



North Dakota

NDRIN

Website

User Manual

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NDRIN Website

NDRIN is a group of North Dakota Counties that have come together to send their recorded documents to a central location for internet hosting, backup and archiving. This allows the public to access county documents through the internet.

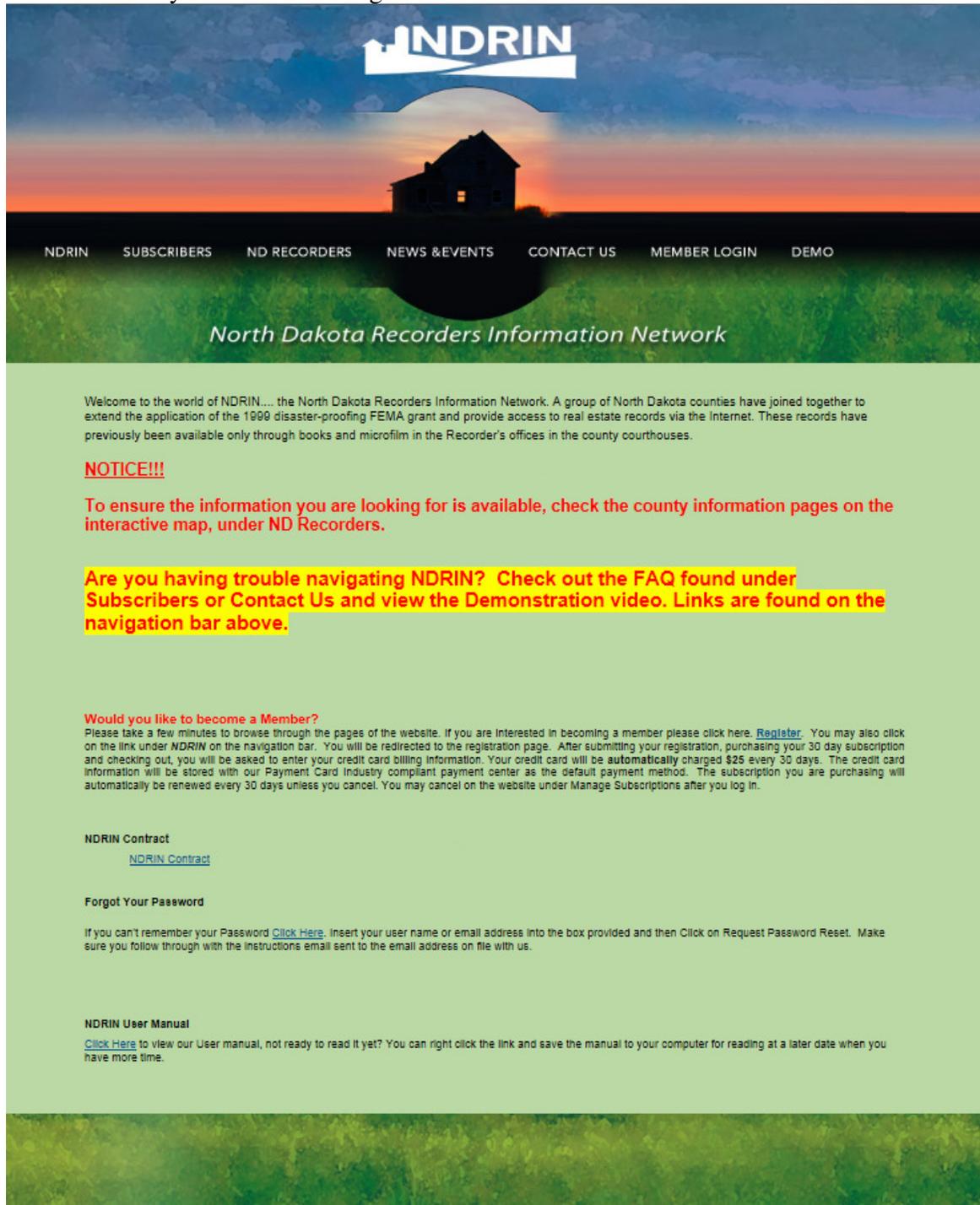
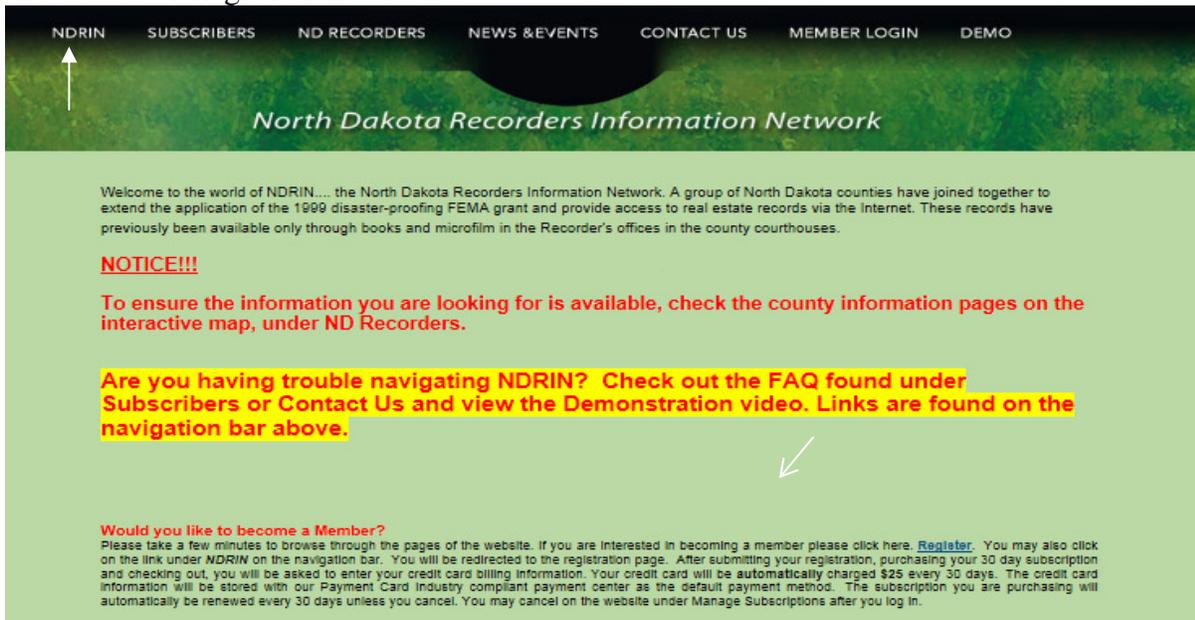


