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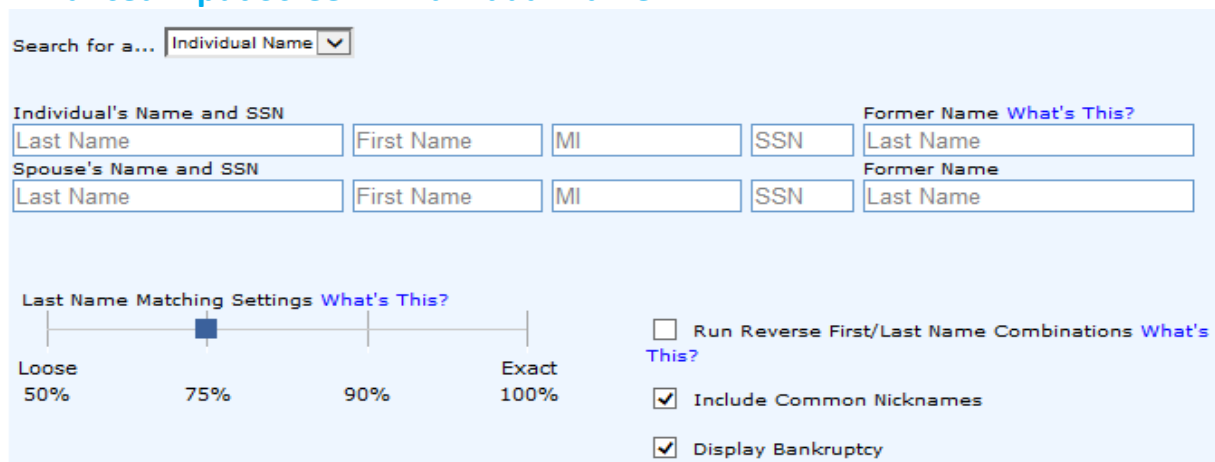
Enhanced Name Search

DataTrace has completely redesigned the search logic for Enhanced Name, making this new and improved name search better than before with accurate search results for General Name (GI), Grantor/Grantee (PI), and True Grantor/Grantee (where available). The newest logic is controlled by the Last Name Match Settings bar along with a logic called Contains. The input screens are formatted for ease of use for requesting an individual name vs a business/trust, but the system no longer does a categorization on those names (individual vs business vs trust labels).

General Name, Grantor/Grantee & True Grantor/Grantee Searches

- ❖ General Name: Search all documents posted to names without property
- ❖ Grantor/Grantee Name: Search all documents posted to names WITH property
- ❖ True Grantor/Grantee Name: Search all documents posted to names with & without property

Enhanced Input Screen – Individual Name



Search for a... Individual Name ▼

Individual's Name and SSN

Last Name First Name MI SSN Former Name [What's This?](#)

Spouse's Name and SSN

Last Name First Name MI SSN Former Name

Last Name Matching Settings [What's This?](#)

Loose 50% 75% 90% Exact 100%

Run Reverse First/Last Name Combinations [What's This?](#)

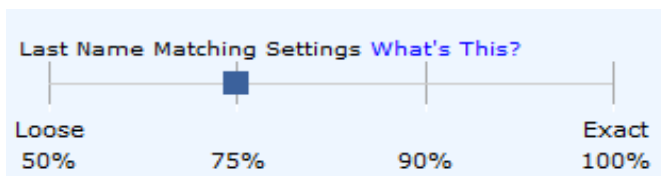
Include Common Nicknames

Display Bankruptcy

1. Search for a...dropdown allows the user to specify how to search the name (e.g., Individual, Business/Trust, All Names). Select Individual from the dropdown to search for postings for an individual and spouse (or another person).
 - **Note:** Use add button to build search list with multiple instances of individual/spouse names to be included in the search.
2. Individual's Name and SSN
 - Last Name is a required field
 - First Name is a required field
 - MI is an optional field that will be used to request more specific results
 - Middle name used will return names without middle name, names with middle name, and names with middle initial only
 - Middle initial used will return names without middle name, all names that begin with that middle initial, and names with middle initial only
 - Middle name field left blank will return names without middle name, all names with all middle initials, and all names with full middle names

- SSN is an optional field that will be used to filter results (only returns postings with designated SSN or postings with no SSN)
- Former Name (Individual) searches all combinations of the Individual Last name, First name and former names (Last/First, former/first, last-former/first, and former-last/first).
- Spouse's Name and SSN
 - Last Name field is a required field if the First Name field is populated
 - **Note:** This field will auto populate with Individual's last name when the user starts typing in the Spouse First Name field.
 - First Name field is a required field if the Spouse Last Name field is populated
 - Middle Name (spouse) follows the same rules listed as item number 2 above.

3. **Last Name Matching Settings (Soundex=Double Metaphone)** sets the level of accuracy for finding and identifying instruments when searching by name. The system uses text-matching programs for names that “sound” like the name typed. For each name retrieved, the library develops a score between 0 and 100, which is then matched against the percentage range the user selected. This is useful when searching for instruments that have the name spelled incorrectly. **Contains logic is still being used no matter which percentage is selected.**



- 100% - Matches all names that contain all characters entered – turns off Soundex (difference between 90% and 100% not always obvious)
 - 90% - searches range of 90 to 100. This option is used if you feel comfortable tightening the 75% standard, as it helps to provide more specific results (Contains logic is used).
 - 75% - searches range of 75 to 100. This is the default setting because it is designed to capture complete results without returning excessive results. (Contains logic is used)
 - 50% - searches range of 50 to 100. This is intended to be used when the spelling of the name is unclear. (Contains logic is used)
 - **Note:** Last Name Matching and Contains logic is ignored when a wildcard character is present. The wildcard character will deliver results on all names that begin with the letters used prior to wildcard.
4. Run Reverse First/Last Name Combinations when checked will search all possible permutations of the last, first and former name. If spouse name fields are populated all combinations of the spouse last, first and former name will be searched.
5. Include Common Nicknames when checked will search true nicknames (full name) of the **FIRST NAME** for Individual and Spouse (if populated). **No nicknames performed on Middle name.**
- **Note:** If the first name is a double name, then nicknames, will be returned on the first word of the first name entered. No nicknames performed on second name in first name field.
 - **Note:** If the last name is a hyphenated last name – use last name & former name field.

