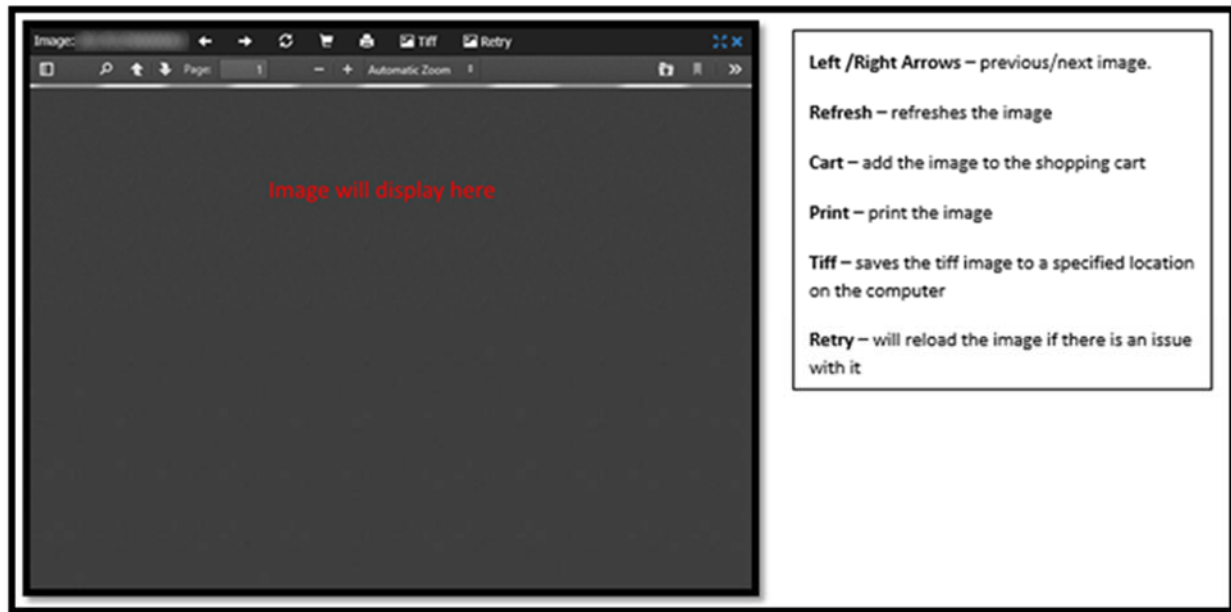
Remarks:

Mortgagor:

Legal Description:

PAX5 Informational Guide

View Image- will display the image of the selected line item. You can also double click on a line item to display the image

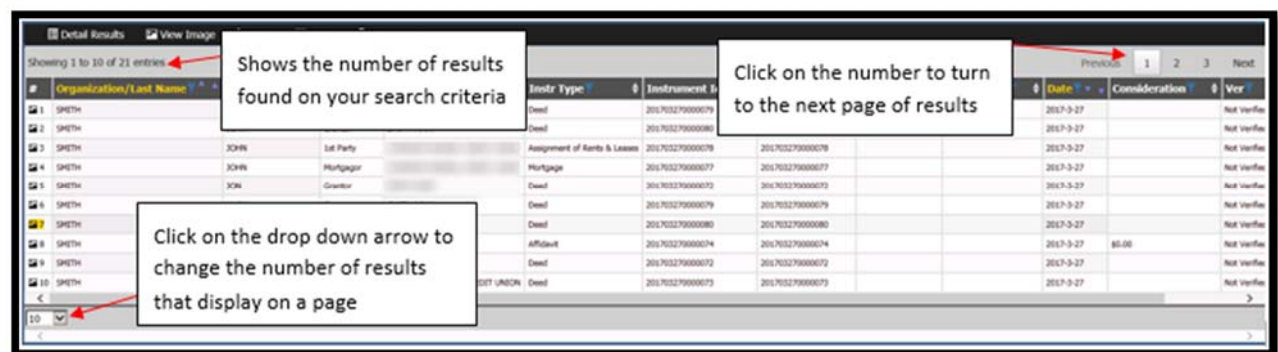


Add – this will add the image of the selected line item to your shopping cart to purchase

Email – will email the Summary Search results grid

Print – prints the current page of results grid

Rearranging Results Grid Columns – you can rearrange the order in which the columns appear. Simply click on a heading and drag the column where you want it to appear.