Figure 1 NDRIN Home Page



New User Registration

To become a subscriber to the NDRIN website click on [Register](#) on the homepage under “Would you like to become a Member?” section or under the NDRIN button. You will be redirected to the New User Registration Screen.



You must fill in all the information with a * after the name. All other areas are optional. Click **Submit** when finished.

The screenshot shows the "New User Registration" form on the NDRIN website. The form is titled "New User Registration" and includes a "Please Register" sidebar. The main form area contains the following sections:

- Enter Your Username and Password:** Fields for User ID*, New Password*, and Confirm New Password*.
- Enter Your Name and Contact Info:** Fields for Country* (dropdown menu), First Name*, Last Name*, Company, Address 1*, Address 2, City*, State/Province/Region* (dropdown menu), Zip*, and Phone*.
- Enter Your Email Address:** Field for Email Address*.

A "Submit" button is located at the bottom of the form.



You will be brought to the terms of use page. Read the terms of use. If you agree to the terms of use click **Accept** at the bottom of the page to proceed. If you don't agree to the terms of use click **Decline** at the bottom of the page. Acceptance of the terms of use is required in order to complete the registration process.

Clicking **Accept** will redirect you to the Shopping Cart page. Click **Buy Now** to proceed purchasing your first monthly site subscription. After your first monthly site subscription has been purchased, your credit card will be automatically charged every 30 days for your subscription.

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You will be brought to the Check out page next. Click **Checkout** to proceed.

Product	Document Type	Details	Pages	Copies	Price
Recurring Monthly Site Subscription + Activation Fee		Remove		1	\$25.00
				Total	\$25.00

Click **Continue** on the Confirmation page to proceed. If needed, you can also enter a comment for the purchase here.





Document Search | Shopping Cart | My History | Change Profile | Manage Subscriptions | Help | About | Log Out adam1 | NDRIN Home

Confirm

Online Credit Card Payment
[Change payment method](#)

Comments

Product	Document Type	Comments	Details	Pages	Copies	Price
Recurring Monthly Site Subscription + Activation Fee			Remove		1	\$25.00
					Total	\$25.00

[Continue](#) [Back](#)

You will be sent to a secure site for payment.

You will now be brought to a secure site for processing your payment. Follow the online instructions to finish the purchase of your membership.



On-line Payment

Fees	Description	Amount
	Web Purchase	25.00

Cardholder Information
 Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type

Card #

Exp. Date

CVV Code [CVV Help](#)

Name on Card *

Address Line 1 *
Street address, P.O. box, company name, c/o

Address Line 2

City *

State NORTH DAKOTA

ZIP Code *

[Continue](#)

Once you have completed this setup you are able to log on and use NDRIN.



Login Screen

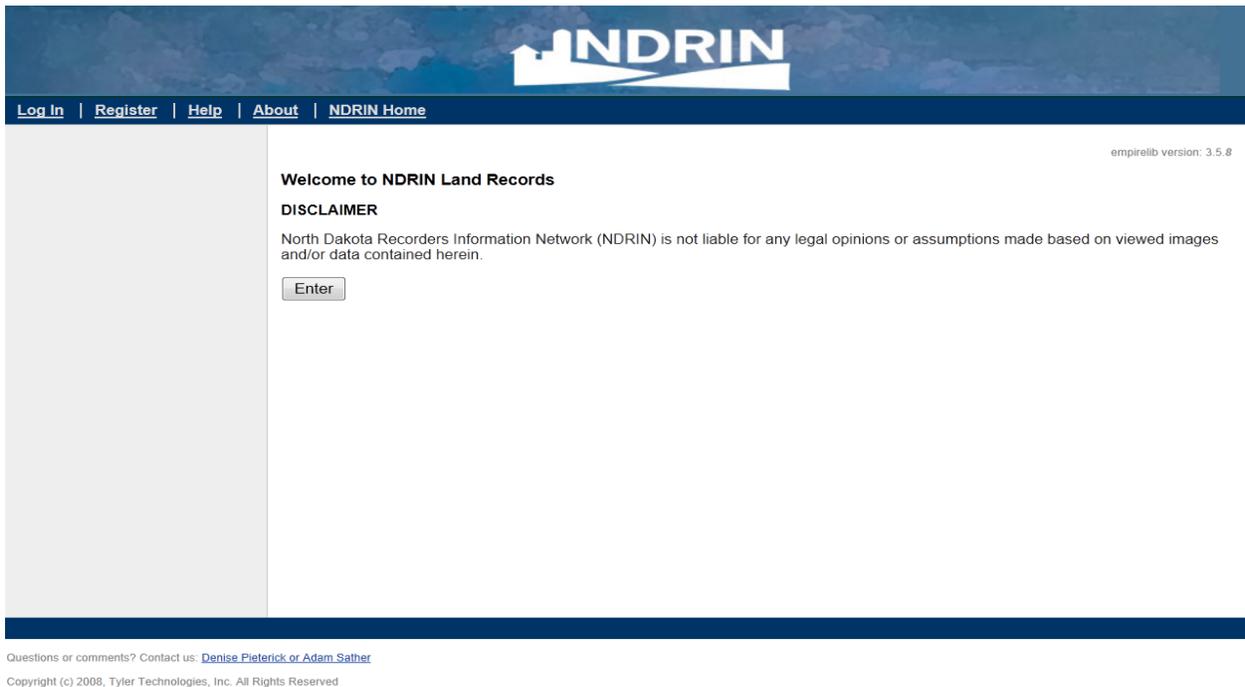


Figure 2 Member Login/ NDRIN Land Records disclaimer page

From the **NDRIN Land Records** disclaimer page (**Figure 2**), click the **Enter** button. You will be taken to the **Login** screen. You must be a registered user to perform any searches or view any documents.



