

**SW Release No.**  
**The Search Results Context Menu**

**Logo/Company Name**

## SW Release No. Search Results Context Menu

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# Introduction

## Context Menu

The purpose of this instructional paper is to give a quick reference style summary describing the login and how the Context Menu works.

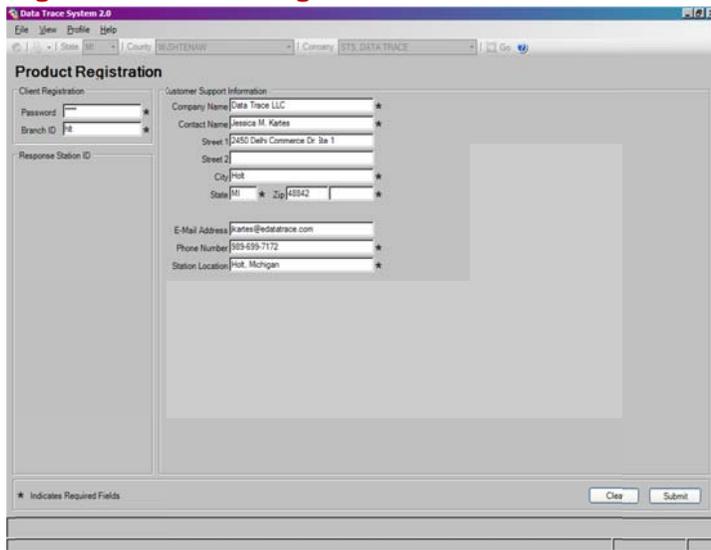
The Search Results Context menu allows the user to edit reports by right-clicking records displayed in Search Result screens.

The instructional approach is comprised of an outline overview with descriptive statements, and some accompanying illustrations and drill downs. This presentation is streamlined with the key concept and illustration of the key concept placed at the very beginning.

Contact your local Data Trace Representative for any additional information or assistance: (800) 221-2056 or email us at [abc@co.com](mailto:abc@co.com).

First time users must log into the --- system by going to the Product Registration screen:

**Figure 1: Product Registration Screen**

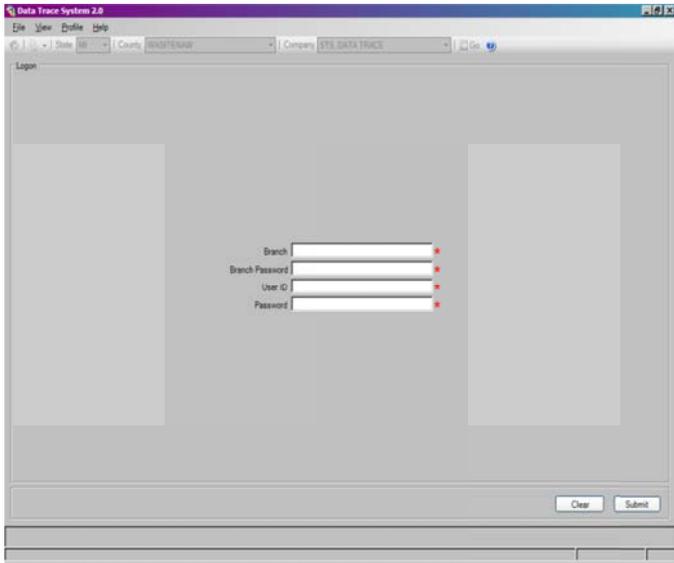


Enter your registration password, branch ID, contact information for the account being set up. Station location refers to city and state. Click the Submit button or press the Enter key on the keyboard.

# Login

Once product registration is complete and the account is set up, the Log in screen appears.

**Figure 2: Log in Screen**



Type in:

