Laredo v8.0
Release Notes

The latest version of Laredo consists of the following 4 applications:
1. Laredo Desktop
2. Laredo Admin
3. Iris
4. Laredo Anywhere

The following document will describe each of these items.

NOTE: Public workstations are any workstation located in the county office configured to automatically login to Laredo.

Laredo Desktop

The original Laredo product has been renamed Laredo Desktop. This is to differentiate it from the Laredo Anywhere application. While the searching aspect has not changed, there are many other improvements made within Laredo Desktop.
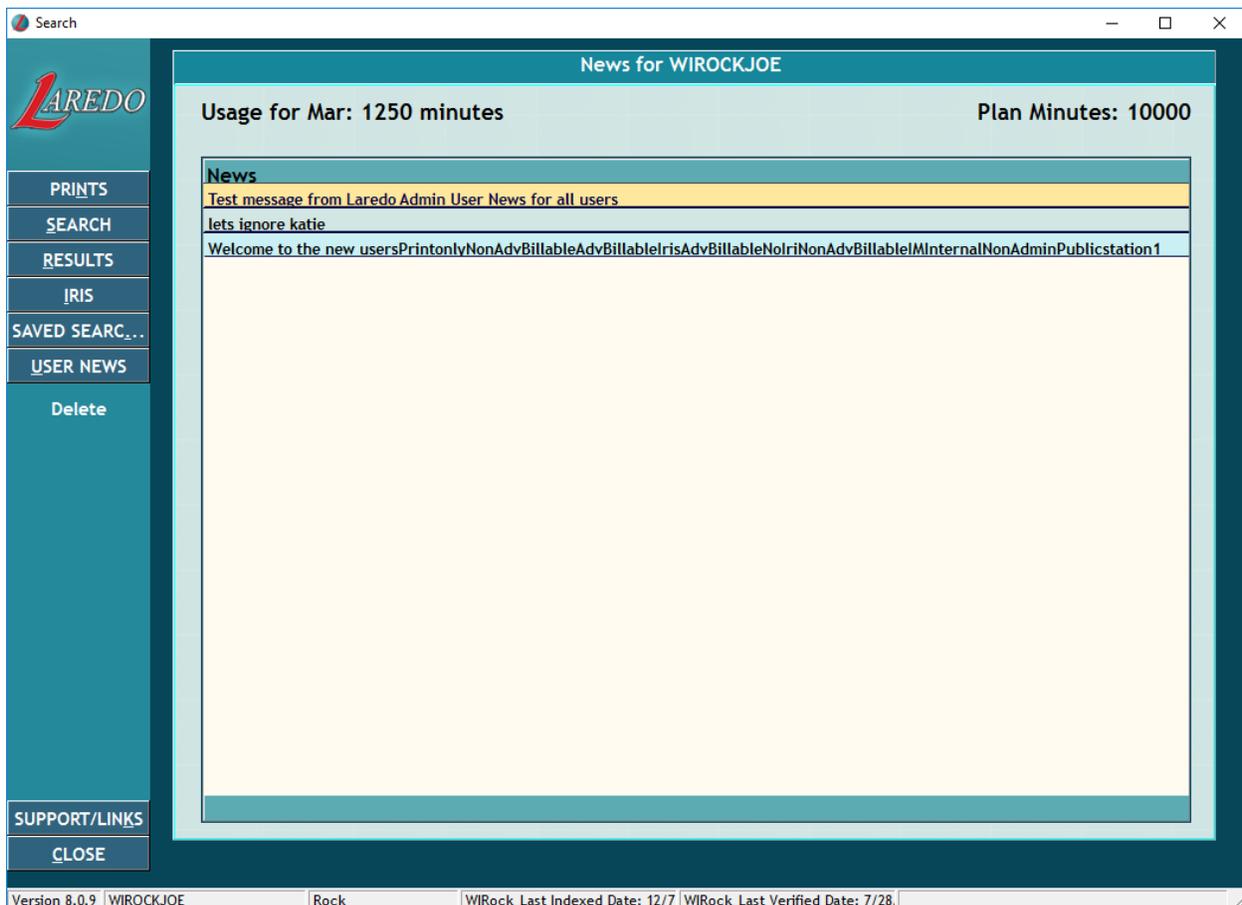
INSTALLING LAREDO:

Installing new versions of Laredo may not require Admin Rights. Rather than using the system registry (registering .dlls requires admin rights), Laredo Desktop uses .xml settings. This will make it easier for searchers to install Laredo on their workstations. Searchers may not need help from their IT staff to install/update the new Laredo Desktop application.

MENU OPTIONS:

There are subtle differences between the Public and Remote searcher screen.

Only displays on Public Workstations
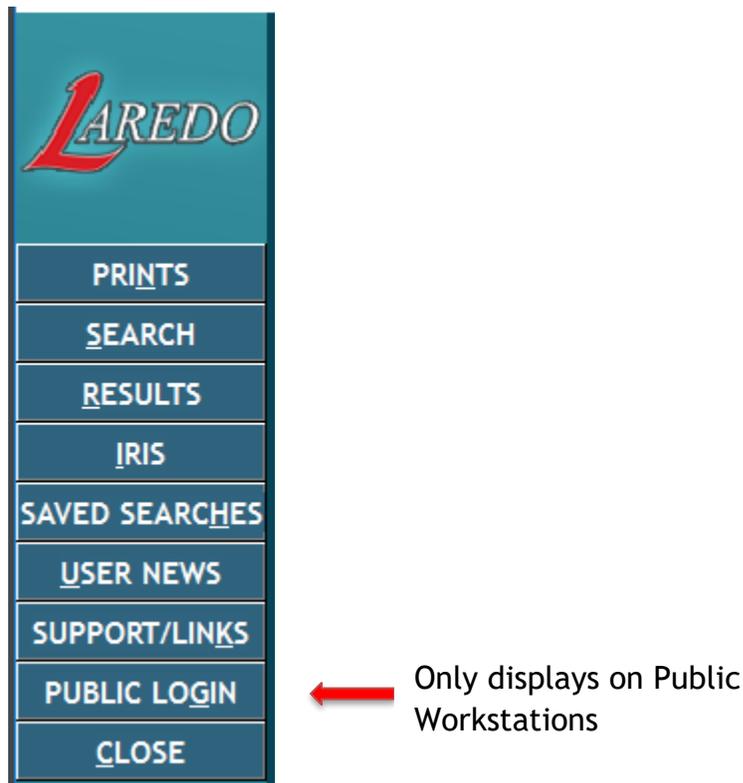
These new tabs and features will be discussed later in this document.

RESIZING THE SCREEN:

Laredo Desktop can now be resized. Previous versions would expand the window but the Laredo application would remain the same size. Now, searchers can expand the Laredo window, allowing them to see more information within Laredo. To expand the screen, searchers can either:

- (see A below) click on the full screen icon in the upper right hand corner to use the full desktop
- (see B below) click and drag from the lower right corner to resize to a specific screen size

NOTE: If Laredo is closed in its maximum size, it will re-open in the maximized screen size. Otherwise it opens in the normal size.

