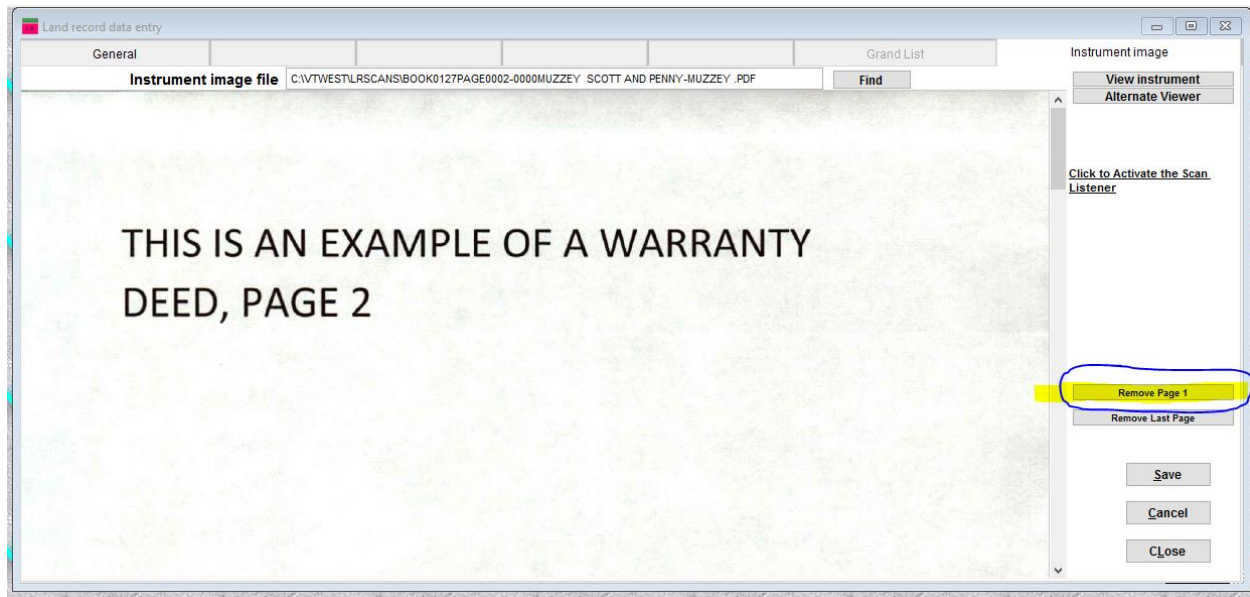


Deleting Page from Scanned Document

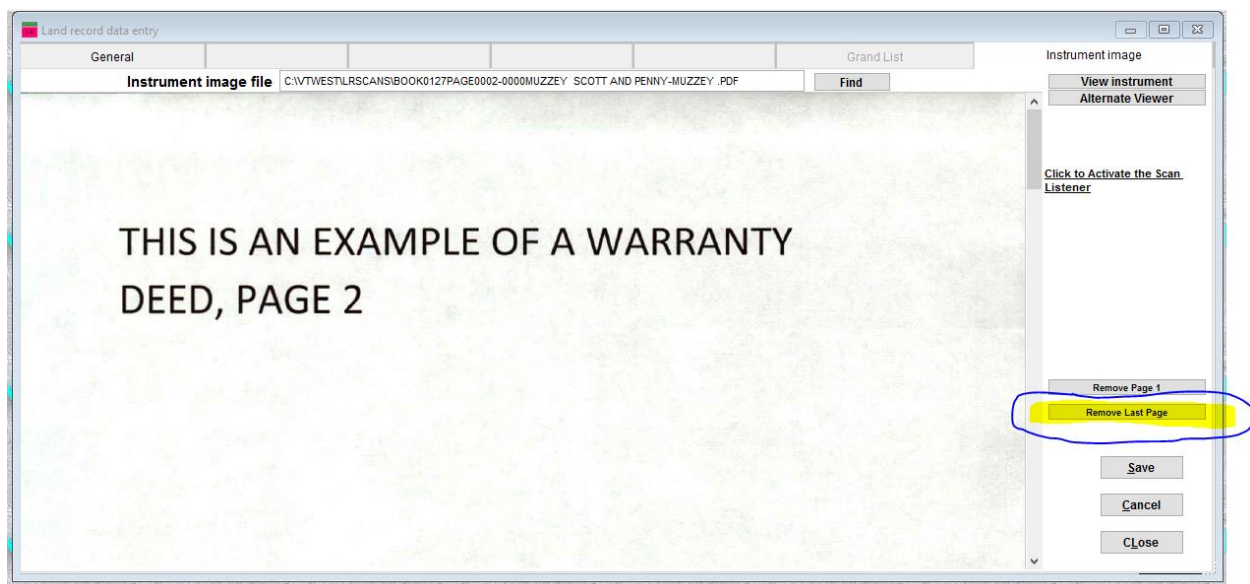
There will be times when you scan a document and either the first page or the last page of the scan needs to be deleted from the scanned file. An example could be this: You are scanning an already recorded mortgage, and the back side of the last page in the book is not related to the mortgage but to the next document. You don't really want this page in the file attached to the mortgage but you're not sure how to have this document not appear in the file. We now have a button that will help you remove a page.