- Branch ID
- Branch password
- User specific ID
- User specific password

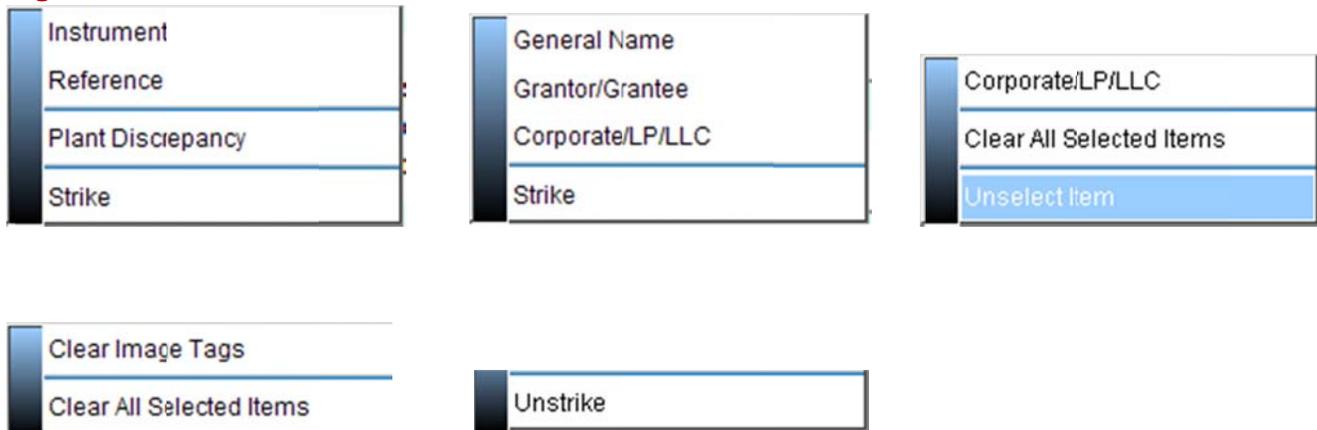
Click the Submit button or press Enter on the keyboard.

# The Context Menu

The Search Results Context menu allows the user to edit reports by right clicking on a search result.

Right-clicking a returned record from the search results displayed in the Search Result screen, displays the Search Results Context (right click) menus. There are at least three different main ones:

**Figure 3: The Context Menus**



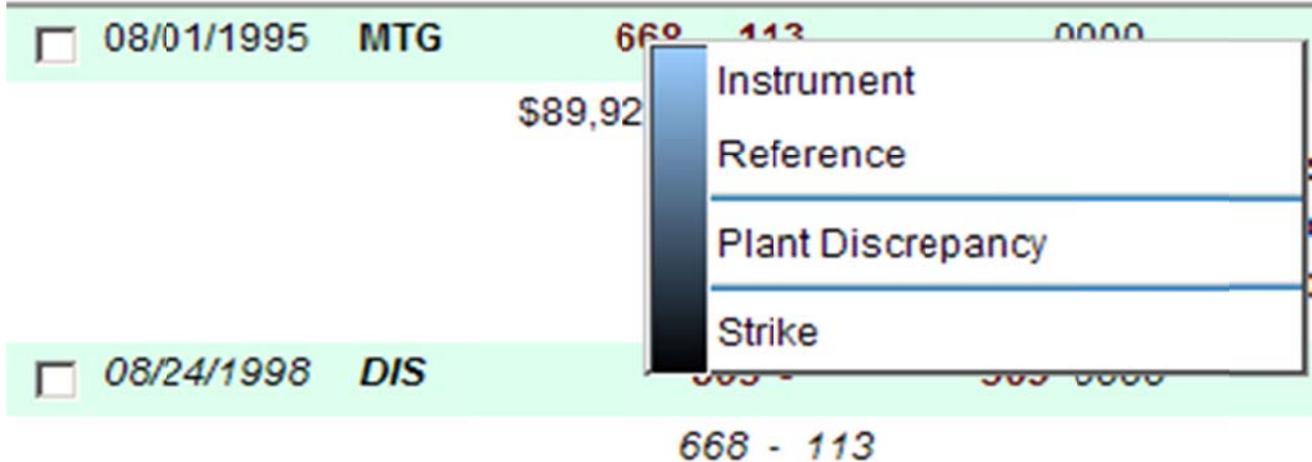
**Note:** Context menu options will change depending on your county searching options

To add/change records, right-click on the desired record in the Search Results screen.

Right-click on any searchable element (legal description, parcel number, instrument, or party name) in a posting to bring up the Results Screen Context menu; all possible options for the selected element will display.

View the Search Results and Right Click on the desired document record, or element.

**Figure 4: Instrument, Reference, Plant Discrepancy, Strike**



The Context menu opens. Select the type of element that needs to be added or selected.



