



TitleFlex
by Data Trace

FLEXSEARCH OVERVIEW

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Overview

DataTrace has a document image repository of billions of documents with exceptional historical depth.

The process of converting these documents to images results in documents that are searchable at the character level. FlexSearch allows you to search and retrieve documents without a mandatory geography, property address or document number and instead search by any word, phrase, number, title, combination of words or numbers, etc. that may appear in the documents. Essentially, FlexSearch “reads” the entire document to find matches.

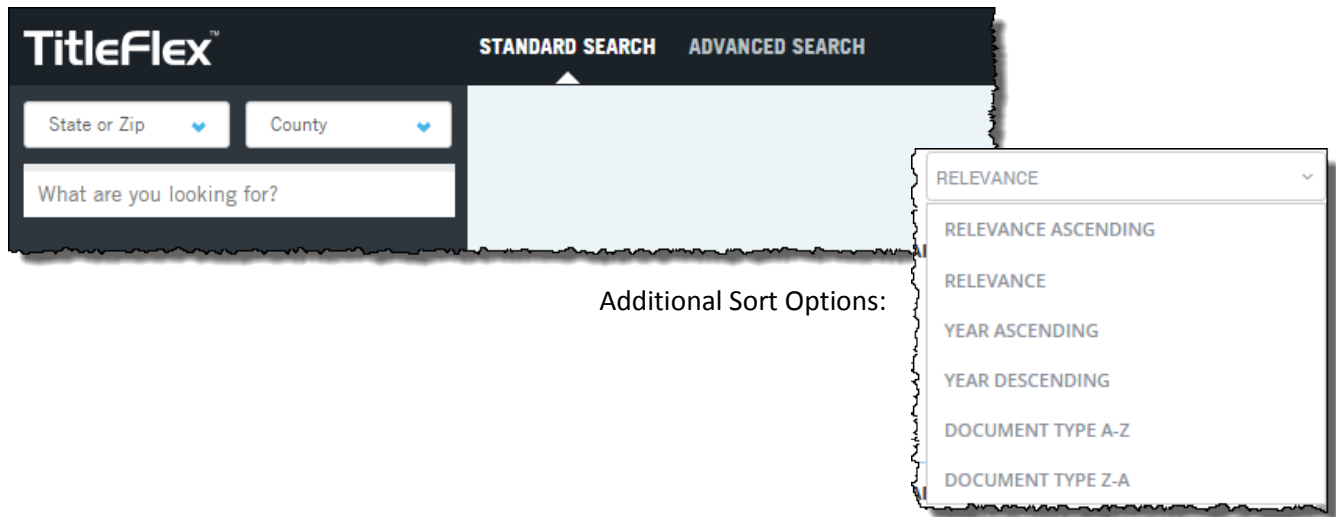
FlexSearch provides two ways for you to query documents: Standard and Advanced Search and is on the Subject Property tab for quick access.

Before We Begin:

1. FlexSearch functions much like internet searches where the user enters various combinations of text, sometimes specifying exact phrases by using quotations, e.g. “homeowner association”, “cell phone”, “divorce decree”, “Circuit Court of Boone County”, etc.
2. Make sure to read the short summary description that FlexSearch provides for each returned document. This will usually yield enough information to make a determination if you found the right document.
3. Recorded documents will have variations in naming conventions based upon who entered the information (e.g. “homeowner association”, “homeowners association”, and “Home Owners Association”). If you are looking for specific phrases, keep this in mind. Use combinations of phrases to locate a specific document.
4. FlexSearch will return non-real property related documents, such as government documents, divorces, UCC filing statements, name changes, etc.

Standard Search:

Enter any text string or number series you are looking for. The geography is not required. Press enter and FlexSearch will return a list of documents in descending relevance order.



Standard search will allow you to cast a wide net by using a general word or phrase and then narrow your search after you see the total universe of documents. You can also include quotes to help narrow the search to specific phrases.

Entry:	How this will be used in the search:	
Corte Madera	Corte or Madera or Corte Madera Madera Corte	This is treated as an “or” condition where FlexSearch will treat each word supplied as an independent search criteria and look for any combination or solo entry.
“Corte Madera”	Corte Madera	An exact match.
“A Kern” “Notary Public”	A Kern and Notary Public	An exact match for both phrases and both phrases must be in the document.

Standard Search Layout:

At right is a completed standard search.

1 & 2: Original query

3. Additional Filters. Select or deselect the checkboxes. The number in parenthesis is the number of documents in that category.

4. Sort options

5. Number of documents found with matching text.

6. Document title and short summary from document.

7. Order button.

8. Navigation

The screenshot shows the TitleFlex search results page. At the top, there are tabs for 'STANDARD SEARCH' and 'ADVANCED SEARCH'. Below the search bar, the results are displayed in a list format. The left sidebar contains filters for Counties, Document Types, States, and Years. The main content area shows search results with document details and an 'Order Document' button for each. A pagination bar at the bottom indicates the current page is 8 out of 10.

1 State or Zip, County

2 SEARCH QUERY (doc_full_text:"corte madera")

3 FILTERS

4 RELEVANCE

5 134,519 DOCUMENTS FOUND SEARCHED 5,581,763,441 IMAGES IN 0.537 SECONDS

6 Partial Release

7 Order Document

8 8

Advanced Search:

Advanced Search allows pre-filtering by your word or phrase, geography, document type and recording year. Additionally, the filters provide the ability to exclude options as well as setup modifiers such as “contains”, “starts with” or “near” (1).

Enter your selections and click the plus sign to the right of each option (1) to add it to the Query Editor window (2). When you are ready, click Run FlexSearch (3).

2 QUERY EDITOR

3 Clear Query Run FlexSearch

1

ADVANCED FLEXSEARCH

HOW TO BUILD A QUERY

Advanced FlexSearch gives you the power to search billions of public record document images exactly how you want to search, so you can discover the documents that contain the precise information you need. Start by creating your Advanced FlexSearch with these easy steps.

1. Create a filter using any of the three main dropdown options and search term text boxes
2. Add as many filters as you desire to the Query Editor by clicking +
3. Review and Modify your customer query in the Query Editor
4. Run your FlexSearch!

QUERY BUILDER

DOCUMENT TEXT

Full Text contains all words
Search Term +

PROPERTY IDENTIFIER

State/County is State or ZIP County +

DOCUMENT IDENTIFIER

Document Type contains all words +
Recording Year is on +

By using Advanced FlexSearch you can setup all your filters first and then see what the returns are. Filters can always be changed and your query re-run.

Running FlexSearch from the Subject Property Tab

The Subject Property tab has a link allowing you to run FlexSearch immediately.

Clicking on the “RUN FLEXSEARCH FOR ...” link (1) will launch a FlexSearch window and pass the information to FlexSearch for parsing. Matching documents will be returned and can be ordered or additional filtering applied.

SUBJECT PROPERTY PROPERTY DETAIL x Clear Search

Address 1271 WALKER LN
Owner
APN 303-101-03 County ORANGE
Bedrooms 3 Baths (F / H) 2 / 0 Living Area 1,775 Sq. Ft. Lot Area 10,883 Sq. Ft.

1 RUN FLEXSEARCH FOR JOHN Q PUBLIC