Individual's Name and SSN				Former Name What's This?
wilson	erica	MI	SSN	jones

Suggest: Do not use hyphen in last name fields.

Individual's Name and SSN				Former Name What's This?
wilson-jones	erica	MI	SSN	Last Name

Search Logic Improvements – Individual Name Logic

- ❖ Searches name as a string even though it is entered as Last, First, Middle
- ❖ DataTrace predefined common nicknames are available for first name only
- ❖ Run/Reverse generates additional results by reversing last name and first name
- ❖ Middle Name field will allow users to enter an initial or full middle name (up to 12 characters)
- ❖ Foreign prefix combinations are automatically run when foreign prefixes are identified in entered name.
 - Example: “De La Rosa” automatically searches “Dela Rosa”, “Delarosa”, and “De Larosa”.
- ❖ Contains logic is applied to the whole name entered as opposed to last name only. Combinations of the entered name utilize 2 out of the 3 words no matter how they are entered.
 - Entered: Keller, John J Returns: N John Keller, John Keller, Keller, Johnnie, etc

Enhanced Input Screen – Business/Trust Name

1. Search for a...dropdown allows the user the determine how to search the name (Individual, Business/Trust, All Names).
 - Select Business/Trust from the dropdown to search for postings for Business/Trust.
 - **Note:** Use add button to build search list with multiple instances of business names to be included in the search.
 - Enter the Business Name in the field provided
 - **Note:** Wildcard characters (*) can be used after the 4th character in the Business/Trust name field. Wildcard * searches will match the exact letters before the * and any letters after the *.
2. Business/Trust Name Matching Settings (Soundex) sets the level of accuracy for finding and identifying instruments when searching by name. The system uses text-matching programs for names that “sound” like the name typed. For each name retrieved, the library develops a score between 0 and 100, which is then matched against the percentage range the user identified. This is useful when searching for instruments that have the name spelled incorrectly. This field also controls the contains logic that is applied to the entire name string.
 - 100% - Matches all names that contain all characters entered
 - 90% - searches range of 90 to 100. This option is used if you feel comfortable tightening the 75% standard, as it helps to provide more specific results.
 - 75% - searches range of 75 to 100. This is the default setting because it is designed to capture complete results without returning excessive results.
 - 50% - searches range of 50 to 100. This is intended to be used when the spelling of the name is unclear.
 - **Note:** Business/Trust Name Matching is automatically set to Exact 100% when a wildcard character is present (returning everything that begins with the letters and/or numbers typed).

Search Logic Improvements – Business/Trust Name Logic

- ❖ Merge Business and Trust search into a single search.
- ❖ Specific words will generate results that may have been entered as an abbreviated word.
 - Example: “Apartment” automatically searches “Apartment” and “Apt”.
 - Example: “Company” automatically searches “Company”, “Co”, “Corp”, “Corporation”, “CX”, etc.
- ❖ Special characters are removed and replaced with a space.
 - Example: “D & G Homes” automatically searches “D&G Homes”, “D G Homes”, “DG Homes”, “D & G Home”, and other names containing same characters
- ❖ Consecutive double and single letters are squeezed together. We recommend entry performed with space so that the system will return with & without spaces
 - Example: “**A B C Corp**” automatically searches “ABC Corp”, “A B C Company”, and “ABC Company”, “A B C CX”, and “ABC CX” etc.
 - Example: “A T & T” automatically searches “ATT”, “AT and T”, and “A T T”, etc.
- ❖ Numeric values and word values for numbers are converted to numeric values and then into word form; both are checked.
 - Example: “First American” automatically searches “1st American” and vice-versa.
 - Example: “7 11” automatically searches “7-11”, “7-eleven”, “seven-11”, “seven eleven”, “seven-eleven”, etc
- ❖ If entered name ends with an “S” to make the word plural, the word is also searched without the “S”.
 - Example: “Ideal Homes” automatically searches “Ideal Home”
- ❖ Low weighted words to avoid unnecessary returns. (Family, Trust, and other common words)
 - Example: “Parker Family Trust” automatically searches “Parker Trust”, “Parker Family”
- ❖ Wild card character (*) can be used in the end of a business name string.
 - When present as the last character, the system will search for any words following the exact entered name(s). Minimum of 4 characters must be present.
 - Business/Trust Name **matching and contains logic is turned off when a wild card is present.**
- ❖ Words from entered name are matched anywhere in the database name, in any order.
- ❖ Business/Trust matching percentage also controls contains logic.
 - 75%, 50% a match is found when 60% of the entered words are found in the name string.
 - Example: “Old Republic Title” will also return “Republic Title” and “Old Republic”
 - Example: “Grove Art” will also return “Grove Art Limited Liability Company”
 - **90%, 100% matches all names exactly as entered.**
 - Example: “Old Republic Title” will only return things that contain “Old Republic Title”
 - Example: “Grove Art Limited Liability Company” will return only names that contain the exact words “Grove Art Limited Liability Company”