

A silhouette of a barn with a lit window against a sunset sky. The barn is dark, and the sky is a mix of orange, red, and blue. The text is overlaid on the barn and sky.

North Dakota

NDRIN

Website

User Manual

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NDRIN Website

NDRIN is a group of North Dakota Counties that have come together to send their recorded documents to a central location for internet hosting, backup and archiving. This allows the public to access county documents through the internet.

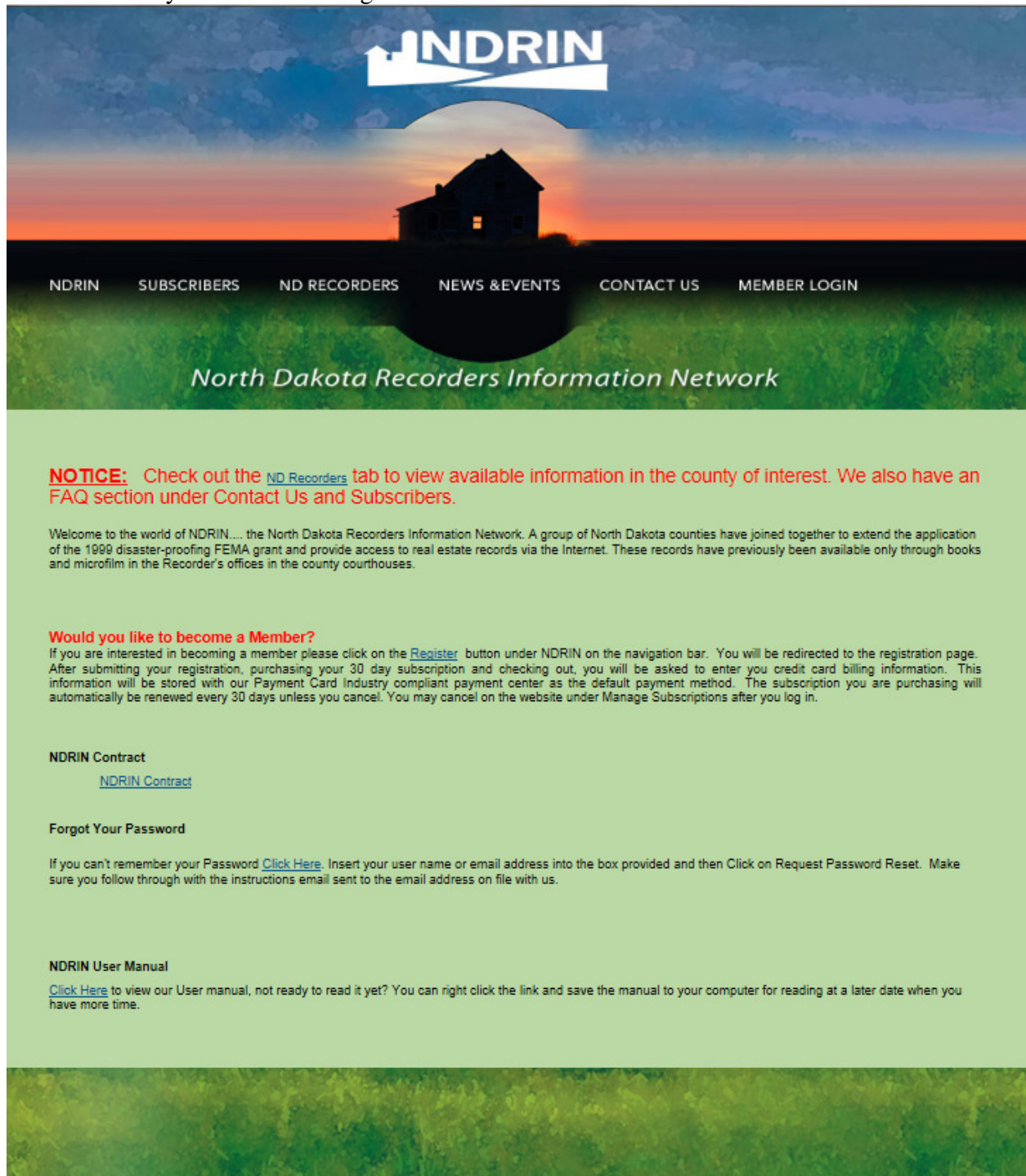


Figure 1 NDRIN Home Page



New User Registration

To become a subscriber to the NDRIN website click on [Register](#) on the homepage under “Would you like to become a Member?” section or under the NDRIN button. You will be redirected to the New User Registration Screen.