Default result size

Search

Drag a column header here to group by that column

Criteria: Begin Date: 12/08/2015 End Date: 12/10/2015

	Doc Number	Img	Party	Type	Doc Type	Recorded	Legal Sum	Assoc Doc	Doc Date	Pages	Consi
1	2032405		HAVRON MICHAEL L	GRANTOR	MORTGAGE	12/8/2015 8:09:06 AM	Sub: ORIGINAL PLAT-FOOTVILLE Multiple Lots/Blocks	No Assoc Docs	10/09/2015	1	
2	2032405		HAVRON MELODY J	GRANTOR	MORTGAGE	12/8/2015 8:09:06 AM	Sub: ORIGINAL PLAT-FOOTVILLE Multiple Lots/Blocks	No Assoc Docs	10/09/2015	1	
3	2032405		DANE COUNTY CR UN	GRANTEE	MORTGAGE	12/8/2015 8:09:06 AM	Sub: ORIGINAL PLAT-FOOTVILLE Multiple Lots/Blocks	No Assoc Docs	10/09/2015	1	
4	2032406		HAVRON MELODY J	GRANTOR	MORTGAGE	12/8/2015 8:20:00 AM	Sub: ORIGINAL PLAT-FOOTVILLE Multiple Lots/Blocks	No Assoc Docs	10/09/2015	1	
5	2032406		HAVRON MICHAEL L JR	GRANTOR	MORTGAGE	12/8/2015 8:20:00 AM	Sub: ORIGINAL PLAT-FOOTVILLE Multiple Lots/Blocks	No Assoc Docs	10/09/2015	1	
6	2032406		DANE COUNTY CR UN	GRANTEE	MORTGAGE	12/8/2015 8:20:00 AM	Sub: ORIGINAL PLAT-FOOTVILLE Multiple Lots/Blocks	No Assoc Docs	10/09/2015	1	
7	2032407		PETITT BRENDA L	GRANTOR	MORTGAGE/RELEASE	12/8/2015 8:34:01 AM	Sub: SOUTHMORELAND-J Lot:10 Block:7	2000541 MTG	10/27/2015	1	
8	2032407		DANE COUNTY CR UN	GRANTEE	MORTGAGE/RELEASE	12/8/2015 8:34:01 AM	Sub: SOUTHMORELAND-J Lot:10 Block:7	2000541 MTG	10/27/2015	1	
9	2032408		DANE COUNTY CR UN	GRANTEE	MORTGAGE/RELEASE	12/8/2015 8:39:14 AM	Sub: ABEY-KOTH SUB-EVANSVILLE Lot:23	2013482 MTG	10/27/2015	1	
10	2032408		GANOUNG TIMOTHY A	GRANTEE	MORTGAGE/RELEASE	12/8/2015 8:39:14 AM	Sub: ABEY-KOTH SUB-EVANSVILLE Lot:23	2013482 MTG	10/27/2015	1	
11	2032408		GANOUNG MARIA F	GRANTEE	MORTGAGE/RELEASE	12/8/2015 8:39:14 AM	Sub: ABEY-KOTH SUB-EVANSVILLE Lot:23	2013482 MTG	10/27/2015	1	
12	2032409		ZASTROW TANYA A	GRANTOR	MORTGAGE/RELEASE	12/8/2015 8:44:39 AM	Sub: VENABLE'S SUBDIVISION-B Multiple Lots/Blocks	1637978 MTG	10/30/2015	1	
13	2032409		ASSOCIATED BANK	GRANTEE	MORTGAGE/RELEASE	12/8/2015 8:44:39 AM	Sub: VENABLE'S SUBDIVISION-B Multiple Lots/Blocks	1637978 MTG	10/30/2015	1	
14	2032410		SARGENT MERLE L	GRANTOR	TRUSTEES DEED	12/8/2015 8:47:07 AM		No Assoc Docs	10/23/2015	1	
15	2032411		MIDDLETON PAMELA K	GRANTOR	MORTGAGE/RELEASE	12/8/2015 8:49:59 AM		No Assoc Docs	10/30/2015	1	
16	2032411		BURKE, DAN	GRANTEE	MORTGAGE/RELEASE	12/8/2015 8:49:59 AM		No Assoc Docs	10/30/2015	1	
17	2032411		THIS IS A TEST	GRANTEE	MORTGAGE/RELEASE	12/8/2015 8:49:59 AM		No Assoc Docs	10/30/2015	1	
18	2032412		HAMMIT WALTER S	GRANTOR	MORTGAGE/MODIFICATION	12/8/2015 8:54:20 AM		No Assoc Docs	10/24/2015	1	
19	2032413		TURNER WILLIAM G	GRANTOR	MORTGAGE/MODIFICATION	12/8/2015 8:56:53 AM	S:33 T:3 R:12 QQ:SE Q:NW	No Assoc Docs	10/24/2015	1	
20	2032413		TURNER MARTHA A	GRANTOR	MORTGAGE/MODIFICATION	12/8/2015 8:56:53 AM	S:33 T:3 R:12 QQ:SE Q:NW	No Assoc Docs	10/24/2015	1	
21	2032413		BRAUN GERALD H	GRANTEE	MORTGAGE/MODIFICATION	12/8/2015 8:56:53 AM	S:33 T:3 R:12 QQ:SE Q:NW	No Assoc Docs	10/24/2015	1	
22	2032413		BRAUN SUSAN K	GRANTEE	MORTGAGE/MODIFICATION	12/8/2015 8:56:53 AM	S:33 T:3 R:12 QQ:SE Q:NW	No Assoc Docs	10/24/2015	1	
23	2032414		HAMMIT WALTER S	GRANTOR	MORTGAGE/MODIFICATION	12/8/2015 9:00:06 AM	Sub: HOLIDAY HEIGHTS-J Lot:4 Block:3	No Assoc Docs	10/24/2015	1	
24	2032414		MTG ELECTRONIC REG SYSTEMS INC	GRANTEE	MORTGAGE/MODIFICATION	12/8/2015 9:00:06 AM	Sub: HOLIDAY HEIGHTS-J Lot:4 Block:3	No Assoc Docs	10/24/2015	1	
25	2032414		HAMMIT CHRISTINE	GRANTEE	MORTGAGE/MODIFICATION	12/8/2015 9:00:06 AM	Sub: HOLIDAY HEIGHTS-J Lot:4 Block:3	No Assoc Docs	10/24/2015	1	
26	2032415		HAMMIT CHRISTINE	GRANTOR	WARRANTY DEED	12/8/2015 9:10:39 AM	Multiple Subdivision Lots	No Assoc Docs	10/24/2015	1	
27	2032415		HAMMIT WALTER S	GRANTOR	WARRANTY DEED	12/8/2015 9:10:39 AM	Multiple Subdivision Lots	No Assoc Docs	10/24/2015	1	
28	2032415		HAMMIT WALTER S	GRANTEE	WARRANTY DEED	12/8/2015 9:10:39 AM	Multiple Subdivision Lots	No Assoc Docs	10/24/2015	1	
29	2032416		HODGE JAMES E	GRANTOR	MORTGAGE	12/8/2015 9:21:05 AM		2029008 MTG	10/30/2015	3	$2.
30	2032417		JPMORGAN CHASE BANK	GRANTOR	MORTGAGE/ASSIGNMENT OF	12/8/2015 9:23:48 AM	Sub: FOX RIDGE ESTATES-J Lot:29	1683435 MTG	09/11/2015	1	
31	2032417		MTG ELECTRONIC REG SYSTEMS INC	GRANTEE	MORTGAGE/ASSIGNMENT OF	12/8/2015 9:23:48 AM	Sub: FOX RIDGE ESTATES-J Lot:29	1683435 MTG	09/11/2015	1	
32	2032417		JPMORGAN CHASE BANK	GRANTEE	MORTGAGE/ASSIGNMENT OF	12/8/2015 9:23:48 AM	Sub: FOX RIDGE ESTATES-J Lot:29	1683435 MTG	09/11/2015	1	
33	2032418		FOSS DONNA	GRANTOR	CONDOMINIUM DEED	12/8/2015 9:26:51 AM	Multiple Subdivision Lots	No Assoc Docs	10/13/2015	1	
34	2032418		ANEY SHARON	GRANTOR	CONDOMINIUM DEED	12/8/2015 9:26:51 AM	Multiple Subdivision Lots	No Assoc Docs	10/13/2015	1	
35	2032418		MAINOCK JAMES	GRANTOR	CONDOMINIUM DEED	12/8/2015 9:26:51 AM	Multiple Subdivision Lots	No Assoc Docs	10/13/2015	1	

PRINTS
SEARCH
RESULTS
Print
Setup Colors
Templates
Save Search
Reset Display
Hide Line
Hide Document
Restore
Print All Images
Reset Printer

IRIS
SAVED SEARCHES
USER NEWS
SUPPORT/LINKS
CLOSE

Version 8.0.9   WIROCKJOE   Rock   Last Indexed Date: 12/7/2015   Last Verified Date: 7/28/2015   151 Rows Returned / 56 Distinct Documents

Expanded results on a 24" monitor. NOTE: This is an example of the amount of viewable data. The fonts and lettering are the same size as the Default result size. This example looks smaller because it is a screen shot of the full 24" monitor. The 'Default Result Size' image is a small portion of the screen.

