

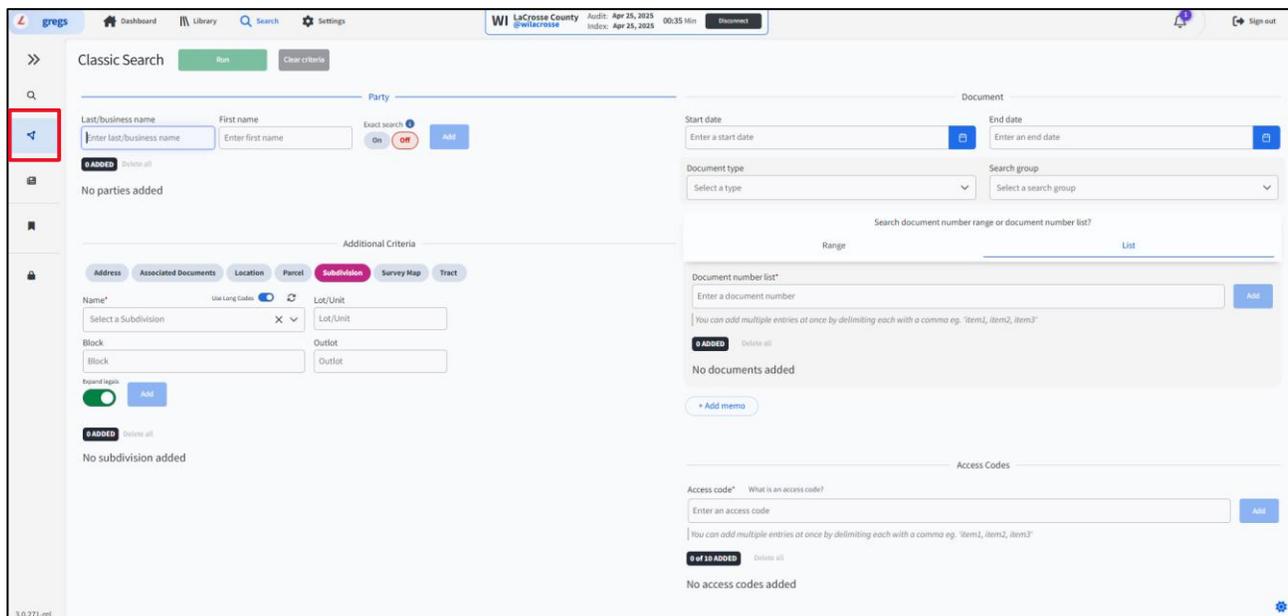
LAREDO ANYWHERE QUICK START GUIDE (Updated 07/2025)

NOTE 1: This tip sheet provides a summary of the basics of searching in Laredo Anywhere. To view a detailed description of all of the functions of Laredo Anywhere, click the “Laredo Anywhere Guide...” link located at the bottom of the webpage found at: <https://www.fidlar.com/LaredoAnywhere.aspx>.

NOTE 2: All new features of Laredo Anywhere released in June, 2025 are identified below with (**NEW).

CLASSIC SEARCH

1. To begin searching, click **Classic Search** in the menu bar. The search criteria screen shown below will display.



PARTY NAME SEARCH (**NEW)



1. To search by party name, enter the last name in the **Last/business name** field and the first name, or a portion of the first name, in the **First name** field. There is an unseen automatic wild card at the end of both the last name and first name fields so you can enter a portion of the first name and Laredo will return results for any first name that begins with the letters entered. For a business name, enter the entire business name or the first portion of the business name in the **Last/business name** field.
 - a. If you are uncertain of the spelling of a party name, enter the % symbol (wildcard) anywhere in the beginning or middle of the name.
 - b. (**NEW) To ignore possible spaces and punctuation in names, select the **Off** toggle in the **Exact search** option before you click **Add**. For example, with **Exact search** set to **Off**, a search for “Walmart” will return results for “Wal-mart”, “Wal Mart”.
 - c. To search for an exact match for the name entered, click the **On** option in the **Exact search** field. For example, with **Exact search** set to **On**, a search for “Oneil” will not return results for “O’neil”.
2. Click **Add** then click the **Run** button at the top of the screen to display the search results. (See the image on the next page.)