**Note:** The Context menu will only display options available for the selected data.

**Instrument** – allows the user to quickly add an instrument search to a search list by selecting this option

**Reference** – allows the user to quickly add a reference search to a search list by selecting this option

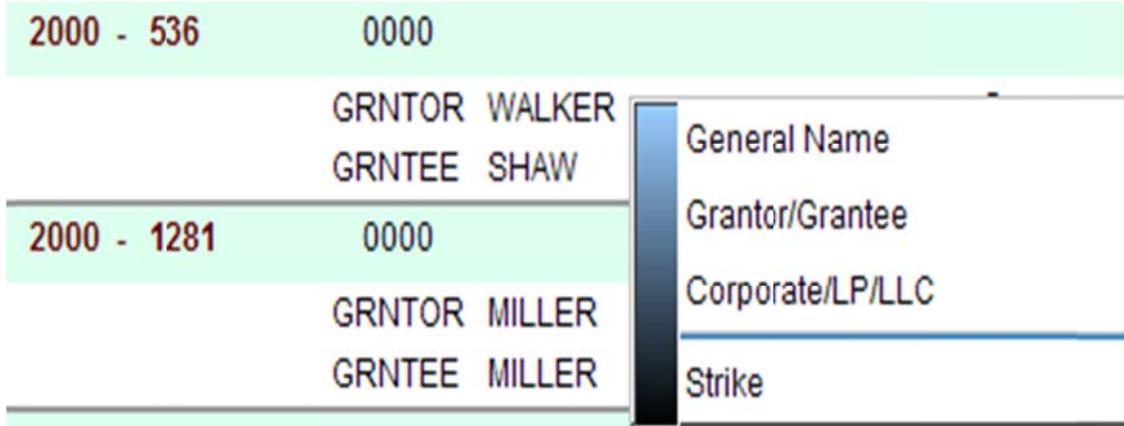
**Plant Discrepancy** – allow the user to quickly report a posting issue to our corrections team

**Strike** – allows the user to cross out the top line of a posting

Party names can be searched as General Name or Corporate/LLC/LP.

Right click on a party name:

**Figure 5: General Name, Grantor/Grantee, Corporate/LP/LLC, Strike**



**General Name** – allows the user to quickly add a general name search to the search list

**Grantor/Grantee** – allows the user to quickly add a tor/tee search to a search list

**Corporate/LP/LLC** – allows the user to quickly add a business name search to a search list

**Strike** – allows the user to cross out the top line of a posting



**Note:**

Either Strike -  Strike

or Unstrike  Unstrike

Strike or Unstrike always appears in the Context menu depending upon which one is applicable; it works as a switch, either on or off.

After an element is selected, the font color will turn red, indicating that it has been selected.

**Figure 6: The Selected Element Turns Red**

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2000 - 536	0000		
	GRNTOR WALKER		C
	GRNTEE SHAW		LEONARD

---

After the font color changes to red on the selected item, click on the Add button to the bottom left of the application.

To deselect, right click the selected record (that's red) and then click Unselect.

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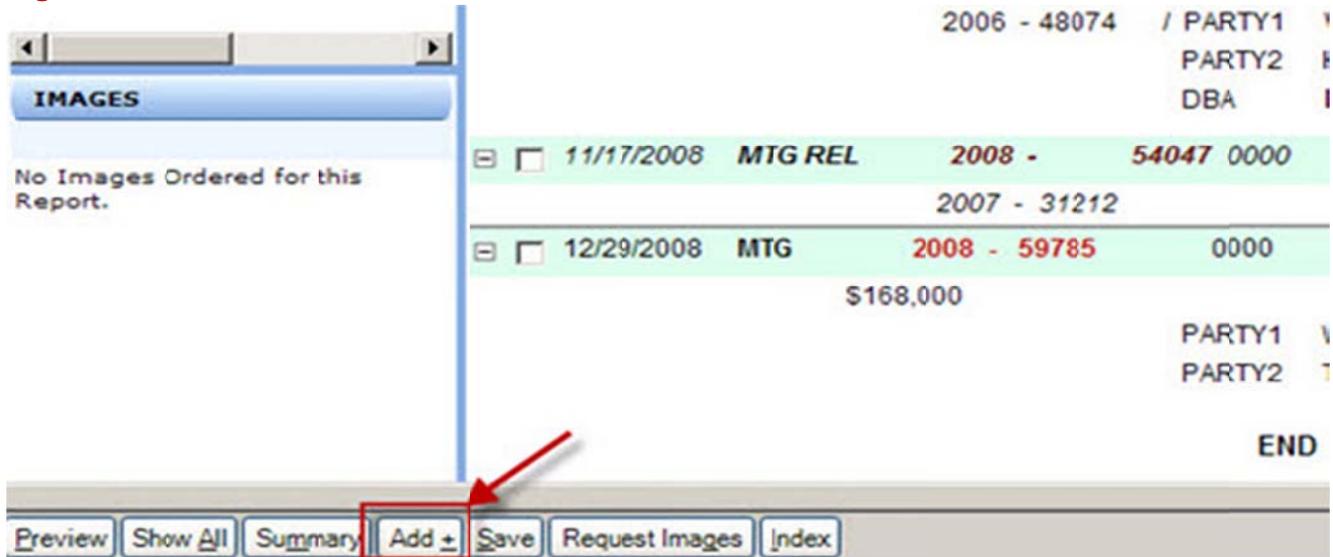
2000 - 536	0000		
	GRNTOR WALKER		C
	GRNTEE SHAW		LEONARD