DEFINING PRINTERS

The way Laredo defines the printer information has also been modified. Previously, Laredo only stored the Printer ID. The disadvantage of this option is when a network printer was added, removed or replaced the Printer ID would also change. This means the printer that Laredo used would automatically change. The searcher would then need to download and run the 'Reset Printer' option from the Fidlar Laredo webpage to reset the printer. Now, Laredo stores the name of the printer. Since the printer names are unique and typically do not change when adding, replacing and removing network printer's, searchers will not need to reset the printers as often. (see RESULTS tab for new 'Reset Printer' option).

NOTE: When logging in the first time, the searchers will be prompted to select their default Laredo printer.

PRINT OPTIONS:

A new configuration option allows counties to be configured with a Print Queue as well as secure and unsecure printers. Depending on the county configuration and user rights, searchers will still be able to print directly to a printer ('Quick Print' option) or to a print queue ('Print' option).

There are many advantages to using the print queue, a few are:

1. The print requests are queued and can be reviewed prior to printing. If necessary, they can delete unintended print requests.
2. Searchers do not need to run back and forth to the printer every time they print a document.

Depending on the Laredo configuration and user rights, the searchers will see one of the following 'Print Option' screens:

Print Options

Doc Number: 2032461

Page Number: 1

- ◉ Current Page
- ○ All Pages
- ○ First and Last Pages
- ○ Select Pages ex 1,4-6 or 5
- ○ Selection

Print Format
- ◉ Fit to page
- ○ Print original size

☐ Show Print Dialog

CANCEL   PRINT
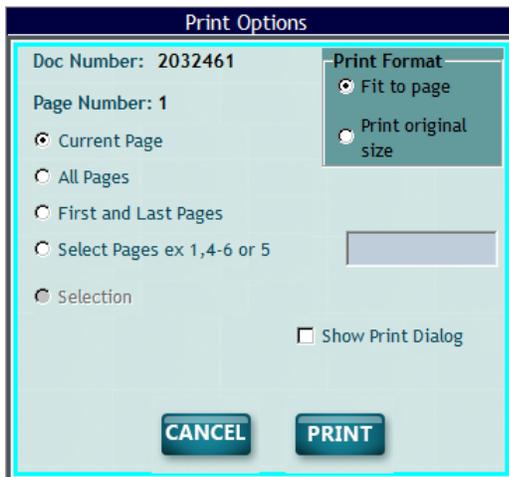
Public workstation (will not have Quick Print rights)

Print Options

Doc Number: 2032461

Page Number: 1

- ◉ Current Page
- ○ All Pages
- ○ First and Last Pages
- ○ Select Pages ex 1,4-6 or 5
- ○ Selection

☐ Remember All Pages Option

Print Format
- ◉ Fit to page
- ○ Print original size

☐ Remember Print Format Option

☐ Show Print Dialog

CANCEL   PRINT
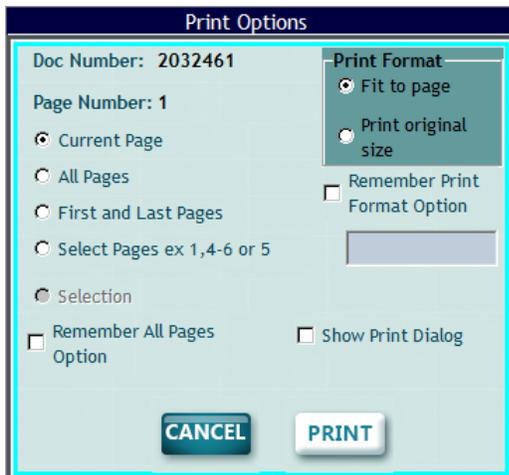
Remote workstation without Quick Print rights

Print Options

Doc Number: 2032461

Page Number: 1

- ◉ Current Page
- ○ All Pages
- ○ First and Last Pages
- ○ Select Pages ex 1,4-6 or 5
- ○ Selection

☐ Remember All Pages Option

Print Format
- ◉ Fit to page
- ○ Print original size

☐ Remember Print Format Option

☐ Show Print Dialog
☐ Quick Print

CANCEL   PRINT
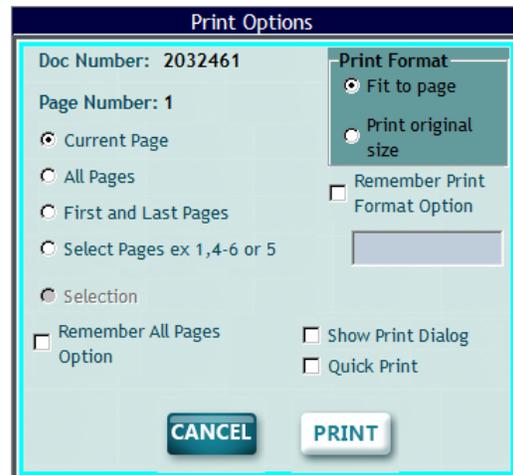
Remote workstation with Quick Print rights

In addition to the Quick Print, searchers also can:
1. Remember All Pages option
    This will override the system settings. Now when printing, searchers can automatically have Laredo print settings default to either 'Current Page' or 'All Pages' only.
2. Remember Print Format Option

This will override the system settings. Now when printing, uses can automatically have Laredo print setting default to either of the Print Format options (Fit to page or Print original size).

In the past, if a searcher gets logged out of their login, they would have to wait 5 minutes before Laredo would reset the inactive login. Now, if the searcher is on the same station they will receive a message stating the searcher is already logged in, do they want to reset the name so they can login. If the searcher is at a different station, they will not see the message have will have to wait 5 minutes before getting back into Laredo.

PRINT tab
The latest version of Laredo provides an option for a print queue.

The print queue is located in the new PRINTS tab. When the searchers 'prints' a document, rather than going directly to a printer, the document will go to the print queue. Once in the queue, the searcher can:
1. Review the list of documents in the queue.
2. Remove any unnecessary documents. In the example above, the last document was 'printed' twice. The searcher can click on the 'DELETE' box on the second document and click the 'Remove Sel…' option. This will remove that document from the list.
3. Print ALL documents at one time. This means searchers will not need to be constantly running to the printer every time they press print.

If the county uses the print queue, remote searchers will still see the PRINTS tab. Counties can grant remote searchers the 'Quick Print' right that will by-pass the print queue. Even though a searcher has this right, they will still have the option to print to the print queue ("Print…" options) rather than directly to a printer ("Quick…" options). The print queue will still print to their default printer.

Counties can still be configured to prompt searchers to enter their own login and password when printing at the county.

NOTE: If a county does not use the print queue, searchers will not see any of the 'Quick...' print options.

SEARCH tab
While the searching aspect has not changed, there are many other improvements made within the Search tab.

The Search Party Names box has been re-formatted:
- The party options are now displayed in a column
- The 'Soundz Lyke'/'Compact Search' check box has been moved
- If the county is configured with Iris and the searcher has the proper security actions, the searcher will see the User Iris option under the ADD button. This option allows searchers to add Iris functionality to a search (See Iris tab below for more information):
  - NONE – do not use an Iris list in the search
  - COUNTY – use the Iris list created and maintained by the county in the search
  - USER – use the Iris list created and maintained by the searcher in the search (not available on Public workstations)

The 'Later Date' option has been removed from the additional search criteria box in the upper right hand corner. This has been replaced with the new 'SAVED SEARCH' function which will discussed later in this document.

