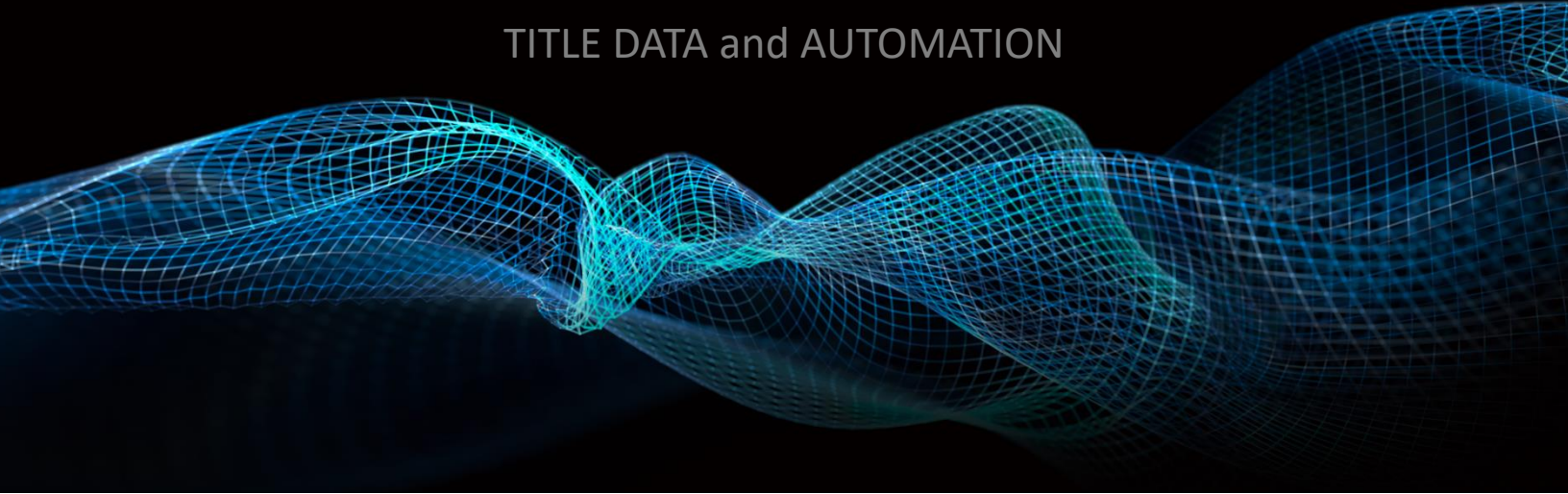


Innovations to GO BEYOND
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DOCUMENT SEARCHES USING FLEXSEARCH

Rev. 201904

Overview

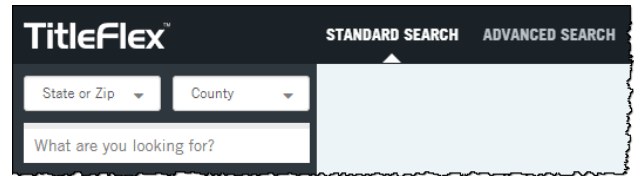
DataTrace has a document image repository of billions of OCR'd documents with exceptional historical depth.

The OCR process results in documents that are searchable at the character level. Using FlexSearch, documents can be searched for a word, phrase, number, title, etc, and the relevant document retrieved and ordered. Since FlexSearch is looking at the characters, it is not saddled with a mandatory geographic filter requirement.

FlexSearch provides two ways for your to query documents: Standard and Advanced Search.

Standard Search:

Enter any text you are searching for. This could be a street name, business name, notary, loan officer, phrase, phone numbers, document numbers, etc. The geography is not required.

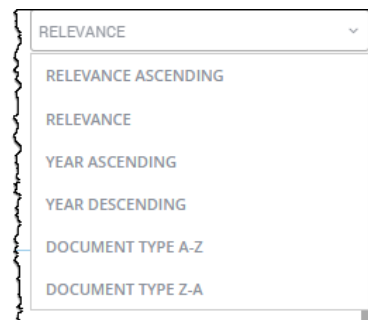


Enter your search text or numbers in the “What are you looking for?” search box and FlexSearch will return a list of documents in descending relevance order.

Standard search will allow you to cast a wide net by using a general word, number or phrase and then narrow your search after you see the total universe of possibilities. You can also include quotes to help narrow the search to specific phrases. Here are some examples:

Entry:	How this will be used in the search:	
Corte Madera	Corte or Madera or Corte Madera or 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.

Once the results list is returned, the list can be sorted.



After the records are returned, an additional set of filters will display allowing you to add or remove filters at will to narrow your search. FlexSearch will automatically adjust the returns on the fly.

The count next to each filter entry indicates the number of records associated with that filter entry.

Simply select or deselect the checkboxes to apply the filters. FlexSearch will automatically filter the documents for you.

If more options are available for a particular filter, click the MORE link to expand the section.

The screenshot shows a dark-themed filters panel with the following sections:

- STATES**
 - SHOW ALL STATES
 - CA (146,537)
 - NV (6,975)
 - AZ (2,291)
 - [MORE](#)
- YEARS**
 - SHOW ALL YEARS
 - 2019 (865)
 - 2018 (3,223)
 - 2017 (3,491)
 - [MORE](#)
- COUNTIES**
 - SHOW ALL COUNTIES
 - MARIN (92,740)
 - SAN MATEO (10,187)
 - CLARK (6,655)
 - [MORE](#)
- DOCUMENT TYPES**
 - Sort [alphabetically](#) or by [volume](#)
 - SHOW ALL DOCUMENT TYPES
 - DEED OF TRUST (35,960)
 - UNDETERMINED (35,576)
 - DEED (32,842)
 - [MORE](#)

If you wish to filter only by a given option, hover the mouse of that entry and an ONLY link will appear. Click to filter (in this case by Document Type – Deed of Trust). Additional filters can be added from the other categories.

A close-up of a filter entry: DEED OF TRUST (35,960) [ONLY](#). A red hand cursor is pointing at the 'ONLY' link.

To remove the filter, select the SHOW ALL ... checkbox.

A close-up of two filter entries: SHOW ALL DOCUMENT TYPES and DEED OF TRUST (35,960).

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”. Instructions are also included directly in the platform.

Example:

The screenshot shows a search interface titled "DOCUMENT TEXT". It includes a search bar with "Full Text" selected, a dropdown menu set to "contains", and a search term input field. A dropdown menu is open below the search term field, showing options: "all words" (highlighted), "exact match", "any word", "starts with", "ends with", and "near". A red hand icon points to the search term input field.

Enter your selections and click the plus sign to the right of each option to add it to the Query.

When you're ready, click Search.

The screenshot shows a "QUERY EDITOR" window with a text area containing the following query: `(state:'CA')`
`AND`
`(county:'Contra Costa')`
`AND`
`doc_full_text:'shiroma'`
At the bottom, there are "Clear" and "Search" buttons.

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

The Query Editor window is live and text can be entered directly into the query for quick modifications and re-runs.

Running FlexSearch from the Subject Property Tab

The Subject Property tab has links allowing you to run FlexSearch directly from the tab using the property address as the search parameter.

Clicking on the “RUN FLEXSEARCH FOR ...” will launch a FlexSearch window and pass the address to FlexSearch for parsing. Any documents found matching that street address will be returned and can be ordered or additional filtering applied.

