

# eaglerecorder Quick Reference Guide

## Searching

**Search.** Enter your search criteria and press the **Enter** key or click the **Search** button.

**Clear.** Click the **Clear** button to clear all search criteria between each search.

**Filter.** Click the **Filter** button to narrow your search by document type. The Document Filters window will open. Click the plus (+) sign to expand the documents types for more options. Select your document type(s) and click **OK** or press **Enter**. Use your mouse in combination with the **Shift** or **Ctrl** keys to select more than one document type. The document type codes will display on the Search Criteria header to indicate what is being filtered. Be sure to turn filters off for each new search.



**Sort Search Results.** Clicking on the **Sort Search Results** icon will allow you to choose how you would like to sort your search results.



**View Selected Results.** You may view any document by double-clicking on it. To view multiple documents, select them using your mouse in combination with the **Shift** or **Ctrl** key and then click the **View Selected Results** icon.



**Show Preview Dialog.** Clicking on the Show Preview Dialog icon will open a preview window where you may view your document results.



**Open Selected Documents in Related View.** To view documents *related* to the document in your search results, click on the **Open Selected Documents in Related View** icon. All related documents will show in tree form; click on any document in the tree to view the complete indexed data and the image for that document.

## Searching

The easiest way to search is by Document Number or by Book, Volume and Page (when applicable). Inputting either of these will bring up the document you are looking for, as well as any documents relating to it. If you do not have either of these numbers available, you can use any combination of fields on the Document Search screen to define a search. This allows you to limit the search results to only the documents with the data you specified.

The following search bins are available to you for searching.

**Recording Date.** The Recording Date field is actually two fields – a **FROM** and a **TO** field. To search on only one day, enter the same date into both fields. You can use the calendar function to select a date by clicking on the calendar to the right of a date field and selecting the date or you can enter the dates by typing them in.

**Grantor/Grantee/Both Names.** Enter the name into the **Grantor**, **Grantee** or **Both Names** field. The **Both Names** field will search on that name whether it is in the **Grantor** OR **Grantee** field. If you enter the same name into the **Grantor** and **Grantee** fields, the system will search on that name where it exists in BOTH fields.

EagleRecorder allows two types of searching: **Basic Searching** and **Advanced Searching**. **Basic Searching** is indicated by a red circle to the right of the field. When using **Basic Searching**, the system searches for all names that match your search criteria. Wildcards are not permissible in basic searching. To use **Advanced Searching**, click on the red circle icon; it will change to a tilde (~). **Advanced Searching** uses different wildcards and syntax to help you find the document you are looking for. See the **Advanced Searching Operators** section below.

**Subdivision/Lot/Block/Tract/Unit/Abstract/Survey/Block/Township/Section/Tract/Acres.** Enter any information you have into the corresponding legal field. You may utilize the drop-down lists where available. You may then add additional search criteria or run the search.

Enter any information you may have into these fields; you may then add additional search criteria or run the search.

---

### Advanced Searching Syntax

A blank space between words is treated as an "or". Ex: CHARLIE BROWN will return all documents containing either CHARLIE or BROWN.

- " " Double quotes (") may be used for grouping words into an exact search. Ex: "CHARLIE BROWN" will return all documents with CHARLIE BROWN found in the same field. It will not return documents if the names are separated or not an exact match. It will not return, for example, CHARLIE L. BROWN or CHARLIE BROWNING.
- + The plus sign (+) requires that the term after the + exist. Ex: +CHARLIE +BROWN will return only documents containing both CHARLIE and BROWN somewhere in the document. They do not have to be next to each other or even in the same field.
- The minus sign (-) indicates that the term after the - is prohibited. Ex: CHARLIE -BROWN will return all documents containing the name CHARLIE, but not the name BROWN.
- \* The asterisk (\*) is used to perform a multiple character wildcard search. Ex: CHARL\* will return CHARLES, CHARLIE or CHARLOTTE.
- ? The question mark (?) is used to perform a single character wildcard search. Ex: CHRISTENS?N will return CHRISTENSEN or CHRISTENSON.
- ~ The tilde (~) followed by a number performs a proximity search. Ex: "CHARLIE BROWN"~1 will return all instances of CHARLIE and BROWN being one word away from each other, like CHARLIE Q BROWN or CHARLIE JAMES BROWN.
- \$ The dollar sign (\$) is used for a "sounds like" function. Ex: CHARLEY\$ will return CHARLIE.

## Carson County, TX Goes Live On EagleWeb!

<https://www.countygovernmentrecords.com>

### What is EagleWeb?

EagleWeb is Tyler Technologies' online public access module. It allows the public to view index information and images from the comfort of their home or office. You must be a registered user.

---

### When are documents available?

Documents are uploaded to EagleWeb on a nightly basis. Documents are not uploaded until they have been scanned, indexed and verified. This usually occurs within one business day of recording.

---

### What is the cost?

There is no cost to become a registered user and search the index. Images may be purchased in one of two ways:

1. Images may be purchased for \$1.00 per page.
  2. A monthly subscription may be purchased for \$250.00 per month, which allows unlimited access to document images.
- 

### What do I need?

All images are downloaded in PDF format. You will need a PDF Reader, such as Adobe Reader, to view and print images. EagleWeb can be viewed on most web browsers and Operating Systems. A complete list of minimum requirements is available in the Help section of EagleWeb.

Sign up is free!