Log In

Please Login Below

This site requires you to be a registered member.
To become a registered member, click the "New User Registration" link below.

Registered Users

Log In ID

Password

[New User Registration](#)

[Forgot your password? Click here](#)

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Enter your **Login ID** and **Password** and either click the **Log In** button or hit [**Enter**].

If the **Login ID** or **Password** that you entered is incorrect, you will receive a red error message to that effect.

Log In

Please Login Below



Either the login ID or password is incorrect. Please verify them and try again.

This site requires you to be a registered member.
To become a registered member, click the "New User Registration" link below.

Registered Users

Log In ID

Password

[New User Registration](#)
[Forgot your password? Click here](#)

Questions or comments? Contact us: [Denise Pieterick](#) or [Adam Sather](#)

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Lost Password

If you have forgotten your password, click the “**Forgot your password? Click here**” link at the bottom of the **Login** screen. You will be taken to a screen where you will input your **Login ID**. Click the **Password Reset** button. You will be returned to the **Login** screen.

Your Shopping Cart

Your Shopping Cart

Enter your user ID or email address. You will receive an email with instructions to reset your password.

User ID or Email

Reset Password

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Very shortly you will receive an e-mail which contains a link. Click on the link.

You will be taken to the **Password Reset** window. Type in your new password and confirm that same password, then click on the **Save** button.



Change Password

Enter your new password into the field below. Confirm your new password by retyping it into the second field. Click the button to apply the change.

New Password

Confirm Password

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You will be Logged into your account with the new password.

You will also receive an e-mail confirming that you reset your password. “Your password was reset at **Day, Month, Year and Time** per your request.”

NDRIN Web Header

The header at the top of the web page remains the same, on almost every page, you will see the links: “**Change Profile, My History, Document Search, Shopping Cart, Manage Subscriptions, Logout** and **NDRIN Home**”.

Change Profile

Clicking on the **Change Profile** link will open the **Change Profile** page. Here you may change your personal information and view your account information.

Terms of Use

Billing Information
Your card is securely stored on file.
MASTERCARD XXXXXXXXXXXX

Change Billing Info

Please Enter New Information Below
* indicates required information

Change Your Password

User ID*
country
Old Password*
New Password* Confirm New Password*

Change Your Name and Contact Info

Country*
United States

First Name* Last Name*
Company
Address 1*
Address 2
City* State/Province/Region* Zip*
Phone*

Change Your Email Address

Email Address*

Submit

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On the **Change Profile** screen, you can change your password by entering your current password

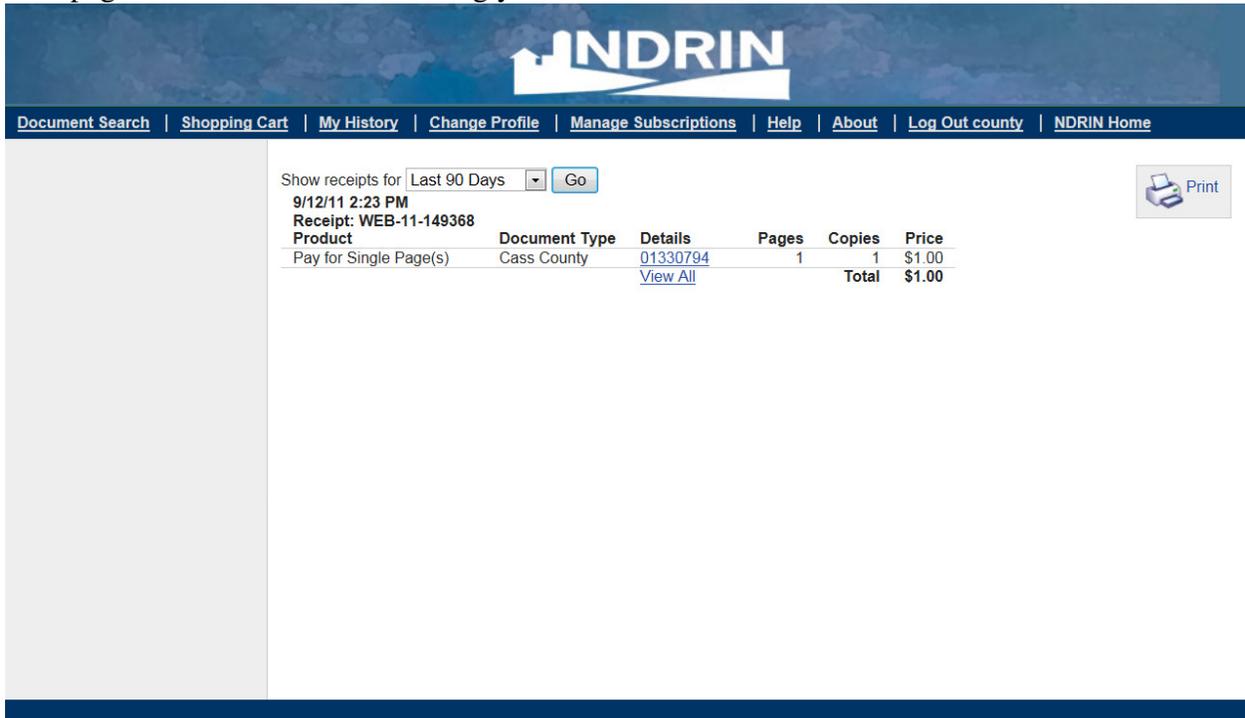


in the **Old Password** field and then entering your new password into the **New Password** and **Confirm New Password** fields. You can also change your name, address, phone number or e-mail address. Make your changes, and then click **Submit** to submit your changes.

