

Web Inquire Setup Instructions

When you get to the Clerks Web Inquire site you will be asked to Enter your Username and Password.



The image shows a screenshot of a web browser window displaying a login form. The form is titled "WebView™ Login" and contains two input fields: "Username" and "Password". Below the "Password" field is a "Login" button. Below the login form, there is a "Subscribe" link.

WebView™ Login

Username

Password

Login

Subscribe

The first time you access the Web Site from a different computer you will need to download the ActiveX control that provides the viewing and printing capability. Only Microsoft Internet Explorer Web Browser is supported.

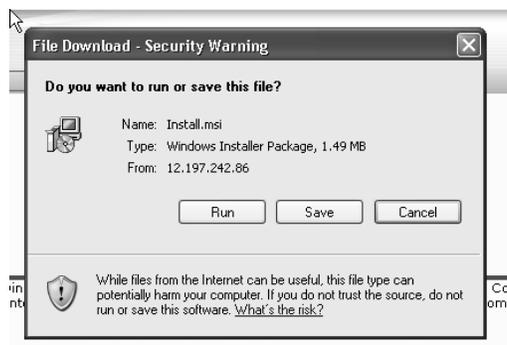
You will note, clicking the Download Software & Services Imaging ActiveX Control line in red will initiate the download.

Note: For management purposes each download is logged to the user.

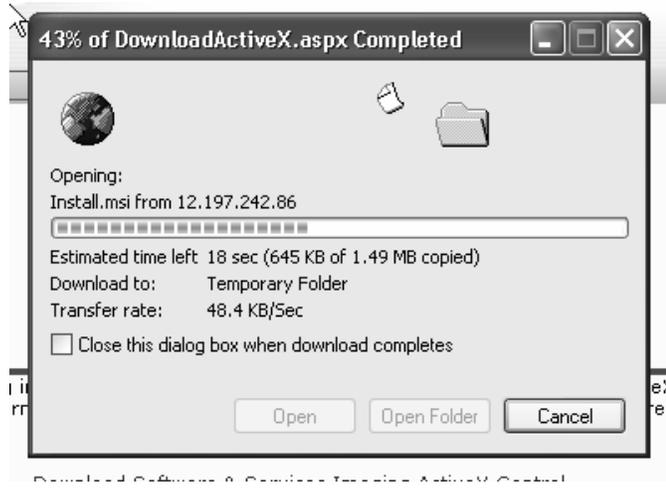


When downloading you will get the normal Installation instructions as shown below:

Press "Run" at this instruction.



The Machine will download the file and give a progress report as it does so.



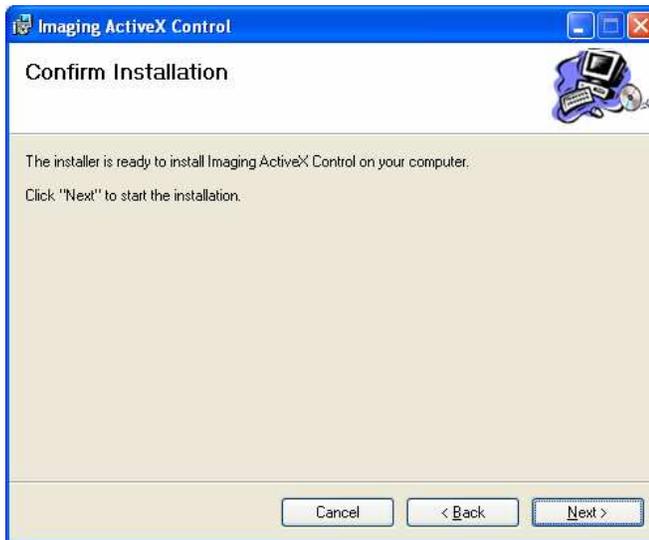
You must press "Run" again at this point to install the control.



After clicking “Run” you will get a dialog box that welcomes you to the ActiveX Setup Wizard.



Simply click “Next>”. To confirm installation you will click “Next>” again on the following screen.



You will see a final screen that shows Installation is Complete. Click “Close” to exit the Setup Wizard.

Once the software is installed you can proceed with normal usage. You are can choose from the available searches.



