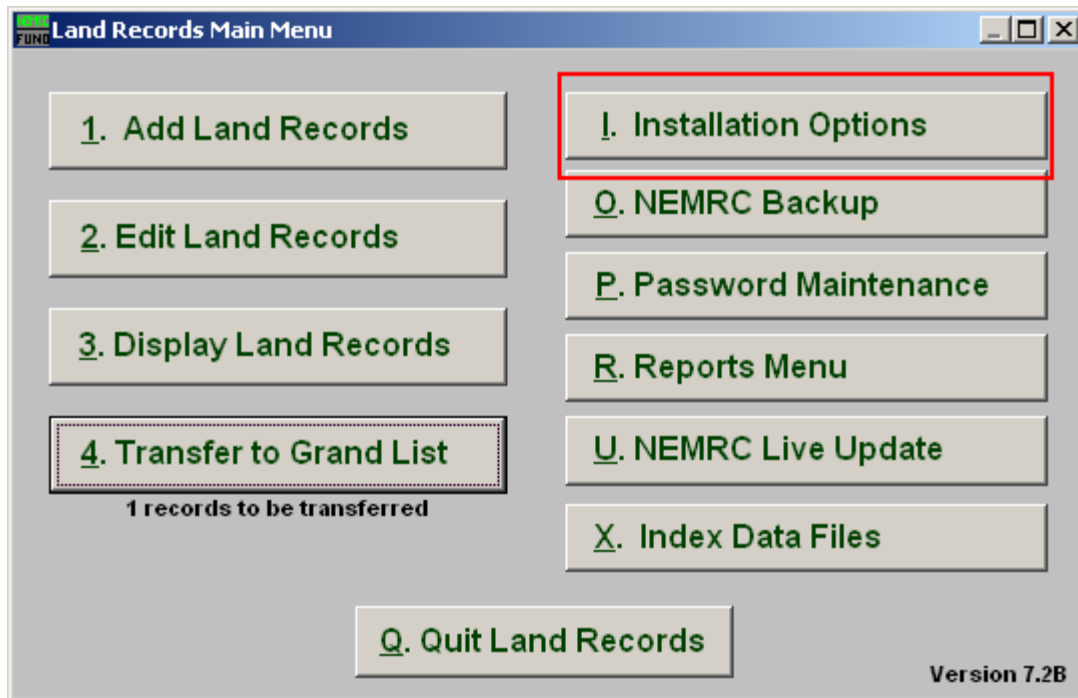


Land Records

I. Installation

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Click on “I. Installation” from the Main Menu and the following window will appear:

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Installation

1. **Parcel number length:** Set the value of the parcel number length from the Grand List.
2. **Sub parcel number length:** Set the value of the sub parcel length from the Grand List.
3. **Linked to Grand List:** Check this box to link land records to the Grand List.
4. **Grand List entity:** Enter the Grand List entity number to transfer the records of new owners into. This should remain your working Grand List.
5. **Function key assignments:** These are used to set shortcuts for common phrases for easy use, and to save you from having to retype something multiple times. When a value is assigned from the point of the cursor placement the function key with the assignment can be used to populate fields.

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Each of these fields are linked to the “Function key” that is to its left. This means that when you hit the “F_” key on the keyboard, the text you entered for that “Function key” will appear.

- 6. Use colored index cards:** Check this box if you wish to identify color codes for instrument codes.
- 7. Allow printing of cover sheets:** Check this box for the system to print cover sheets for land records books as the indexes are printed out.
- 8. Miscellaneous fields:** These are user defined titles that will appear on the land records entry and edit screens to keep track of whatever information desired by title.
- 9. Save:** Click on this button to save on this computer. Refer to GENERAL FILE for more information.
- 10. Instrument codes:** Click this button to build your instrument code table used during recording documents.
- 11. Return to codes:** Click this button to enter the instrument code table if it is already built.
- 12. Cancel:** Click “Cancel” to cancel and return to the previous screen.

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Instrument Codes

If you click on “Instrument codes” the following window will appear:

Code	Description	Grantor color	Grantee color
ASS	ASSIGNMENT	WHI	YEL
CEMD	CEMETERY BEQUEST	WHI	YEL
CEMD	CEMETERY DEED	WHI	YEL
CMTG	COMMERCIAL MORTGAGE	BLU	ORG
DISC	DISCHARGE	PUR	PUR
EST	ADMINISTRATOR'S DEED	WHI	YEL
HECL	HOME EQUITY CREDIT LINE MTGE	BLU	ORG
LCM	LINE OF CREDIT MTGE	BLU	ORG
LEVY	EXTENSION OF WARRANT & LEVY	WHI	YEL
LIEN	LIEN	WHI	BLU
LVWAR	LIMITED WARRANTY DEED	WHI	YEL
M-VA	MORTGAGE W/VA RIDER	BLU	ORG
M1-4	MORTGAGE W/1-4 FAMILY RIDER	BLU	ORG
M2ND	MORTGAGE W/SECOND HOME RIDER	BLU	ORG
MADJ	MORTGAGE W/ADJ RATE RIDER	BLU	ORG
MHEC	HOME EQUITY CREDIT LINE MTGE	BLU	ORG