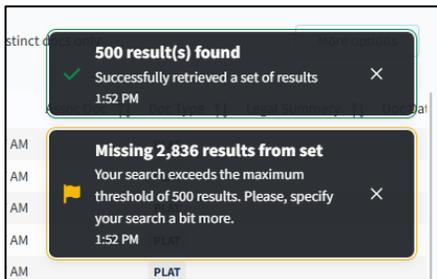


SEARCH RESULTS

The screenshot shows a search results page with a sidebar on the left and a main grid on the right. The sidebar contains navigation options like 'New search', 'Edit this search', and 'Save search', along with search criteria (Parties: 0, Document Info: 2, Additional Criteria: 0) and group settings (Pin Stash: 0, Recently Viewed: 0, Hidden: 0). The main grid displays 24 search results with columns for Doc Number, Party, Doc Type, Recorded Date, Book & Page, Assoc Doc, and Legal Status. A green arrow points to the 24th row, and a blue arrow points to the rightmost page navigation arrow at the bottom of the grid.

The search results grid that displays when a search is run will initially display a summary of the index data for the documents that match the search criteria entered.

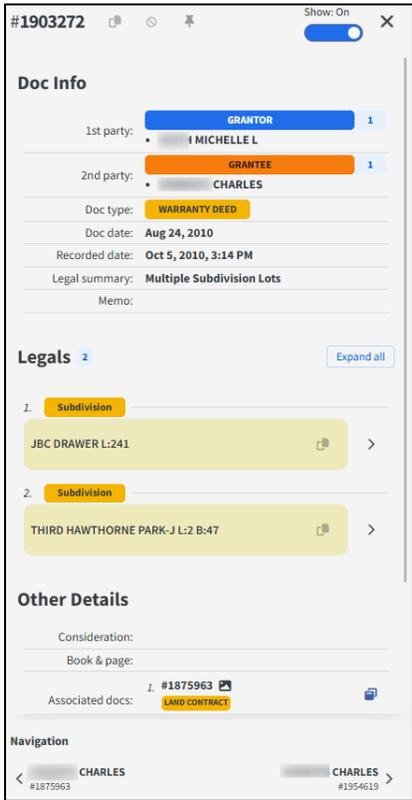
NOTE: There is a maximum number of search results that will display in the Laredo search results. This maximum number varies per county. If your search exceeds the maximum number of results allowed in a search, a message similar to the following will display (**NEW):



1. You may wish to narrow your search criteria to more specific parameters in order to view a number of results that fits within the maximum number allowed.

2. To scroll through each page of results one page at a time, click the **Page Arrow** at the bottom of the grid (identified by the blue arrow in the image above). Click the **Double Page Arrow** to navigate to the last or first page of results.

3. To **view the index data** details for any document, click anywhere on the document's row in the results grid. All index data for the document will display in the **Doc Info** panel on the left side of the results grid. (See Figure 6 on the next page.)



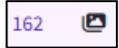
(Figure 6)

- Click the **Right** or **Left Arrow** at the bottom of the image to scroll through the pages.

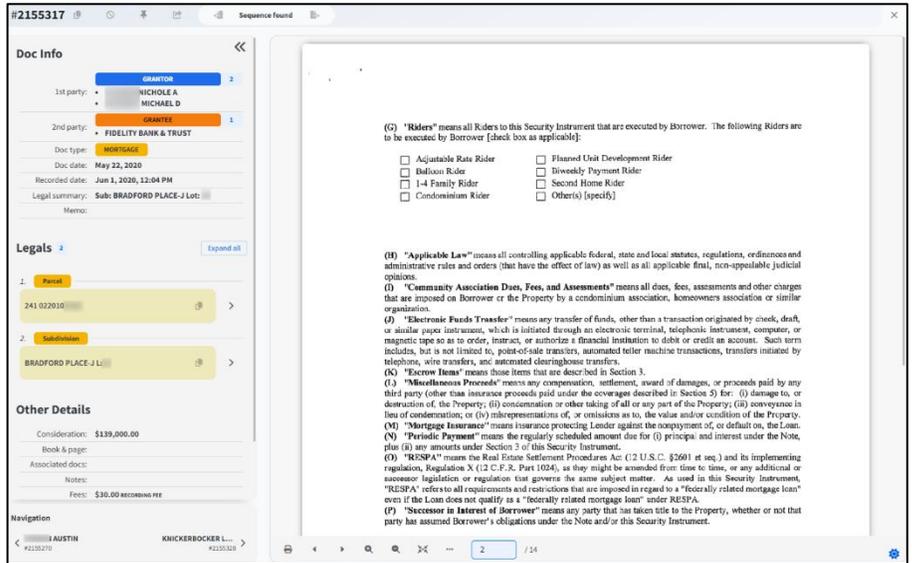
NOTE: The row for any document result that has been clicked will be highlighted in purple to notify you that you have viewed the details of the particular document.