A popup window will display when Laredo is performing a search.
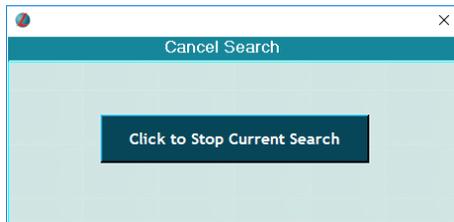
This will allow searchers to cancel searches that either take too long to return results or have been started in error. Once the search is completed, the window will disappear and the results will display. If the searcher presses the 'Click to Stop Current Search' button, they will see one of following two popup windows:
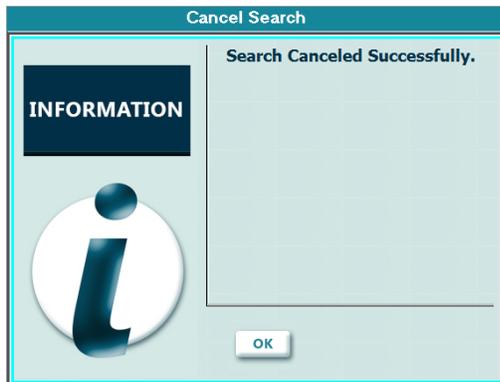
The alert above confirms that the search has been cancelled. The search screen will display after clicking OK.
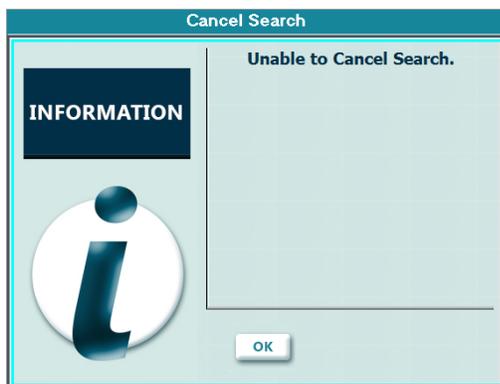
The alert above states that the search cannot be cancelled due to the fact it has completed running. The results screen will display after clicking OK.

RESULTS tab

There are a number of new enhancements added to the RESULTS tab. First, a new column (IMG for Image) has been added to the results screen. This will let the searchers know which documents have an image as well as which keeping track of what document images they have viewed.

The images icons have the following meanings:

[icon] - there is not an image or the images is unavailable (restricted)

[icon] - there is a viewable image

[icon] - the image was viewed

When viewing an image, there is an optional new control added to the screen. The 'PURCHASE OFFICIAL COPY' button will appear only if the customer is configured with Official Records Online and can request Land Records. If the county does not offer both of these options, the searcher will not see this button. When the button is active, Laredo will open the Official Records Online Request screen and populate the document number field with the viewed document.

TEMPORARY LIMITED EASEMENT   2032460   *2039045*

2039045
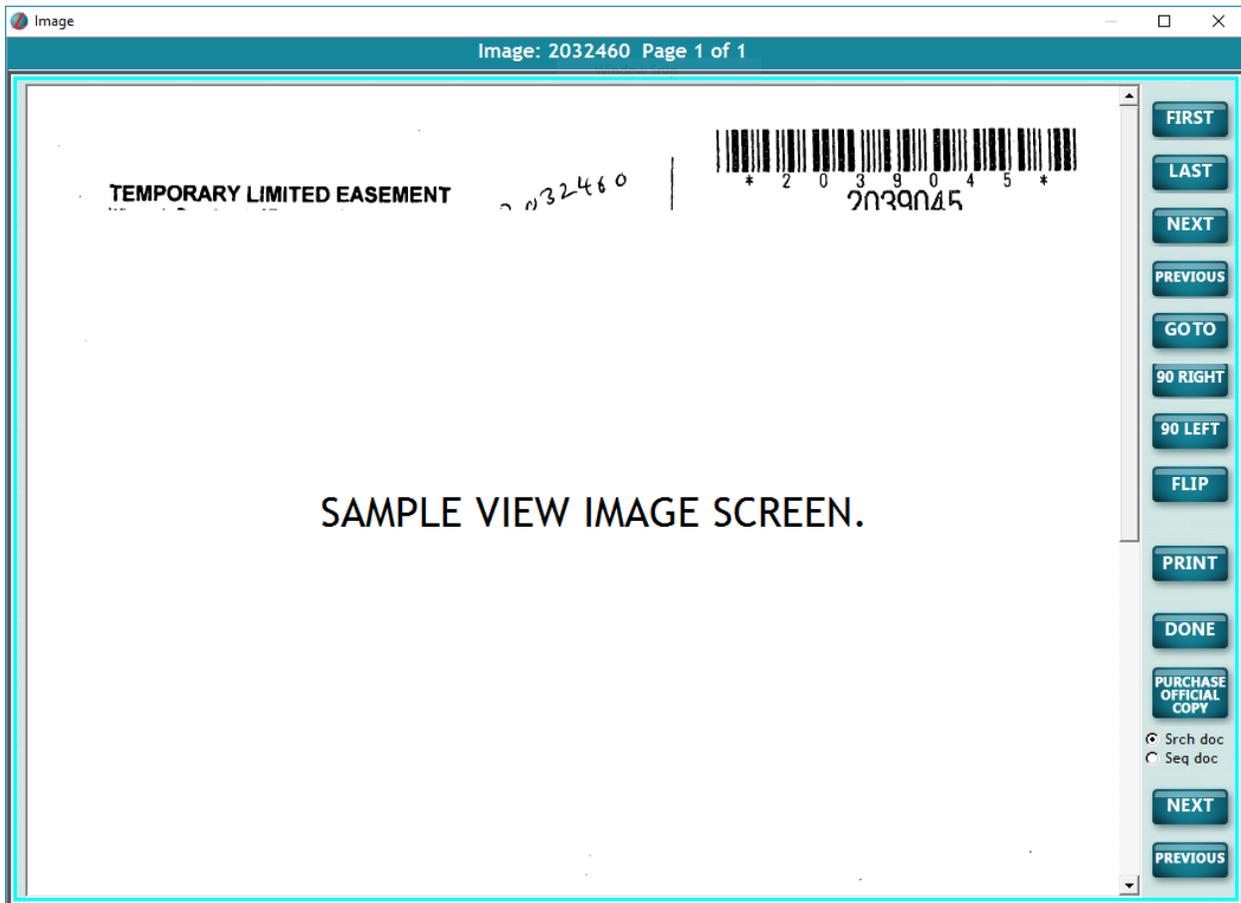
SAMPLE VIEW IMAGE SCREEN.

FIRST

LAST

NEXT

PREVIOUS

GOTO

90 RIGHT

90 LEFT

FLIP

PRINT

DONE

PURCHASE OFFICIAL COPY

⦿ Srch doc
○ Seq doc

NEXT

PREVIOUS

In the SEARCH tab section above, it was stated that the 'Later Date' (save searches) option was removed. This option is now the 'Save Search' option under the RESULTS tab. Rather than having to remember a 'Policy Number' and 'Watch Doc Number', searchers can enter a more descriptive name for the search. To save a search the searcher clicks on the 'Save Search' option and the following popup window will display.

Save Current Search

Search Name

☐ Notify By Email   **EMail Address For Change Notification**

     Text Phone For Change Notification

☐ Notify By Text   **Text Phone Provider**

CANCEL   SAVE

Here, the searchers can enter a descriptive 'Search Name' for the search. This 'Search Name' will be displayed in the SAVED SEARCHES tab.

Not only can searchers save searches, but they can also set up notifications to alert them if there is a change in the search results. There are two types of notification available:
1. Notify By Email – this will send an email to the searchers notifying them that the search results have changed.
2. Notify By Text – this will send a text message to the searchers notifying them that they search results have changed.