At the left side of the **Change Profile** screen you can see your **Billing Information** and links to **Terms of Use** and **Change billing Info**.

My History

Clicking on the **My History** link will open the **My History** page. Here you will find receipts of prior purchases for up to 90 days. You may print from this page, provided it is within 24 hours of purchase. To print, click on the blue highlighted **View All** or Document number in this case, **01330794**. This will bring you to the document screen in PDF format. Click on the printer icon. This page is also useful in reconciling your credit card.



The screenshot shows the NDRIN website's 'My History' page. At the top is the NDRIN logo. Below it is a navigation bar with links: Document Search, Shopping Cart, My History, Change Profile, Manage Subscriptions, Help, About, Log Out county, and NDRIN Home. The main content area features a filter for 'Show receipts for Last 90 Days' with a 'Go' button and a 'Print' button. A table displays receipt information:

Product	Document Type	Details	Pages	Copies	Price
Pay for Single Page(s)	Cass County	01330794 View All	1	1	\$1.00
				Total	\$1.00

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Document Search

Clicking on the **Document Search** link will take you to a blank **Record Search** screen.



View Shopping Cart

Clicking on the **View Shopping Cart** link will open your **Shopping Cart**.

Manage Subscriptions

Clicking on the **Manage Subscriptions** link will open page were you can change your billing information or cancel your subscription.

Logout

Clicking on the **Logout** link will log you out of the NDRIN searching website and take you back to the **NDRIN land Records Disclaimer** screen.

NDRIN Home

Clicking on the **NDRIN Home** link will take you to the North Dakota Recorders Information Network home page.



Record Search Screen

There are many fields available to search from. You may use one field or a combination of fields to narrow down your search results.

Document Search

To search over all counties, make sure the "All Counties" checkbox is checked and then enter the search criteria. To search over one or multiple counties, uncheck the box and select the counties of interest from the list. Multiple counties can be selected by holding down the ctrl (or shift) button while making a selection.

Search Clear Search

Enter the search criteria below. To do a date range search use MM/DD/YYYY ex: 09/04/2005 or use the calendar to locate the date. For more searching tips use the Help link at the bottom of the page.

Instrument Number

Book Page
Book Page

Recording Date
Start End

Grantor
Grantor Search Type
Starts with

Grantee
Grantee Search Type
Starts with

Both
Name Search Type
Starts With

Legal
Subdivision Lot/Unit
Block Tract

PlssLegal
Tract Sixteenth Section
Quarter Section Section
Township Range

Mineral **Remark**

Document Type
Search String Search Type
Starts With

All Counties

County Search
Adams County
Barnes County
Benson County
Billings County
BOTTINEAU COUNTY
Bowman County
Burke County
Burleigh County
Cass County
Cavalier County
Dickey County
Divide County
Dunn County
Eddy County
Emmons County
Foster County
Golden Valley County
Grand Forks County
Grant County
Griggs County

Need help searching? Click here.

Search Clear Search

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Counties

All of the participating North Dakota counties are listed in alphabetical order in the **Counties** field. You may choose to search over **All Counties** by checking the box or choose which county or counties you wish to include in your search. To choose one county single-click on the county name to select the county. If you wish to choose multiple counties, hold down the [Ctrl] or [Shift] keys on your keyboard while clicking on the county names.



Document Type

To search by document type, enter all or part of the document type into the **Document Type** field. This field, much like the **Grantor** and **Grantee** fields, is a free form field, and, like the **Advanced** option described below, allows the use of wild cards. For more information on wild cards, please see the **Searching Syntax** section below.

Instrument Number

If you know the instrument number of the document you are looking for, enter it in the **Instrument Number** field. Because more than one county may use the same instrument number sequence, you may get more than one result.

Book Page

If you know the Book and Page of the document you are looking for, enter it into the **Book** and **Page** fields, respectively. Because more than one county may use the same book page number sequence, you may get more than one result.

Recording Date

Narrow down your search by entering a single day or a date range in the **Recording Date** field.

You have two options for entering in dates.

1. First, each date field has a calendar icon to its right. Clicking on this icon will pop up a small calendar. When you first open it, it will default to the current day, as evidenced by the red box. The single arrows to the left and the right of the month and year will move you either ahead or back by one month. The double arrows to the left and the right of the month and year will move you either ahead or back by one year. You can navigate through the calendar and single click to choose the date you desire.



2. Your second choice is to manually enter the date. You do need to enter slashes and the full four digits of the year **MM/DD/YYYY** (ex: 12/05/2005).

You may narrow the date range to a day, a week, a month, a year or whatever time frame you wish.



Grantor

To search by Grantor name, enter all or part of the name. The default option, **Starts With**, will locate names that are in the same order as they are typed. For example, if you type BROWN CH, NDRIN will return all documents with BROWN CH as the name (i.e. BROWN CHARLIE, BROWN CHARLES, BROWN CHARLOTTE, BROWN CHERYL, etc.).

The **Advanced** option allows the use of wildcards. See the **Searching Syntax** section below for more information on what wildcards are available.

Grantee

To search by **Grantee** name, enter all or part of the name. The default option, **Starts With**, will locate names that are in the same order as they are typed. For example, if you type POTTER HA, NDRIN will return all documents with POTTER HA as the name (i.e. POTTER HARRY, POTTER HAROLD, POTTER HALEY, POTTER HANNAH, etc.).

The **Advanced** option allows the use of wildcards. See the **Searching Syntax** section below for more information on what wildcards are available.

Both

The **Both** field is for those who don't know whether the individual was the Grantor or the Grantee or wants to search for all documents where the individual was either the Grantor or the Grantee.