- Click the **X** in the upper right corner of the **Doc Info** panel to close the panel and display the **Criteria** panel.

- To **view a document image**, either click the image icon on the left side of the desired row or double click anywhere on the document's row in the results grid.



The **Navigation** and **Doc Info** (document index details) panels will display on the left side of the screen and the image will display on the right. (See Figure 7 below.)



(Figure 7)

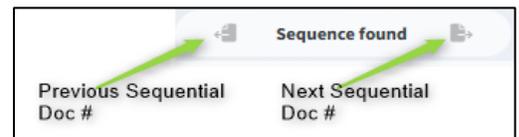
- To navigate to a particular page of the document, click after the page number in the "Go To Page" field, backspace over the displayed number then type the page you wish to navigate to.



- To view the image of the previous or next document in the search results without closing the currently-viewed image, click the right or left arrow in the **Navigation** section at the bottom of the **Doc Info** panel.

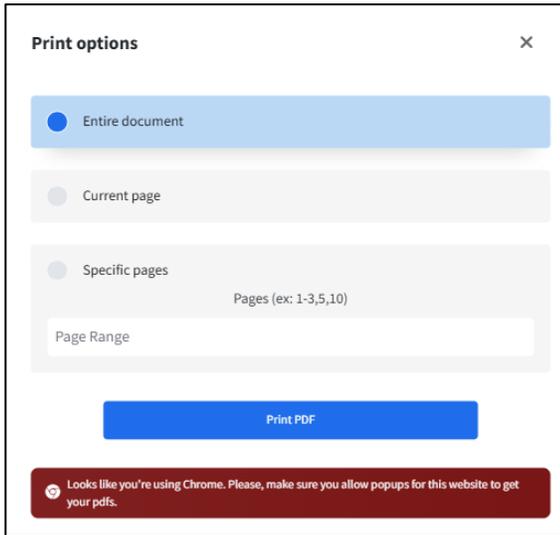


- (**NEW) Sequence found:** To view the image of the previous document number (sequential document number), whether the document is listed in the search results or not, click the **Left Arrow** in the **Sequence found** field in the toolbar at the top of the image. To view the image of the next sequential document number, click the **Right Arrow** in the **Sequence found** field.



- To print the image, click the **print** icon at the bottom of the image. The **Print Options** dialogue box will display (See Figure 12 on the next page.)





(Figure 12)

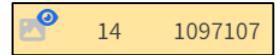
11. Click **Entire document** or **Current page** or click the **Specific pages** option then enter the page, pages, or page range you wish to print.

a. Click **Print PDF**. A print dialogue box will display. The specific print dialogue box that opens will be determined by the web browser in which you are running Laredo Anywhere.

b. Print the image(s) utilizing the functionality of the print dialogue box in which the image displays.

12. To close the image, click the **X** in the upper right corner of the image or press the **ESC** key.

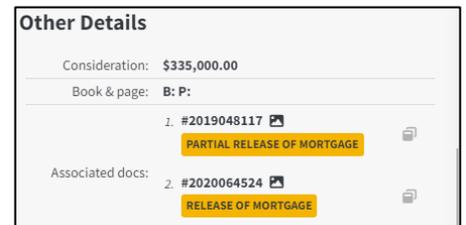
a. The image icon will display a blue eye symbol when an image has been viewed.



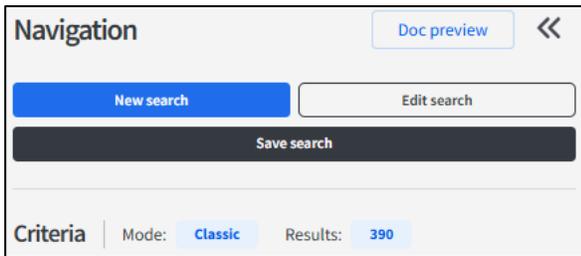
13. To view the image of an associated document (reference document) from the search results, click anywhere on the row in which the associated document is listed in the **Associated Doc** column. The **Doc Info** panel will display on the left side of the search results grid.

#	Doc Number ↑↓	Additional Party ↑↓	Doc Type ↑↓	Recorded Date ↑↓	Assoc Doc ↑↓
29	2020007206	FIRST FEDERAL SAVINGS BANK FROM	PARTIAL RELEASE OF MORTGAGE	Feb 4, 2020, 5:02 PM	2019008291 MG

a. Click the document number in the **Associated docs:** section of the **Doc Info** panel. The image of the associated document will display in an **Associated Document Image** window.