The notification email and text options have been added to the User profile screen in Laredo Admin (see Laredo Admin in this document). If the fields are populated in Laredo Admin, they will be displayed in this window. Searchers can either accept the default email address/phone number or type in a different email address/phone number to receive the notification. If the searcher overwrites this information, it will NOT update the notification information in their user profile in Laredo Admin. It will ONLY be applied the change to the current saved search.

If the notification fields are blank, when the searcher enters their email address or phone number on a saved search, Laredo will update their user profile in Laredo Admin.

NOTE: Notifications will only be available if the county is set up to allow for emails.

NOTE: Searchers can use the 'Save Search' function on a public workstation. After clicking 'Save Search' the searcher will be prompted for their user name and password. The 'Save Current Search' option will then be populated with the information (if any) from their user profile. The saved search will now be saved to their user name.

For additional information, see SAVED SEARCHES tab below.

Reset Printer
As mentioned earlier in this document, Laredo is now storing the name of the printer rather than the printer Id. This should lower the number of times a searcher will need to reset the printer. In the past, if a searcher needed to reset the printer, they would need to go to the Fidlar website, download and run the 'Reset Printer' program. All this was completed outside of Laredo. Now, the 'Reset Printer' is an option under the RESULTS tab. This application performs the same way as the external program. The searcher clicks on the 'Reset Printer' option and a "Printer Setup" window will pop up. From here, the searcher can select the correct printer.
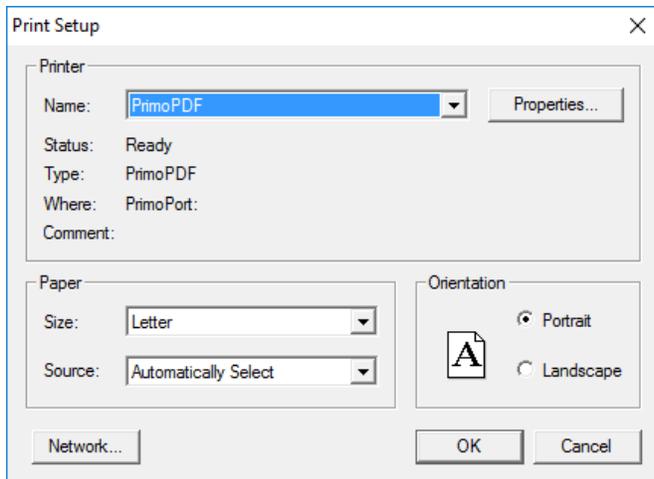
NOTE: The 'Reset Printer' will not be available on public workstations.

IRIS tab

Iris is a search tool that allows searchers to create search groups of First Names, Last Names, Business Names, Subdivisions and Addresses. The IRIS tab will display if:

1. The county has Iris installed
2. Iris is active for Laredo searches
3. The searcher has the proper security actions.

Once these requirements are met and the county grants the public workstation access to Iris, the public searcher will ONLY be able to select the NONE or COUNTY list when starting a search. Remote searchers with the Iris user action will be able to use the NONE, COUNTY or USER list when starting a search.

Prior to executing the search, searchers will have three (3) Iris options:

1. NONE – do not use either Iris list
2. COUNTY – use the county Iris list
3. USER – use the User Iris list

NOTE: A searcher CANNOT select both the County AND User Iris lists in a search. However, they can import the county list into their user list and add more records. (see import below)

The county Iris list will be maintained by the county using the Iris application while the searchers will maintain their Iris list in Laredo. This is completed under the Iris tab.
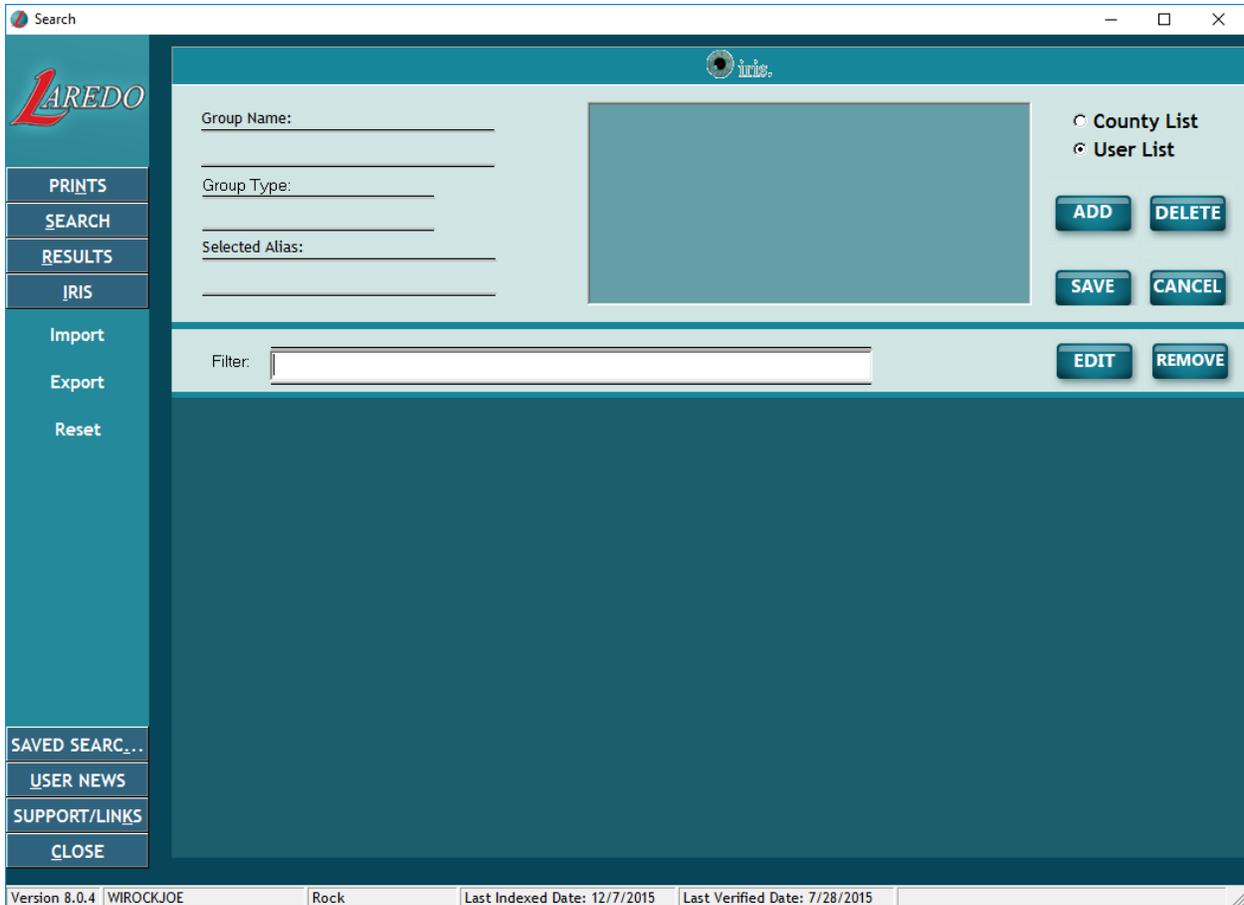
The Iris screen is divided into two (2) sections; data entry and the list. The data entry section allows searchers to either maintain their list ('User List' in upper right hand corner) or view the county list ('County List' in upper right hand corner). The list section will display all the groups/alias entries alphabetically by group name.
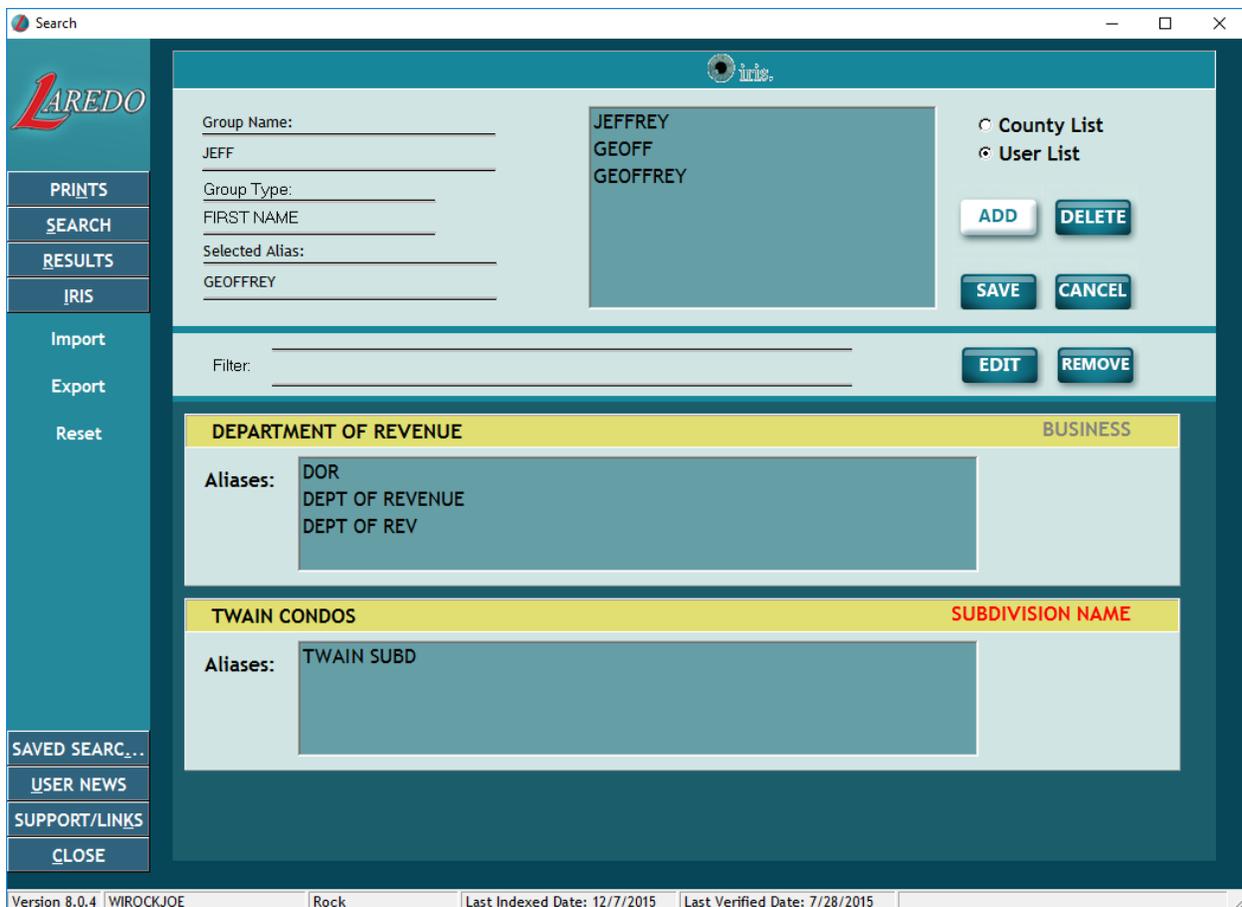
To add a new group to the 'User List', the searchers will:
- Enter a Group name
- Select a Group type
- Enter one or multiple Selected Alias