The default option, **Starts With**, will locate names that are in the same order as they are typed. For example, if you type KONG KI, NDRIN will return all documents with KONG KI as the name (i.e. KONG KING, KONG KIMBERLY, KONG KIEFER, KONG KIRT, etc.).

The **Advanced** option allows the use of wildcards. See the **Searching Syntax** section below for more information on what wildcards are available.



Subdivision

To search by subdivision, enter all or part of the subdivision name into the **Subdivision** field. Type fairly slowly. As you type, available subdivisions will appear in a list directly below the **Subdivision** field.

Legal	
Subdivision	Lot/Unit
<input type="text" value="a "/>	<input type="text"/>
A & B FIRST ADDITION	Tract
A & B REARRANGEMENT OF BLOCK 3 C & W ADD	<input type="text"/>
A & F FIRST SUBD/REAR L. 1 & 2	<input type="text"/>
A & F FIRST SUBDIVISION	th Section
A & F FOURTH SUBDIVISION	<input type="text"/>
A D K SUBDIVISION	<input type="text"/>
Township	Range
<input type="text"/>	<input type="text"/>

You may select from the list that appears or keep typing until you have typed in the complete subdivision name. Wild cards can also be used in this field. See the **Searching Syntax** section found below for more information on searching with wild cards.

Legal/PlssLegal

To search by any of the remaining **Legal** or **PLSS Legal** fields, simply enter the value into the field.

Once you have entered all of your search criteria, click the **Search** button to perform the search. You may use the **Clear** button to clear the screen. If you need additional searching help, click on the **Need help searching? Click here.** link.

PlssLegal	
Tract	Sixteenth Section
<input type="text"/>	<input type="text"/>
Quarter Section	Section
<input type="text"/>	<input type="text"/>
Township	Range
<input type="text"/>	<input type="text"/>
Mineral	Remark
<input type="text"/>	<input type="text"/>

Search Results Screen

The documents matching your search criteria will be returned on the **Search Results** screen.



Sort By
Recording Date

Sort Order
Ascending

Results Per Page
5

Recent Searches
Search 1: 116 results

My Images
No images yet

My Cart
Your cart is empty

You searched for: RDateID >= Thu Sep 01 00:00:00 CDT 2011 and <= Thu Sep 01 00:00:00 CDT 2011 and Search Results For=Cass County
116 items found, displaying 1 to 5 [First/Prev] 1, 2, 3, 4, 5, 6, 7, 8 [Next/Last]

Description	Summary		Select All / None
Cass County 1330816	Instrument # 1330816 Grantor: SWANSON PROPERTIES LLP Legal: Subdivision: MCDERMOTT'S SEC SUB NE1/4 8-139-49 Lot: 10 Block: 4	Recording Date: Thu Sep 01 08:00:00 CDT 2011 Grantee: STATE OF NORTH DAKOTA, NORTH DAKOTA DEPARTMENT OF TRANSPORTATIO Document Type: WARRANTY DEED Document Date: 09/29/2011	Preview Image <input type="checkbox"/> Purchase
Cass County 1330817	Instrument # 1330817 Grantor: CENTRAL MORTGAGE COMPANY Legal: Subdivision: CHARLESWOOD 15TH ADDN Lot: 26 Block: 2	Recording Date: Thu Sep 01 08:00:00 CDT 2011 Grantee: AUGDAHL, JASON E, AUGDAHL, TANYA Document Type: SPECIAL WARRANTY DEED Document Date: 07/28/2011	Preview Image <input type="checkbox"/> Purchase
Cass County 1330818	Instrument # 1330818 Grantor: AUGDAHL, TANYA K, AUGDAHL, JASON E Legal: Subdivision: CHARLESWOOD 15TH ADDN Lot: 26 Block: 2	Recording Date: Thu Sep 01 08:00:00 CDT 2011 Grantee: GATE CITY BANK Document Type: MORTGAGE Document Date: 09/19/2011	Preview Image <input type="checkbox"/> Purchase
Cass County 1330819	Instrument # 1330819 Grantor: NORTH DAKOTA, STATE OF Legal: Subdivision: CLIFTON TOWNSHIP T138 R55 S1-12, ... Quarter: NE Section: 06 Township: 138 Range: 55, Sixteenth: NW Quarter: NE Section: 06 Township: 138 Range: 55, Sixteenth: NE Quarter: NE Section: 06 Township: 138 Range: 55, Sixteenth: SW Quarter: NE Section: 06 Township: 138 Range: 55, ...	Recording Date: Thu Sep 01 08:00:00 CDT 2011 Grantee: STEIDL, LAWRENCE J Document Type: QUIT CLAIM DEED Document Date: 09/22/2011	Preview Image <input type="checkbox"/> Purchase

At the top of the **Search Results** screen, you will see your search criteria. In this case, the search criteria entered, was September 1, 2011 in the recording date field and Cass County in the county field.

Directly below your search criteria you will see the number of results and the number of pages. In this case, there are 116 results and shown on two page.

In the left hand column you will see a **Sort By** field with a drop down. You may choose how your search results are sorted. This field defaults to sorting by **Instrument Number** in **Ascending** order, however, your other choices are: **Document ID, Document Type, Book Page, Document Date, Document Type, Grantee, Grantor, Document Relevance, Legal, Legal Description** or **Recording Date**. Clicking on the arrow to the right of this drop-down will change the arrow from **Descending** order to **Ascending** order and back. You will also notice an option to change the number of search results displayed. You may choose from the drop down list 5, 10, 20, 30, 50 or 100 instruments.

The **Search Results** screen will provide a summary version of the documents matching your criteria. This summary will include the County, the Instrument Number, the Recording Date and Time, the Grantor, the Grantee, the Legal, the Document Type and the Document Date. The summary information will help you narrow down which document you actually want to look at. From the **Search Results** screen, you may do one of three things; click on the instrument number to view the indexed information at no charge, click on "Preview Image" to view the document, or select the document by clicking in the box and add that document to your shopping cart. Multiple documents may be selected for purchase by checking each of the documents you want.

