



TitleFlex
by Data Trace

FLEXSEARCH

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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. 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 document contents it is not saddled with a mandatory geographic filter requirement. So, while you can use geographic filters, they are not mandatory as a starting option.

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

Standard Search:

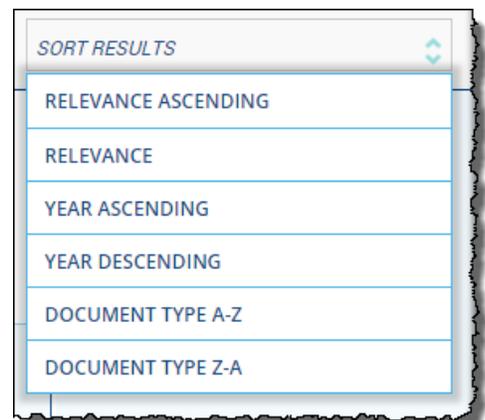
Enter any text you are searching for. This could be a street name, business name, notary, loan officer, phrase, phone numbers, document numbers, etc. The geography is not required. Press enter and FlexSearch will return a list of documents in descending relevance order.



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 possibilities. 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.

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



FILTERS

▼ COUNTIES

SHOW ALL COUNTIES

HARRIS (208,314)

DADE (84,981)

ORANGE (84,179)

MORE

▼ DOCUMENT TYPES

Sort **Alphabetically** / by Volume

SHOW ALL DOCUMENT TYPES

UNDETERMINED (913,410)

MARRIAGE (345,672)

DEED (295,589)

MORE

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.

▼ STATES

SHOW ALL STATES

FL (811,936)

TX (755,164)

NJ (173,194)

MORE

▼ YEARS

SHOW ALL YEARS

2015 (185,833)

2014 (247,204)

2013 (250,899)

MORE

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

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”.

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 Run FlexSearch at the bottom right.

The screenshot displays the Advanced Search interface with three filter sections and action buttons.

- DOCUMENT TEXT:** FIELD: FULL TEXT; MODIFIER: CONTAINS (dropdown menu open showing CONTAINS, DOES NOT CONTAIN); SEARCH TERM: oriskany| (+)
- PROPERTY IDENTIFIER:** FIELD: STATE / COUNTY; MODIFIER: IS (dropdown menu open showing IS, IS NOT); SEARCH TERM: State or Zip, County (+)
- DOCUMENT IDENTIFIER:** FIELD: DOCUMENT TYPE, RECORDING YEAR; MODIFIER: CONTAINS, IS, ON (dropdown menu open showing BEFORE, AFTER, ON, BETWEEN); SEARCH TERM: (dropdown menu open showing ASSIGNMENT, DEED, FORECLOSURE, MORTGAGE, POWER OF ATTORNEY, RELEASE, UCC) (+)

At the bottom, there are two buttons: CLEAR QUERY and RUN FLEXSEARCH.

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.

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 “1304 PALACE GARDEN WAY RALEIGH NC 27603” (1) 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.