Once an Alias is entered, the searchers will click on the 'ADD' button. A group must have at least one (1) alias. The aliases will display in the box to the right of the entry fields. Once all the aliases have been entered, the searchers will click the 'SAVE' button.

To remove an alias, the searchers will highlight the alias and click on the 'DELETE' button.

If the searcher clicks on the 'CANCEL' button before the group is saved, all the information will be removed.
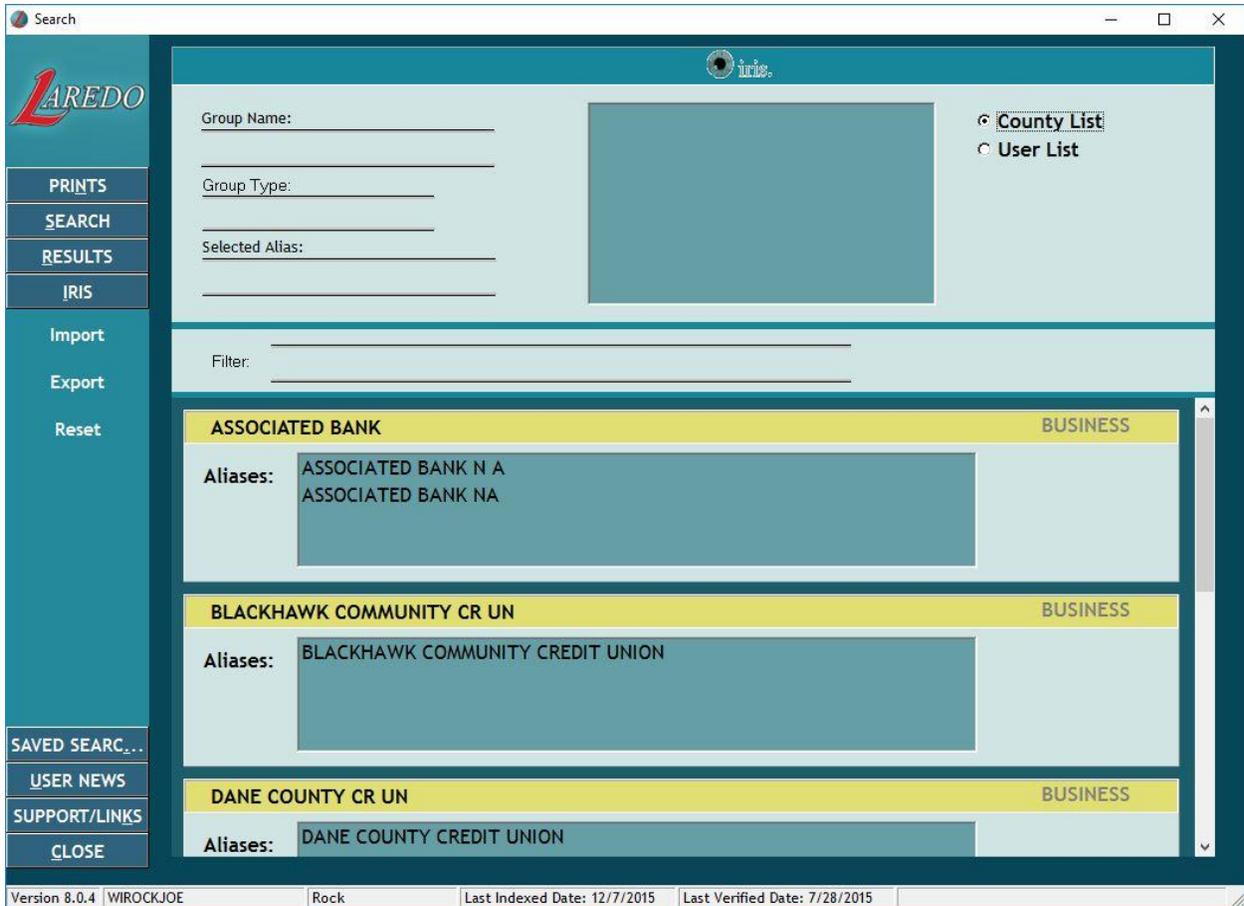
If the searcher selects the County list, they can ONLY view and search the list. They are not able to add to the list or maintain any groups.