PAX5 Informational Guide

NAME SEARCH RESULTS

When you enter your search criteria and select Names Search, your results will appear with a summary list of Names to choose from on the left. As you select a name from the list, the Summary results appear on the right side of the screen.

Results: sm.Lastname like 'M%' and Recorded Date is between '2016-12-01' and '2017-03-29'

Showing 1 to 7 of 7 entries

#	Last	First	Count
1	☒ MORTGAGE	TRAVIS	3
2	☐ MORTGAGE	TRAVIS	1
3	☒ MORTGAGE	TRAVIS	1
4	☐ MORTGAGE	HENRY	1
5	☒ MORTGAGE	TRAVIS	1
6	☐ MORTGAGE	TRAVIS	4
7	☐ MORTGAGE	TRAVIS	1

Showing 1 to 5 of 5 entries

#	Organization/Last Name	First Name	Role	Other Party	Instr Type	Instrument Id	Book/Page	Marginal	Short Legal	Date	Consideration	Ver	Notes
1	MORTGAGE	TRAVIS	Mortgagor		Mortgage	201703270000071	201703270000071			2017-3-27		Not Verified	
1	MORTGAGE	TRAVIS	1st Party		Affidavit of Mortgage	201703270000069	201703270000069			2017-3-27	\$0.00	Not Verified	
1	MORTGAGE	TRAVIS	Debtor		Abstract of Judgment Release	201703150000007	201703150000007	*		2017-3-15		Not Verified	
2	MORTGAGE	TRAVIS	Mortgagee		Court Release	201703270000081	201703270000081			2017-3-27		Not Verified	
3	MORTGAGE	TRAVIS	Debtor		Abstract of Judgment	201703150000002	201703150000002			2017-3-15		Verified	

SUMMARY SEARCH RESULTS

Enter your search criteria and select Summary Search to view the results data in a grid summary format. Notice the yellow highlighted column headings, this indicates to you how the results are sorted. The view below, shows that the results are sorted by Organization/Last Name. To sort by a different column heading, double click on the column name. The results will sort by the column selected and display the heading highlighted in yellow.

Showing 1 to 13 of 13 entries

#	Organization/Last Name	First Name	Role	Other Party	Instr Type	Instrument Id	Book/Page	Marginal	Short Legal	Date	Consideration	Ver
1	MORTGAGE	TRAVIS	Mortgagor		Mortgage	201703270000071	201703270000071			2017-3-27		Not Verified
2	MORTGAGE	TRAVIS	Mortgagee		Court Release	201703270000081	201703270000081			2017-3-27		Not Verified
3	MORTGAGE	TRAVIS	Debtor		Abstract of Judgment	201703150000002	201703150000002			2017-3-15		Verified
4	MORTGAGE	TRAVIS	Grantee		Deed	201703270000065	201703270000065			2017-3-27		Not Verified
5	MORTGAGE	TRAVIS	1st Party		Affidavit of Mortgage	201703270000069	201703270000069			2017-3-27	\$0.00	Not Verified
6	MORTGAGE	TRAVIS	Debtor		Abstract of Judgment Release	201703150000007	201703150000007	*		2017-3-15		Not Verified
7	MORTGAGE	TRAVIS	Debtor		Abstract of Judgment Release	201703150000007	201703150000007	*		2017-3-15		Not Verified
8	MORTGAGE	TRAVIS	Grantor		Deed	201703270000060	201703270000060			2017-3-27		Not Verified

LOGGING OFF

Welcome Log off Register

Mona Losh
Allen County Recorder

Public Access Search Cart My Account Settings

Reset Layout Criteria Images History

When you are completed with searching, click on Log Off to log out of your search session.

Criteria – expand or collapse the search criteria screen.

Images – expand or collapse the Image window.

History – displays the history of searches performed by the user logged in.