In order to complete this removal process, first you would need to attach the file to the land record recording in the land record module (as you normally do). Then, pull up the record in "edit land records". When you click on the "instrument image" tab, you should see the document there on the screen.

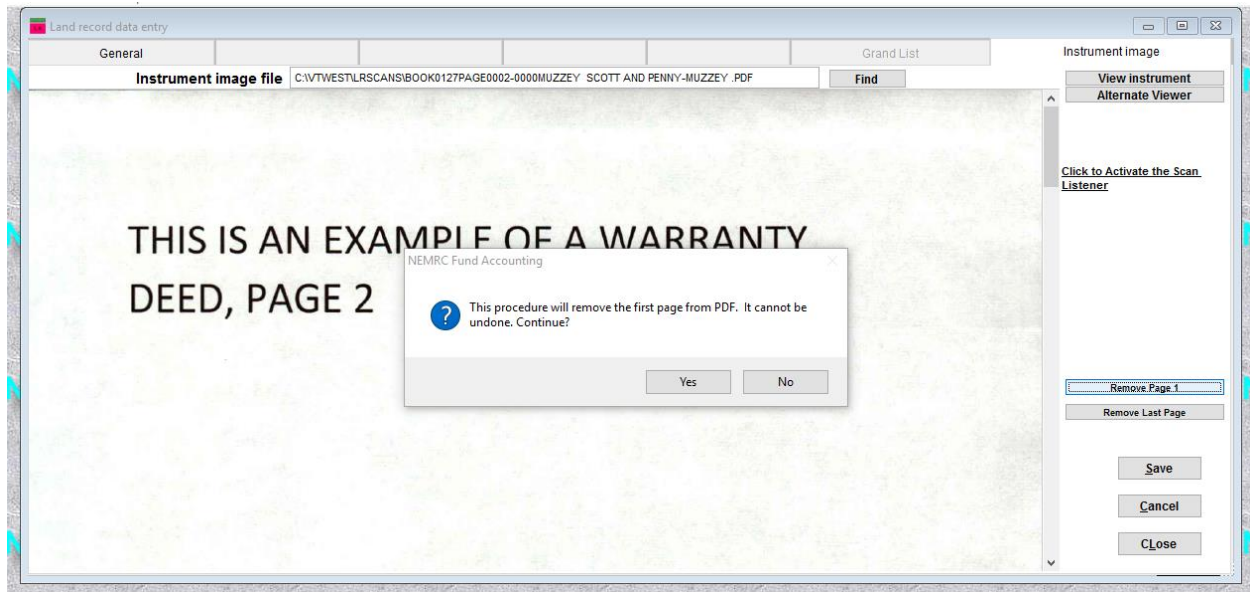
If you need to get rid of the first page, you would then click the “remove page 1” button to the right of the screen:



If you need to get rid of the last page, you would click the “remove last page” button to the right of the screen:



When you click the “remove page 1” button, the screen will prompt you to be sure that this is the activity you want to perform. If it is, you would hit yes to continue:



This will then proceed to remove the page you requested.

A point to remember:

When you are deleting a page, whether it be a first or last page, you need to adjust the page range on the front screen/general tab. In this example, we went from a three page document to a two page document, so we would need to change the page range from pages 157-159 down to 157-158. Here are examples of what you should change from and to:

Land record data entry

General		Grand List	Instrument image
Grantors	AJKDLA,JLK;	Sequence number 0019673	
Add		Parcel number	-
Remove		Instrument code	M Find
		MORTGAGE	
		Location	
		Book	Pages Date
		Deeded 112	157 - 159 //
		Reference	Book Pages
		Date	Time
		Recorded	03/13/2017
		Amount	Date
		Fee	0.00 //
		This instrument discharges the following land record	
		Sequence	Book Pages Date
			Find
Ctrl-D for current date Ctrl-T for current time Save Cancel Close Return to info Miscellaneous Assignments Discharges Delete		<input type="checkbox"/> Grantor card has been printed <input type="checkbox"/> Grantee card has been printed	

This is what your pages will look like BEFORE you change the page range.

Land record data entry

General		Grand List	Instrument image
Grantors	AJKDLA,JLK;	Sequence number 0019673	
Add		Parcel number	-
Remove		Instrument code	M Find
		MORTGAGE	
		Location	
		Book	Pages Date
		Deeded 112	157 - 158 //
		Reference	Book Pages
		Date	Time
		Recorded	03/13/2017
		Amount	Date
		Fee	0.00 //
		This instrument discharges the following land record	
		Sequence	Book Pages Date
			Find
Ctrl-D for current date Ctrl-T for current time Save Cancel Close Return to info Miscellaneous Assignments Discharges Delete		<input type="checkbox"/> Grantor card has been printed <input type="checkbox"/> Grantee card has been printed	

This is what your pages will look like AFTER you change the page range.

Dated: March 13, 2017