In the list section is a Filter option. This will allow searchers to enter a value to see if it is currently stored in the Iris list.
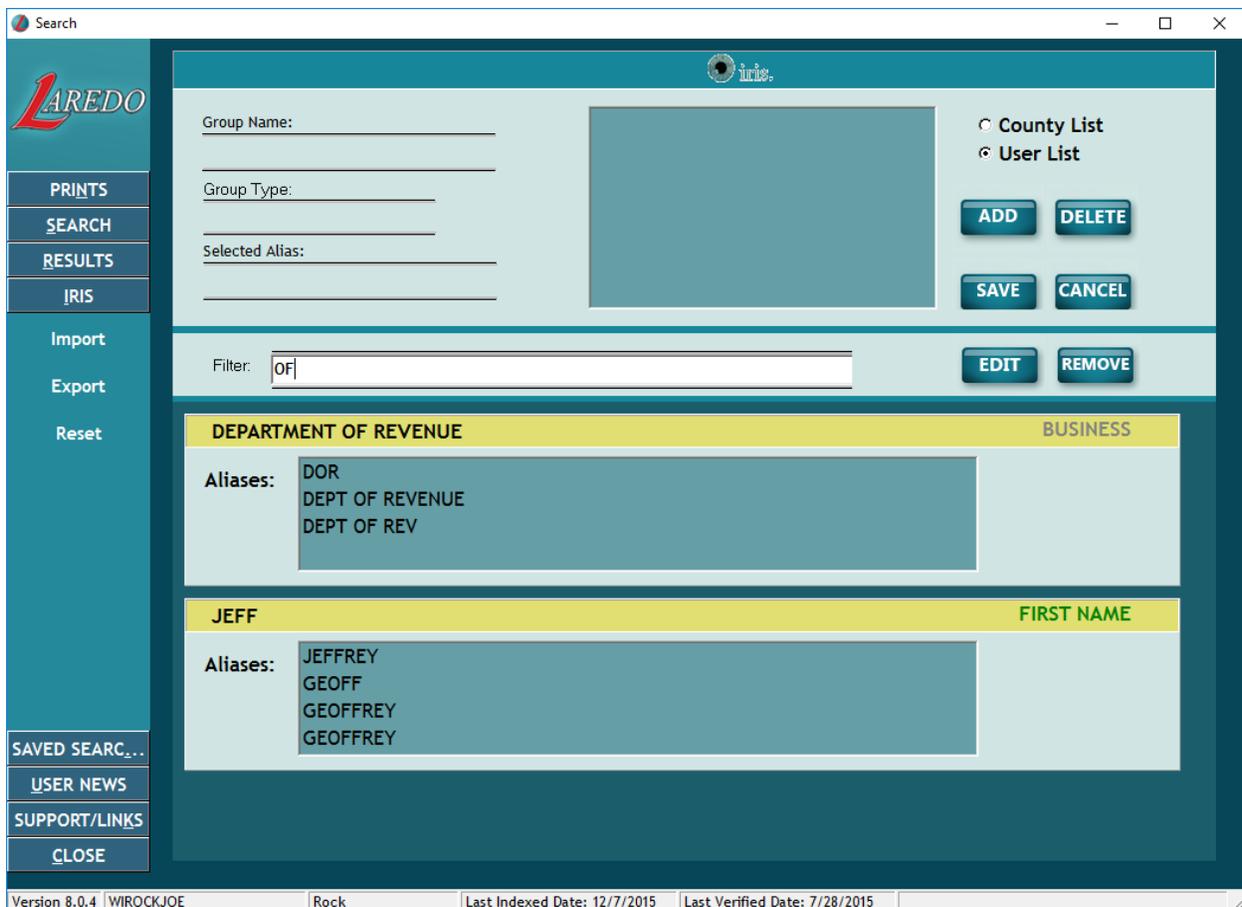
In the example above, the letters OF were entered. The results show any groups that meet this filter (OF from group name Department Of Revenue and from alias Geoff).

The list section also allows users to 'EDIT' or 'REMOVE' an existing group from the User List ONLY. NOTE: The 'EDIT' and 'REMOVE' options are not available with the County List option.

Under the Iris tab are 3 additional options:
1. Import
   When importing a list, Laredo will remove the existing list prior to importing the new list. Prior to importing a list, the searcher will be prompted to approve removing all entries from the current list. The searcher will then be prompted for the location and file name of the new list file to import. Once selected, Laredo will import the new list.
2. Export
   Exporting a list will create a text file with a .fid extension. The searcher will be prompted for the location where they want to save the exported list file.
3. Reset
   Reset will remove all entries from the User List. The searcher will be prompted to approve removing all entries from the User List.

NOTE: A searcher can export the county library and then import it into their library and add more records to the library.

NOTE: The User list is stored only for that user login. If a searcher searches multiple counties, they will need to maintain a list for each county. To manage a 'single' list, the searcher can export their list from one county and import it in all other counties they have an account.

SAVED SEARCHES tab
Once a search is saved, the searchers will have easy access to these searches in the 'SAVED SEARCHES' tab.

Along with general information columns (Search Name, # Results…) is a Status column. This column will contain three (3) statuses:

- the search results have not changed (a record may be updated, but if it does not affect the count, the status will not change).

- the search results have changed.

- Search did not successfully run. Call Fidlar for assistance.

Under 'SAVED SEARCHES' the searcher has 3 options:
1. Run Search – they can highlight a Search and run it again.
2. Delete Search – deletes the saved search from the system. The search will not be able to be retrieved.
3. Show Difference – this is used when the status is a star. A popup window will display the following changes in the search results; Removed and Added Documents

LAST SET OF SEARCH DIFFERENCES(11/18/2016 10:00:14 PM)

Removed Documents	Added Documents 6
	19010134
	2845763
	C152416
	C152417
	P151928
	T691485
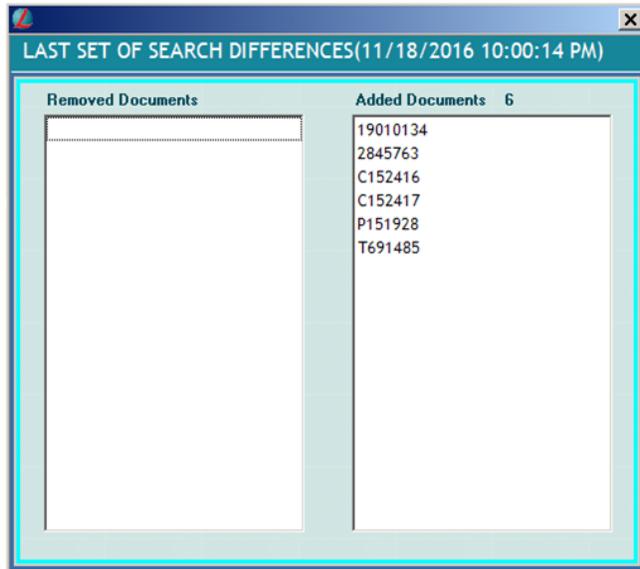
By default, saved searches will remain on the system for 60 days. After 60 days, saved searches will be flagged as expired. All expired searches will have three (3) asterisks (***) after the search id.

14***   ✓   123 MAIN STREET RI IL 61201

Expired searches will remain in the SAVED SEARCH tab until the searcher deletes them. These expired searches will not impact the number of active SAVED SEARCHES for a searcher. So, a searcher could have 50 items in the SAVED SEARCHES tab, but only have 10 that have not expired. In this scenario, the searcher can add up to another 15 active (unexpired) searches.

In addition, expired searches will not be run in the nightly updates. However, expired searches can be manually run from the SAVED SEARCH tab. If an expired search is run, the searcher will NOT be able to re-save the search by using 'Save Search' in the RESULTS tab.

By default:
1. Each searcher login is limited to 25 searches.
2. Each search will be added to a queue that starts running at 5:00 PM and stop the next day at 8:00 AM.
3. Each saved search will be active for 60 days. Each search will have an Expire Date and that is viewable in the SAVED SEARCHES window.
4. Notifications will be sent between 8:00 AM and 10:00 AM each day.

Any of these defaults can be changed per the counties request.

NOTE: Counties should be cautious about making these settings too high. Depending on the number of records and complexity of the search, these searches may not run until the next day could be running during the time the county is open or may not run for the day.