2 Allowed color codes							
Blue	BLU	Green	GRE	Pink	PNK	White	WHI
Cream	CRM	Orange	ORG	Purple	PUR	Yellow	YEL

3 Save 4 Add 5 Edit 6 Cancel 7 Delete

- 1. Selector:** Select a line to work on. The first column is the actual code letters to select from during recording entry. The second column is the description of the instrument. The third column is the color code for the grantor index card as defined in item 2. The fourth column is the color code for the grantee index card as defined in item 2.
- 2. Allowed color codes:** These are pre-defined for use on the index card color coding in columns 3 and 4 from item 1.
- 3. Save:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 4. Add:** Click this button to add a code.
- 5. Edit:** Click this button to edit a code.
- 6. Cancel:** Click “Cancel” to cancel and return to the previous screen.

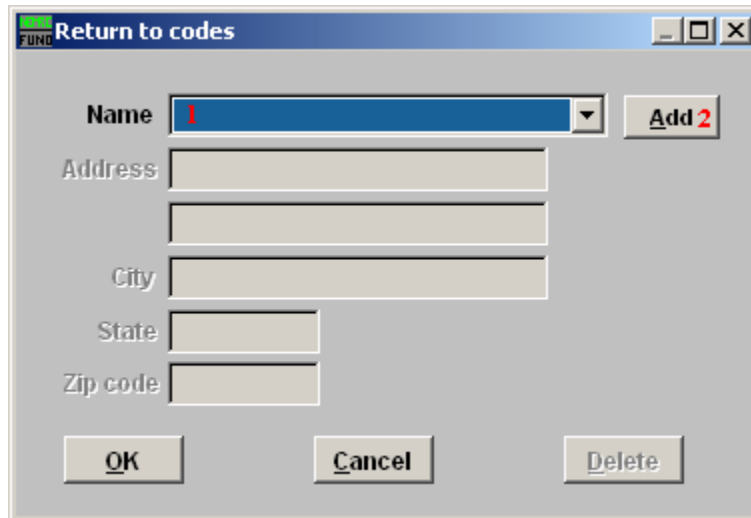
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- 7. Delete:** Click this button to delete a code.

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Return to Codes

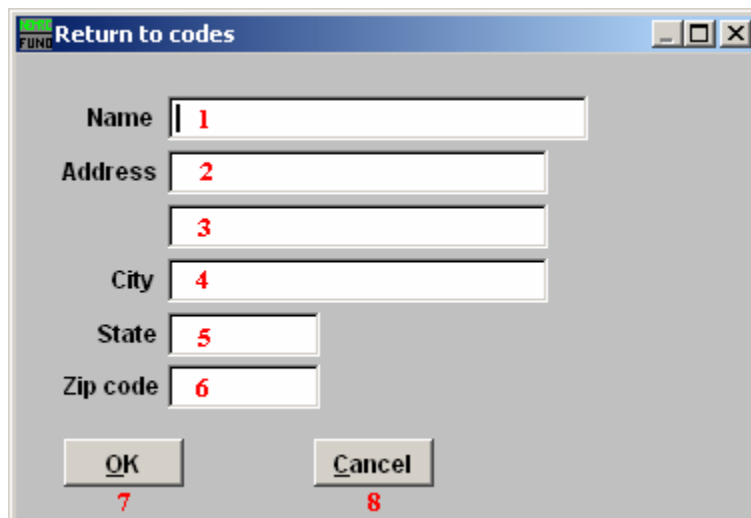
If you click on “Return to codes” the following window will appear:



- 1. Name:** Enter the name for return mailing information. This will be stored and accessible during instrument recording.
- 2. Add:** Click this button to add more return mailing addresses to the system.

Edit Return to Codes

If you select a code, or click “Add” the following fields become available for editing:



- 1. Name:** Enter the name to mail the recorded instrument back to.
- 2. Address:** Enter the first address line to mail the recorded instrument back to

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- 3. Address 2:** Enter the second address line to mail the recorded instrument back to.
- 4. City:** Enter the city to mail the recorded instrument back to.
- 5. State:** Enter the state to mail the recorded instrument back to.
- 6. Zip code:** Enter the zip code to mail the recorded instrument back to.
- 7. OK:** Click “OK” to save changes and return to the previous screen.
- 8. Cancel:** Click “Cancel” to cancel and return to the previous screen.