

RECORDhub QUICK TIPS

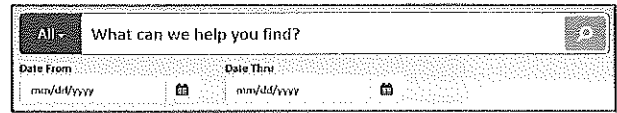
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Watch our Introduction to RECORDhub @ cottsystems.com/recordhub-training

SIMPLE SEARCH

Broad search using fewer initial filters to retrieve all documents containing the search values regardless of field.

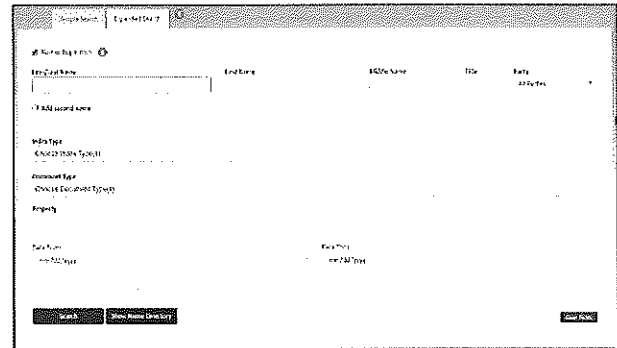
- Requires an EXACT match (not a BEGINS WITH search)
- Uses implied AND logic (searching John Smith will return documents containing any fields with John OR Smith)
 - Use quotation marks to group multiple words – searching “John Smith” will return documents containing fields with only John AND Smith together
 - Apply a wildcard by using the asterisk * at the end of the word (requires 2 characters)
- Search specific categories by clicking the gray ALL button and selecting the desired category
- Search by date to limit your search to a specific date range with the calendar features



EXPANDED SEARCH

Targeted search for specific values in specific fields or multiple fields at the same time.

- Default BEGINS WITH search or uncheck the box for CONTAINS search
- Requires LAST NAME search criteria
- Apply a wildcard by using the asterisk * (requires 2 characters for last name and 1 character for first name)
- Select multiple index or documents types by holding down CTRL while selecting the desired types

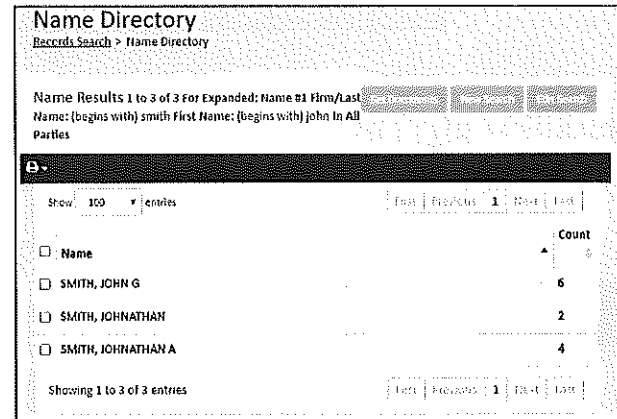


EXPANDED SEARCH > NAME DIRECTORY

Easily view multiple spellings of a name and then decide which documents you wish to continue searching prior to viewing results.

1. Enter a name or portion of a name in the EXPANDED SEARCH
2. Click SHOW NAME DIRECTORY to view a list of each unique name and the number of documents that contain the name
3. Select the desired name and click GET DOCUMENTS to display the search results

Note: When using this feature with ADD SECOND NAME, the AND/OR drop-down box must be set to OR



HISTORICAL RECORDS

If a site has HISTORICAL RECORDS SEARCH, it will appear on the main screen.



SEARCH RESULTS

Search Results 1 to 32 of 32 For ALL: gilbert

Show 100 entries Expand All icon

Expand a select set or expand all

#	View	Date	Type	Party One	Party Two	Description	File#	Book/Page
1	<input type="checkbox"/>	11/05/2014	DEED	GILBERT, LYND GILBERT, SONNY	BACON, BARB BACON, JESSIE	Amount: \$250,000.00 Subdivision Name: HAWTHORNE ADDN Lot: 2 Block #: 25 Remarks: PTL OUTLOT 15 Address: 250 EAST MAIN ST WORTHINGTON, OH 43112 Subdivision Name: HAWTHORNE ADDN Lot: 1 Block #: 25 Remarks: PTL OUTLOT 15 Address: 250 EAST MAIN ST WORTHINGTON, OH 43112		

Sort by column

View recorded information & images

View related documents

SEARCH FILTERS

View the filter panel

Search Filters

View or hide applied filters

Remove applied filters

Quickly locate an entry in a filter

Select & deselect filters

Filters Applied

- CONV
- DEED

Index Type

Search

- CHA (1)
- CONV (2)
- DEED (9)