SUPPORT/LINKS Tab

The Support/Links tab allows searchers easy access to Fidlar's online chat and other Fidlar products (Property Fraud Alert, Honor Rewards and Official Records Online).

To access any of these options, the searchers simply clicks on the blue hyperlink. If the searcher clicks on the 'LIVE CHAT ONLINE!' hyperlink during regular business hours, a new browser chat session will open on their screen. The screen below is a sample chat hyperlink window.
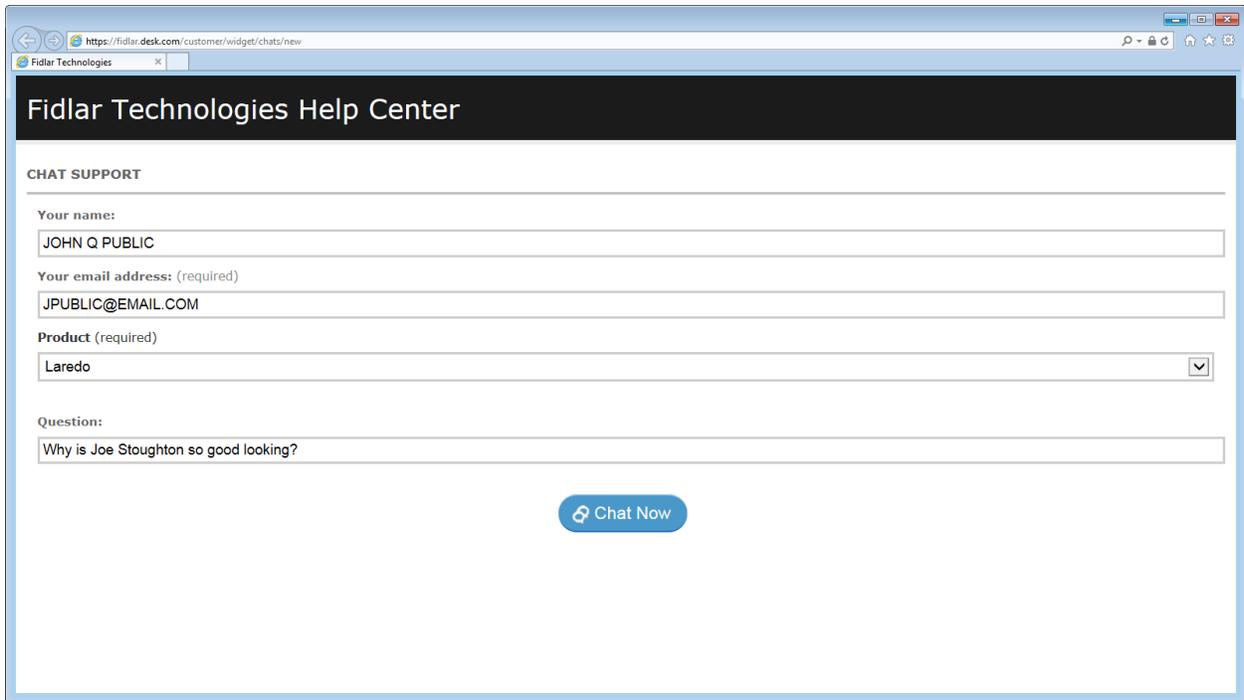
When the searcher clicks on the hyperlink in any of the other products a new browser window will:

- Display the county's website if they offer the feature
- Display Fidlar's general website for the feature

PUBLIC LOGIN Tab

The Public Login tab allows searchers to enter their login one time. This is helpful at counties that require searchers to enter their user name and password every time they print a document. When the searcher clicks on the login option they will be prompted to enter their Laredo UserName. After entering their UserName, the searcher will press the TAB key. Laredo will validate the UserName. If it is a valid Laredo UserName the searcher will then be prompted to enter their password. If not, an alert will display stating they entered an invalid UserName.
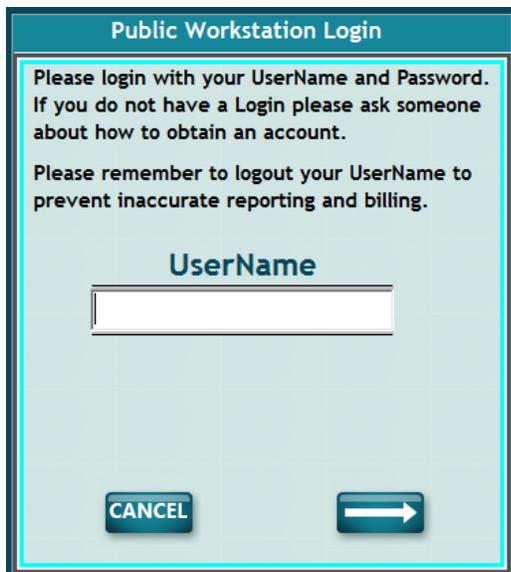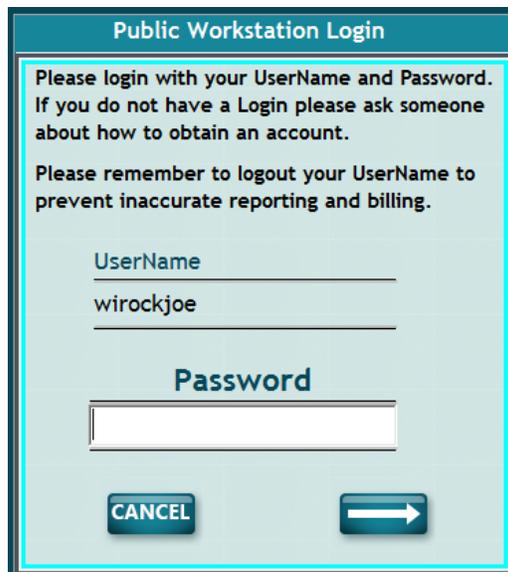

Once logged in the searcher will be alerted that all actions will be billed directly to their Laredo account. In addition, the Laredo header will display their login name.
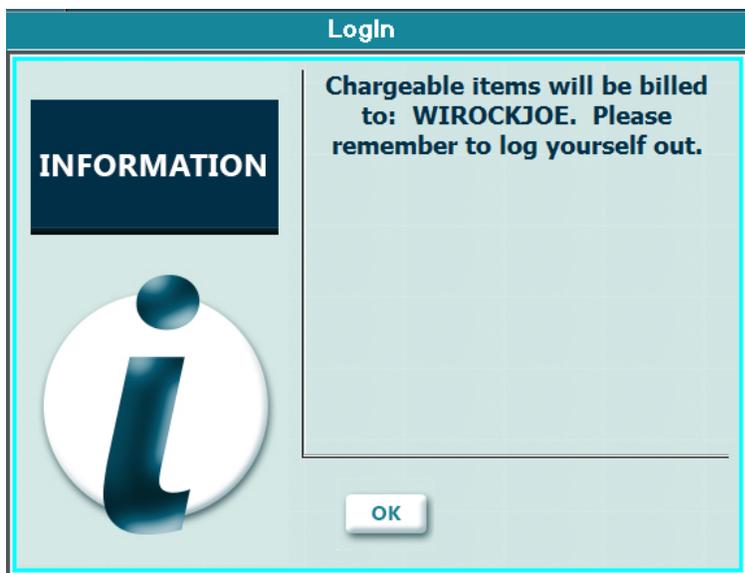
The advantages of using the Public Login are:

1. **Searcher will be able to access their own Saved Searches.**
2. **Searcher will be able to save Saved Searches to their user profile without having to enter their user name and password.**
3. **Searcher will be able to Print documents without having to enter their user name and password with each print.**

NOTE: It will be up to the searcher to log out of Laredo. If Laredo is inactive for approximately 2 minutes, they will automatically be logged out of the Public Login. They will not have connection time logged to their user name when they are publicly logged in.