If you have purchased a document you will also have the option to add the document to my images for downloading, under "**Preview Image**". If you log out, the "My Images" will be cleared.



Document View Screen

Clicking on the document's instrument number will bring you to the **Document View** screen. Here you may view the document's indexed information at no charge.

In the left pane you may click **Return to Search** to return to the results screen. Click on **Previous document** or **Next document** to see other documents from your search results. To view the document from this screen, click **Preview xxxxxxxx** where **xxxxxxx** is the document number. You may also find related documents from this screen.

The **Document View** screen will display all indexed information about the selected document.

The screenshot shows the NDRIN Document View screen for instrument number 1330795. The page features a navigation bar at the top with links for Document Search, Shopping Cart, My History, Change Profile, Manage Subscriptions, Help, About, Log Out county, and NDRIN Home. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for Return to Search, Previous document 1330794, Next document 1330796, View Image (Preview 01330795), and Find Related Documents (View All Documents, Documents cited by this document, Documents citing this document, and Related Documents). The main panel displays the following information:

- Cass County - 1330795**
- Document Type:** ASSIGNMENT OF RENTS
- Recording Date:** 09/01/2011 08:00:00 AM
- Document Date:** 08/30/2011 12:00:00 AM
- Instrument Number:** 1330795
- Book Page:** Book
- Page:** Page
- Number of Pages:** 7

The **Grantor 1** is KB PROPERTIES and the **Grantee 1** is BREMER BANK NA. The **Legal Description** is: Subdivision: 827 OFFICE COMPLEX CONDO Lot: 825A Parcel: Subdivision: 827 OFFICE COMPLEX CONDO Lot: 825B Parcel: The **Notes** section contains one note: 1. Consideration: \$150,000.00. The **Return Address** is: BREMER BANK, ATTN PAM JOHNSON, PO BOX 827, DETROIT LAKES, MN 56502-0827. The **Related Information** section includes a **Document # 1** and a **Book Page 1** table with columns for Book and Page.

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Preview

Clicking on the **Preview** link will open the **View Document** screen. You will be able to view the document image with a watermark across it. You can view all pages and determine if you want to purchase the full document, part of the document or none of the document. You cannot print the images from this screen.



INDRIN

Document Search | Shopping Cart | My History | Change Profile | Manage Subscriptions | Help | About | Log Out county | INDRIN Home

View Image

We have added a notes field. See the bottom of the screen. You may enter project notes or whatever might be helpful to you. Anything entered here will also show up on the receipt.

[Purchase This Attachment](#)

1330794
Page: 1 of 11
9/1/2011 8:00 AM
MTG \$40.00

RECORDER'S OFFICE, CASS COUNTY, ND
I CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD THIS DATE.
JEWEL A. SPIES, COUNTY RECORDER
by *Teresa A. Foley, Dep* **1330794**

BREMER BANK

RECORDATION REQUESTED BY:
Bremer Bank, National Association
Detroit Lakes Office
1445 48th Street SW
Fargo, ND 58103

WHEN RECORDED MAIL TO:
BREMER BANK, N.A.
115 HOLMES STREET E
DETROIT LAKES, MN 56501-3119

SEND TAX NOTICES TO:
KB PROPERTIES
825 28TH STREET SW
FARGO, ND 58103

**RECORDER OF CASS COUNTY
OFFICIAL SEAL
STATE OF NORTH DAKOTA**

[Go to top of page](#)

[Add to Cart](#)

Purchase Attachment

Select a product to purchase Document Copy ▾

Comments.
You may enter project notes here.

[Add to Cart](#)

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To the left of the image, you will see a link to purchase the full document. You may also choose to purchase specific pages of the document by clicking the drop down menu just under the document view screen. From the Drop down menu if you choose **Pay for Single Pages**, another box will open with the option to purchase all pages, a specific page or a range of pages, let's say 1-4. You are also able to purchase individual pages by entering 1-4 in the page range field or individual pages separated by commas for example 1,3,5, ... Click on the **Add to Cart** button to add your selection to your shopping cart. You will notice a Comment field in the Purchase Attachment area to add project notes to this document purchase. Notes added in this area will be referenced on the purchase receipt.

Use the **Back** button on your browser to go back to the **Document View** screen without making any purchases.

