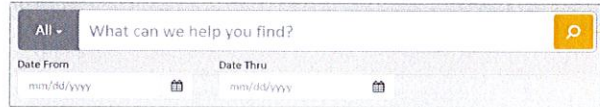# RECORD hub QUICK TIPS

## SIMPLE SEARCH

Broad search using fewer initial filters to retrieve all documents containing the search values regardless of field.
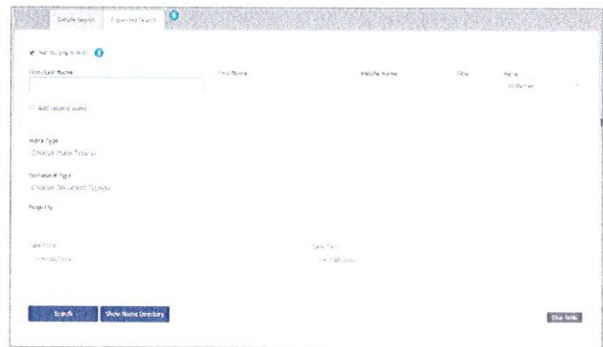
- Requires an EXACT match (not a BEGINS WITH search)
- Uses implied AND logic (searching John Smith will return documents containing any fields with John OR Smith)
  - Use quotation marks to group multiple words – searching "John Smith" will return documents containing fields with only John AND Smith together
  - Apply a wildcard by using the asterisk * at the end of the word (requires 2 characters)
- Search specific categories by clicking the gray ALL button and selecting the desired category
- Search by date to limit your search to a specific date range with the calendar features

## EXPANDED SEARCH

Targeted search for specific values in specific fields or multiple fields at the same time.

- Default BEGINS WITH search or uncheck the box for CONTAINS search
- Requires LAST NAME search criteria
- Apply a wildcard by using the asterisk * (requires 2 characters for last name and 1 character for first name)
- Select multiple index or documents types by holding down CTRL while selecting the desired types
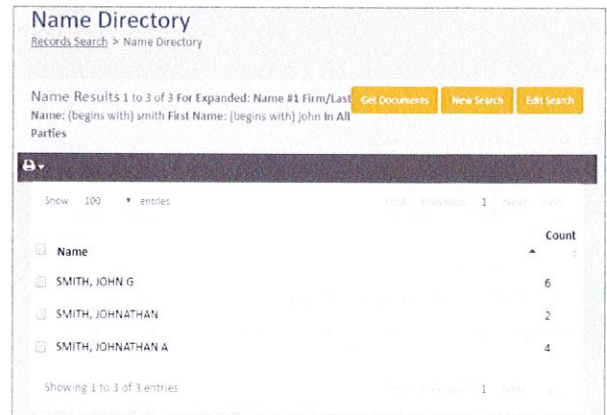
## EXPANDED SEARCH > NAME DIRECTORY

Easily view multiple spellings of a name and then decide which documents you wish to continue searching prior to viewing results.
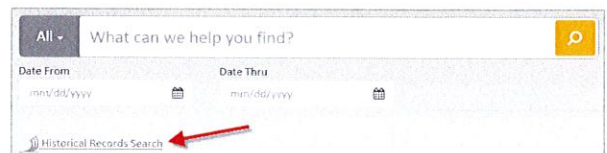
1. Enter a name or portion of a name in the EXPANDED SEARCH
2. Click SHOW NAME DIRECTORY to view a list of each unique name and the number of documents that contain the name
3. Select the desired name and click GET DOCUMENTS to display the search results

**Note:** When using this feature with ADD SECOND NAME, the AND/OR drop-down box must be set to OR

## HISTORICAL RECORDS

If a site has HISTORICAL RECORDS SEARCH, it will appear on the main screen.

# RECORD hub QUICK TIPS

## SEARCH RESULTS

Search Results 1 to 32 of 32 For ALL: gilbert

Show 100 entries

**Expand All icon**

**Expand a select set or expand all**

| | | | | Party One | Party Two | Description |
|---|---|---|---|---|---|---|
| 1 | | | 11/05/2014 DEED | GILBERT, LYNDA  GILBERT, SONNY | BACON, BARB  BACON, JESSIE | Amount: $250,000.00  Subdivision Name: HAWTHORNE  ADDN Lot: 2 Block #: 25 Remarks:  PTL OUTLOT 15  Address: 250 EAST MAIN ST  WORTHINGTON, OH 43112  Subdivision Name: HAWTHORNE  ADDN Lot: 1 Block #: 25 Remarks:  PTL OUTLOT 15  Address: 250 EAST MAIN ST  WORTHINGTON, OH 43112 |

**Sort by column**

| # | View | Scan Pages Date | Type | Party One | Party Two | Description | File# | Book/Page |
|---|---|---|---|---|---|---|---|---|

**View recorded information & images**

| # | View | Date | | Type | Party On |
|---|---|---|---|---|---|
| 1 | | 21 | 05/04/2016 DEED  In Progress DEED | | HAYES, G |

**View related documents**

| # | View | Date | Type | Party On |
|---|---|---|---|---|
| 1 | | 11/05/2014 | DEED | GILBERT,  GILBERT, |

## SEARCH FILTERS

**View the filter panel**

entries

| # | View | Scan Pages Date |
|---|---|---|
| 1 | | 11/05/2 |

### Search Filters

**View or hide applied filters**

Filters Applied

CONV — **Remove applied filters**
DEED —

Index Type

Search — **Quickly locate an entry in a filter**

☐ CHA (1)
☑ CONV (2)
☑ DEED (9)

**Select & deselect filters**