For Mortgage and Conveyance searches enter names similar to the method shown below:

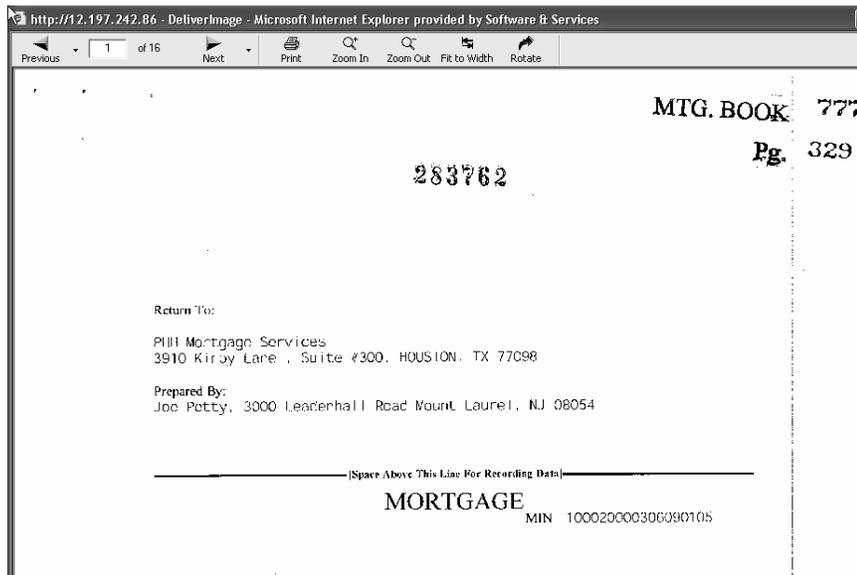
A screenshot of a software interface showing two search forms. The first form is titled "Search Mortgage and Conveyance by Name" and contains the following fields: "1st Search Name" (with "Hebert J" entered), "2nd Search Name", "3rd Search Name", "4th Search Name", "5th Search Name", "Record Type" (dropdown menu with "Mortgage" selected), "Mortgagor or Mortgagee?" (dropdown menu with "Mortgagor" selected), "Filed After" (with "12/1/1984" entered), and "Filed Before" (with "3/21/2006" entered). There are "Search" and "Clear Form" buttons at the bottom. The second form is titled "Search Mortgage and Conveyance by Instrument Number" and contains an "Instrument Number" field and a "Search" button. Below the forms is a "Back To Searches" link.

When the system shows the results you will get a view similar to the following. If there are a large number of results the screen may take a short while to display. If there are many results returned you will see a “Next Page” option at the bottom right of the screen to show more results.

Direct Name :	HEBERT, BECKY	File Date:	3/14/1997
Indirect Name :	PODIATRY INSURANCE CO OF AMERICA	Cancel Date:	
Type:	JUDGMENT	Book:	623
Register Number:	MG 235263.10	Page:	481
Description:	#61906 COURT OF APPEAL JUDGMENT	Pages:	
Amount/Consideration:	Direct (1)		Indirect (4)
Direct Name :	HEBERT, BETHANY R	File Date:	7/29/2005
Indirect Name :	PHH MORTGAGE SERVICES	Cancel Date:	
Type:	MTG	Book:	777
Register Number:	MG 283762	Page:	329
Description:	LOT 13 BEAU RIVIERE GARDEN ESTATES	Pages:	16
Amount/Consideration:	Direct (2)	View Image	Indirect (1)

New Search

If you see a “View Image” within the instrument box there is an image available for viewing. Click on those words to see the image. **Make sure your Pop-up Blocker is turned off to view images.** You will get a page that shows a screen similar to the following:

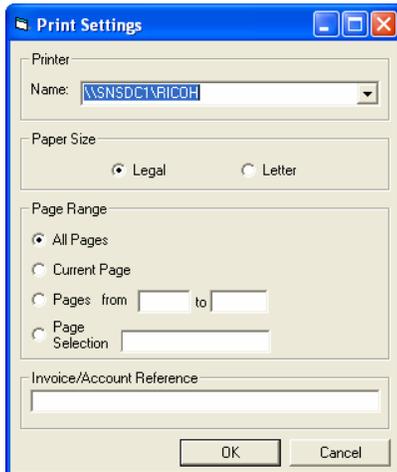


The Left/Right buttons allow you to page through the image.

For management purposes, a log is maintained of viewing activity.

If you are allowed to, you can press the “Print” button if you wish to print the document.

When you press the “Print” button you will see the following dialog box.



You can enter an internal reference, if you choose, and change the print location if you want to print to a printer other than your default printer. You can also select the pages you want to print.

After Pressing “OK” a dialog box will be displayed explaining the charges you are incurring. You must accept these charges before printing is allowed.

A record is maintained of the document printed and the number of pages printed.