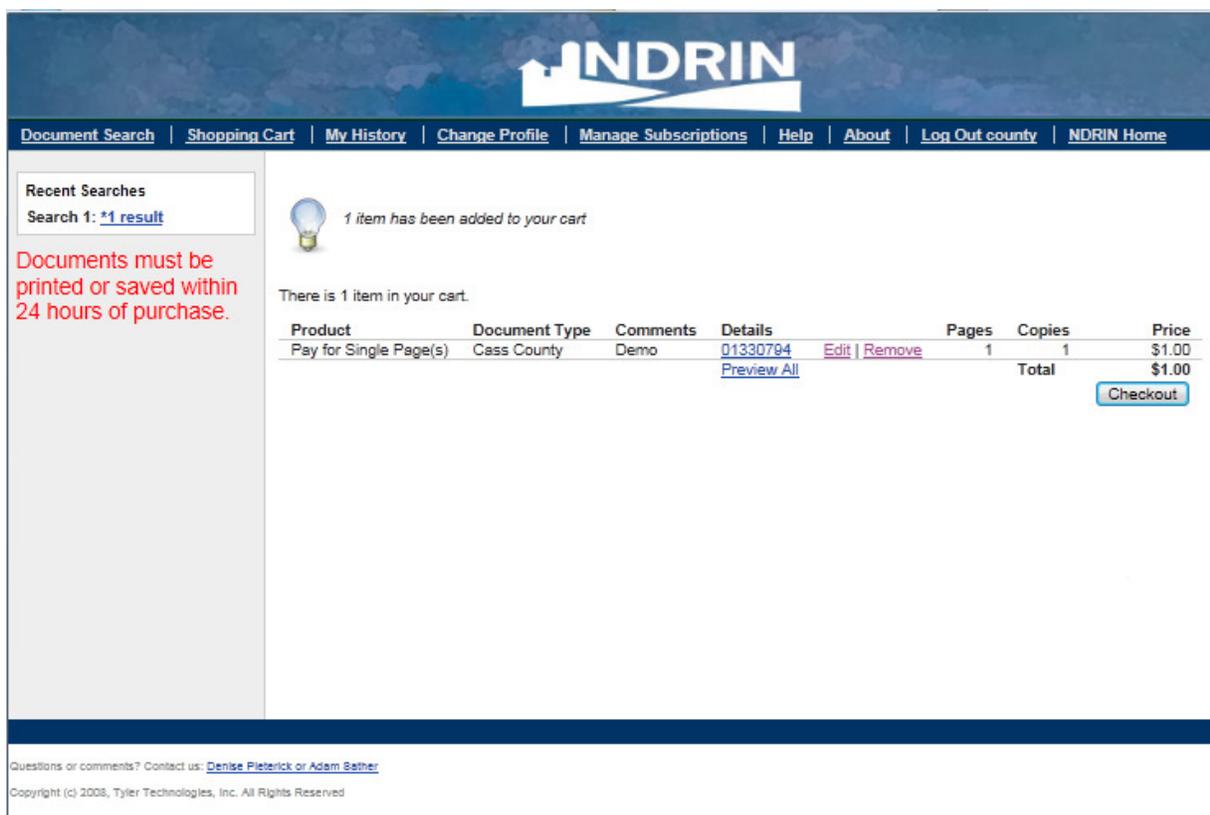


Find Related Documents

You can choose to find **View All Documents**, only those **Documents cited by this document** or only those **Documents citing this document**. Make your choice and then click the **Related Documents** button. Those documents meeting your specifications will be listed on a new page. Clicking on the document will allow you to view the indexed information and preview the image for the selected related document.

Your Shopping Cart Screen

By choosing to purchase a document, whether by selecting it on the **Search Results** screen or clicking on **Add to Cart** from the **Preview** screen, you add that document to your shopping cart. You can view the contents of your shopping cart at any time by clicking on the **Shopping Cart** link in the header.



Product	Document Type	Comments	Details	Pages	Copies	Price
Pay for Single Page(s)	Cass County	Demo	01330794 Edit Remove Preview All	1	1	\$1.00
Total						\$1.00

Your shopping cart will detail the **Document Type**, **Comments**, **Details** and **Price** of all items in your cart, as well as provide you the opportunity to edit/remove any items.

The **Document Type** will always be the county it is from.

The **Details** will include the Document ID. It will also allow you to preview the document image one more time before purchase by clicking on the number or by clicking **Preview All** at the bottom.



The **Comments** refers to any comment entered when the purchase is added to the cart.

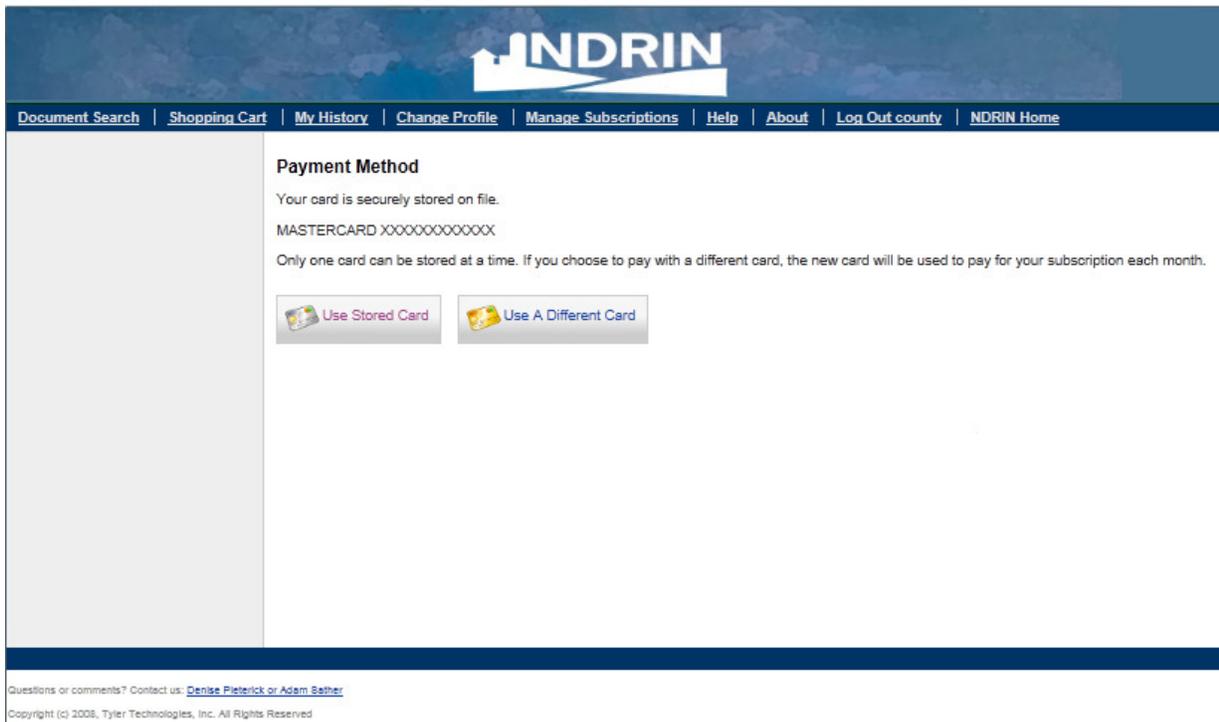
The **Price** is calculated based on the number of pages being purchased. You will see a **Total** for all documents being purchased at the bottom of the details.