---

- Corporate/LP/LLC
- Clear All Selected Items
- Unselect Item

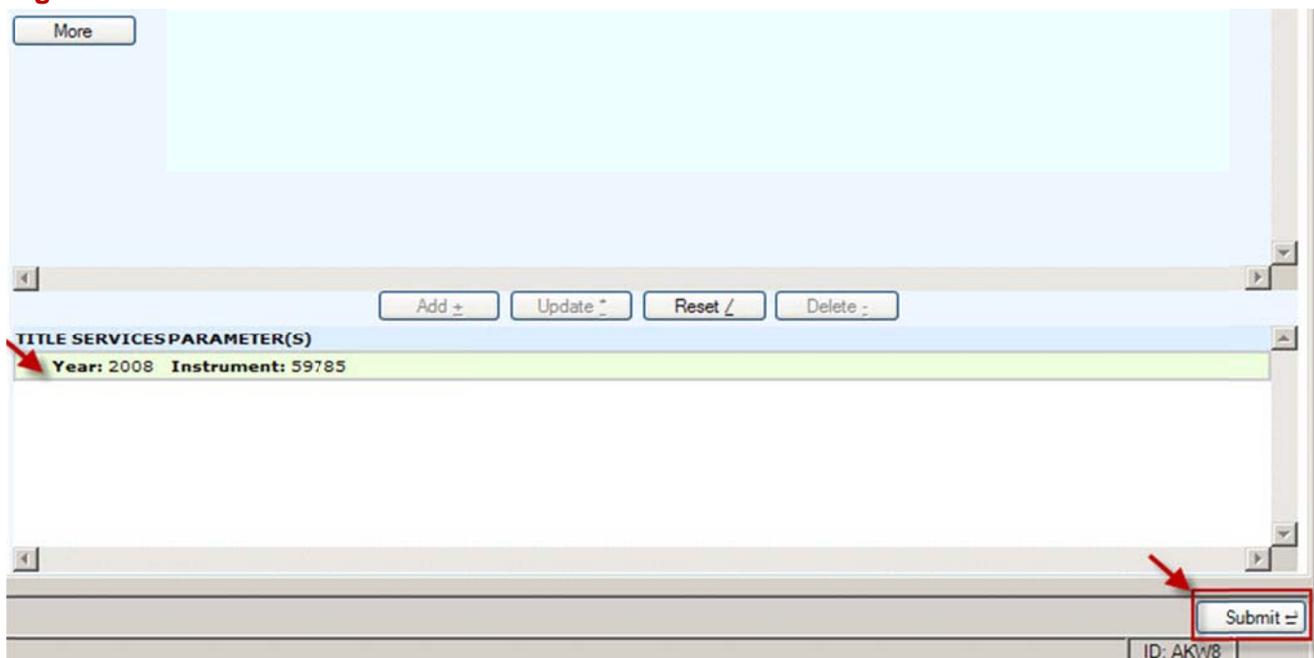
After the font color changes to red on the selected item, click on the Add button to the bottom left of the screen:

**Figure 7: Click the Add Button**



After clicking the Add button, the Title Services Parameter(s) function initiates so that the selected item can be submitted as a separate new query:

**Figure 8: Click the Submit Button in the Title Services Parameters Screen**



Co. Logo

Company Name

SW RELEASE #

DOC TITLE

**For Further Information Contact XYZ**

For further information regarding the Search Auto Chain feature, and how to use it to track updates to the parcel being searched, please contact Client Services at 800-123-3456 or email [abc@co.com](mailto:abc@co.com) .

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# Tech Operations Liaising

Authoring and Revisions			
Date	Version	Author/Reviewer	Action
	1.0	C. Locus	First draft
	2.0	C. Locus	Draft ready for review