14. To run a new search, click the **New search** bar in the **Navigation** panel. (See the image below.) (**NOTE:** If the **Doc Info** panel is open, you will need to first click the **X** in the upper right corner of the **Doc Info** panel to display the **Criteria** panel.)



a. When **New Search** is clicked you will return to the search criteria screen. All existing criteria will be cleared and you can run a new search.

SEARCH RESULTS DETAILS

- To **sort** by any column in the search results, click the **column header** for that column.
- To **reorder** the display of the columns, click and hold any **column header** then drag the column to the desired location.
- To **group** search results by any index field column, right click the column header then click the **Group by** option.
 - To view the list of documents in any group, click the **Arrow** to the left of that group name.
 - To reset the search results to the ungrouped view, click the **X** in the **Group by Column** field.
- See the **TEMPLATES** section in the full Laredo Anywhere manual for a description of how to set a default view for the search results columns.



DOCUMENT INFORMATION SEARCH

Document

Start date: Enter a start date [Calendar icon]

End date: Enter an end date [Calendar icon]

Document type: Select a type [Dropdown arrow]

Search group: Select a search group [Dropdown arrow]

1. To search by a recording date range, click in the **Start date** field then type the desired starting date. Press **Tab** – the current date will auto-display in the **End date** field but you can overwrite this with any date you wish.
2. To narrow your search criteria to a particular document type or grouping of document types, click in the **Select a type** field in the **Document type** section then select the desired document type.
3. (**NEW) To narrow your search criteria to a particular grouping of document types (known as search groups), click in the **Select a search group** field in the **Search group** section then select the desired search group.
4. (**NEW) There are two options by which to search by a specific document number or document number range:

Search document number range or document number list?

Range [Underlined] List

Start number: Start document number

End number: End document number

- a. **DOCUMENT NUMBER RANGE:** To search by a sequential document number range, make sure that **Range** is selected then enter the beginning document number in the **Start number** field then press **Tab** to enter the **End number** field.

Search document number range or document number list?

Range List [Underlined]

Document number list*

Enter a document number [Text input] [Add button]

You can add multiple entries at once by delimiting each with a comma eg. 'item1, item2, item3'

- b. (**NEW) **DOCUMENT NUMBER LIST:** To search for a non-sequential list of document numbers, click the **List** bar in the document number criteria section then enter each document number you wish to search in the **Document number list** field with a comma between each one. Then click the **Add** button.
5. When the correct document criteria has been entered, click **Run** at the top of the screen to display the search results.

ADDITIONAL CRITERIA SEARCH

NOTE: For all additional search criteria (Subdivision, Tract, Parcel Number, Book & Page, Address, CSM) see the full Laredo Anywhere manual located at: <https://www.fidlar.com/LaredoAnywhere.aspx>. The new features in the June, 2025 release of Laredo Anywhere are listed below.

SUBDIVISION

1. (**NEW) **EXPAND LEGALS:** With the **Expand legals** option checked on (green), a search for a particular subdivision Lot, Block, and/or Outlot will return results for the specific values entered as well as documents in which there were no Lots, Blocks, or Outlots indexed.

Expand legals [Green toggle] [Add button]

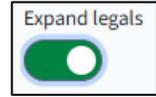
- a. To limit the search results to only display records indexed with the specific Lot, Block, and/or Outlot entered, click the **Expand legals** field to turn off this option (the field name will change to **Exact legals**) before clicking the **Add** button.

Exact legals [Blue toggle] [Add button]

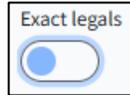
2. (**NEW) You can now search for multiple subdivisions in one search by selecting each subdivision in the **Select a Subdivision** field then clicking **Add** after each one is selected.

TRACT

1. (**NEW) **EXPAND LEGALS:** With the **Expand legals** option checked on (green), a search for a particular section, township, and range and quarter section(s) will return results for the specific values entered as well as documents in which there were no quarter sections indexed.

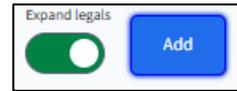


- a. To limit the search results to only display records indexed with the specific quarter sections entered, click the **Expand legals** field to turn off this option (the field name will change to **Exact legals**) before clicking the **Add** button.



CERTIFIED SURVEY MAP (CSM)

1. (**NEW) **EXPAND LEGALS:** With the **Expand legals** option checked on (green), a search for a particular CSM Lot and/or Outlot will return results for the specific values entered as well as documents in which there were no Lots or Outlots indexed.



- b. To limit the search results to only display records indexed with the specific Lot and/or Outlot entered, click the **Expand legals** field to turn off this option (the field name will change to **Exact legals**) before clicking the **Add** button.