After the Document ID you will see buttons labeled, **Edit** or **Remove**. You may click on these buttons to edit or remove any document from your shopping cart that you do not wish to purchase. You may also edit the comment by clicking **Edit**.

Once you are satisfied with the items in your shopping cart, click on the **Checkout** button at the bottom to complete the transaction.

Select payment Screen

Once you have clicked on the **Checkout** button, you will be taken to the **Select Payment Screen**. You will need to select **Use Stored Card** or **Use A Different Card**.



Confirm Purchase Screen

Once you have chosen a payment method, you will be taken to the **Confirm Purchase** screen. The information on the **Confirm Purchase** screen is identical to the information on the **Your Shopping Cart** screen.

Once again it will provide the **Document Type, Details** and **Price** for all documents listed and it provide one last opportunity to remove documents from your cart. Here you can also add comments for the entire purchase instead of the individual document.



The **Confirm Purchase** screen also details your, **Card Type, last 4 numbers of card** and current **Total for the purchase**. You also can change payment method here, too

Once you are satisfied with the items in your shopping cart, click on the **Confirm** button. Click **Back** if you do not wish to confirm your purchase at this time. Once you have clicked the **Confirm** button, you cannot make any changes to your order.

Confirm

Stored card will be charged.
MASTERCARD XXXXXXXXXXXX [REDACTED]

[Change payment method](#)

Comments Demo

Product	Document Type	Comments	Details	Pages	Copies	Price
Pay for Single Page(s)	Cass County	Demo	01330794 Edit Remove Preview All	1	1	\$1.00
Total						\$1.00

Please review your purchase, carefully. After clicking Confirm, your transaction will be completed. Refunds will not be given.

Questions or comments? Contact us: [Denise Pieterick](#) or [Adam Bather](#)

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Receipt Screen

Once you have confirmed your shopping cart purchase, you will be taken to the **Receipt** screen. The **Receipt** screen provides you a Receipt Number, the details of your order and your total of your purchase.

You will also be e-mailed a copy of the receipt. This e-mail will contain links to the document purchased, either individually or to all of them in the same file.



Document Search | Shopping Cart | My History | Change Profile | Manage Subscriptions | Help | About | Log Out county | NDRIN Home

Your payment is complete. Print

Show receipts for

1/22/13 9:52 AM
Receipt: WEB-13-253302

Comments
Demo

Product	Document Type	Comments	Details	Pages	Copies	Price
Pay for Single Page(s)	Cass County	Demo	01330794 View All	1	1	\$1.00
Total						\$1.00

Questions or comments? Contact us: [Denise Pieterick](#) or [Adam Sather](#)

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The **Receipt** screen also provides you a link to **View Purchased Pages**. Click on this provided link (the document number) to view the document images you have purchased. Clicking on the link to **View Purchased Pages** will open the document in Adobe Reader. The NDRIN water mark should now be removed. You may print from the Receipt Screen or the emailed receipt.

Searching Syntax

The Advanced searching option uses the Lucene Search engine, which includes operators that will help the user enhance their search. These search tools are the same search tools used with popular Internet search engines. The following operators can be used in any field that has Lucene searching enabled.

Operators:

AND	Ex: “United States” AND America will return only documents that have United, States and America in the field.
OR	Ex: “United States” OR America will return



	documents that have either United States or America in the field.
NOT	“United States” NOT America will return only documents that have United States, but not America in the field.
+	The “+” requires that the term after the “+” symbol exist somewhere in the field. Ex: +CHARLIE +BROWN – Will return only documents containing each name somewhere in the document. The names do not have to be next to each other. Could return a document containing CHARLIE CHAPLIN and JAMES BROWN.)
-	The “-“ indicates that the words following the minus symbol are prohibited. (Ex: CHARLIE - BROWN - Will return documents containing the name CHARLIE but will not return documents that contain the name BROWN.)
<i>Note: Because a dash is used as a search operator, they should not be entered as a text character in any field.</i>	

Note: Several terms entered into one field are automatically OR conditions. So United States is the same as United OR States.

Wildcard Searches:

- To perform a single character wildcard search use the "?" symbol. The single character wildcard search looks for terms that match that with the single character replaced. (Ex: CHRISTENS?N will return both “CHRISTENSEN” and “CHRISTENSON”.)
- To perform a multiple character wildcard search use the "*" symbol. Multiple character wildcard searches looks for 0 or more characters. (Ex: JEFF* will return “JEFF”, “JEFFREY”, or “JEFFERSON”)

*Note: You cannot use a * or ? symbol as the first character of a search, but they can appear in the middle or end.*

Grouping Terms:

- You may use parentheses to group clauses to form subqueries. (Ex: To search for either DENVER or COLORADO and MAP use the query (DENVER OR COLORAD)) AND MAP. This makes sure that MAP must exist and that either DENVER or COLORADO must also exist.)
- Quotation marks can be used for grouping words into an exact search. (Ex: “MICKEY MOUSE” will return documents with MICKEY MOUSE found in the same field. It will not return documents if the names are separated (i.e. MICKEY M MOUSE or MICKEY



MOUSEHEAD).)

Other Options:

- A dollar sign is used for a “sounds like” function. (Ex: CARLY\$ will return CARLY, CARLEY, CARLI, CARLIE.)
- A tilde alone performs a “fuzzy” search. (Ex: ROAM~ will return words that are similar in spelling to ROAM, such as FOAM or ROAMS.)
- A tilde plus a number performs a proximity search. This can be useful when there are instances of a name being recorded both with and without the middle initial. (Ex: “MARY MAXWELL”~1 will return all instances of MARY and MAXWELL being one word away from each other (i.e. MARY L MAXWELL or MARY ELIZABETH MAXWELL). Increase the number to increase the number of words between your search criteria.)