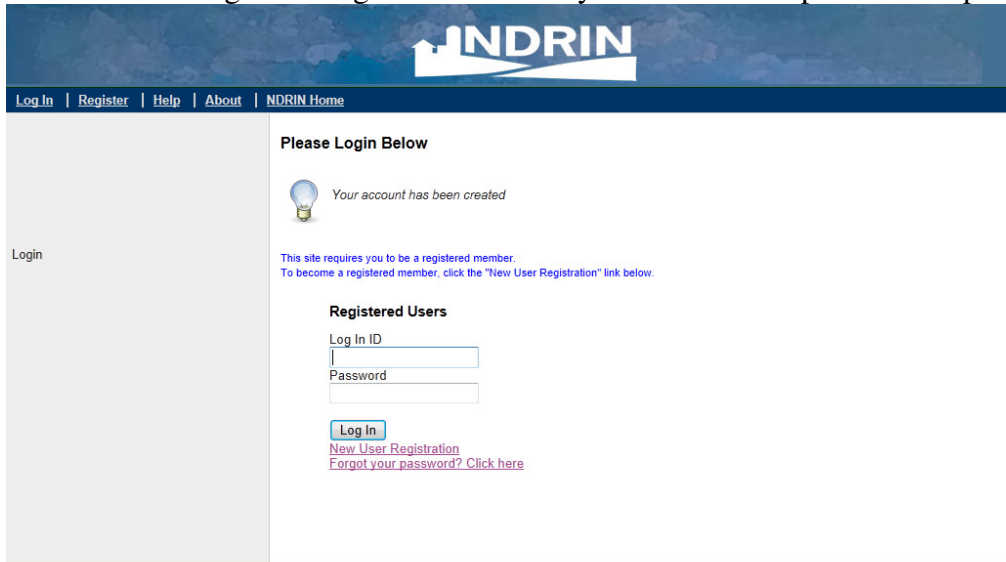
The screenshot shows the top navigation bar of the NDRIN website with links for NDRIN, SUBSCRIBERS, ND RECORDERS, NEWS & EVENTS, CONTACT US, and MEMBER LOGIN. Below the navigation bar is a green banner with the text "North Dakota Recorders Information Network". A white arrow points to the "ND RECORDERS" link. Below the banner is a red "NOTICE" box stating: "NOTICE: To ensure the information you are looking for is available, check the county information pages under ND Recorders." Below the notice is a paragraph of introductory text. A red "Would you like to become a Member?" section follows, with a white arrow pointing to the "Register" link in the text.

You must fill in all the information with a * after the name. All other areas are optional. Click **Submit** when finished.

The screenshot shows the "New User Registration" form on the NDRIN website. The form is titled "New User Registration" and includes a "Please Register" sidebar. The form fields are organized into sections: "Enter Your Username and Password" (User ID*, New Password*, Confirm New Password*), "Enter Your Name and Contact Info" (Country*, First Name*, Last Name*, Company, Address 1*, Address 2, City*, State/Province/Region*, Zip*, Phone*), and "Enter Your Email Address" (Email Address*). A "Submit" button is located at the bottom of the form.




You will be brought to a login screen. Enter your user ID and password to proceed.



NDNRIN

[Log In](#) | [Register](#) | [Help](#) | [About](#) | [NDNRIN Home](#)

Please Login Below

 *Your account has been created*

This site requires you to be a registered member.
To become a registered member, click the "New User Registration" link below.

Registered Users

Log In ID

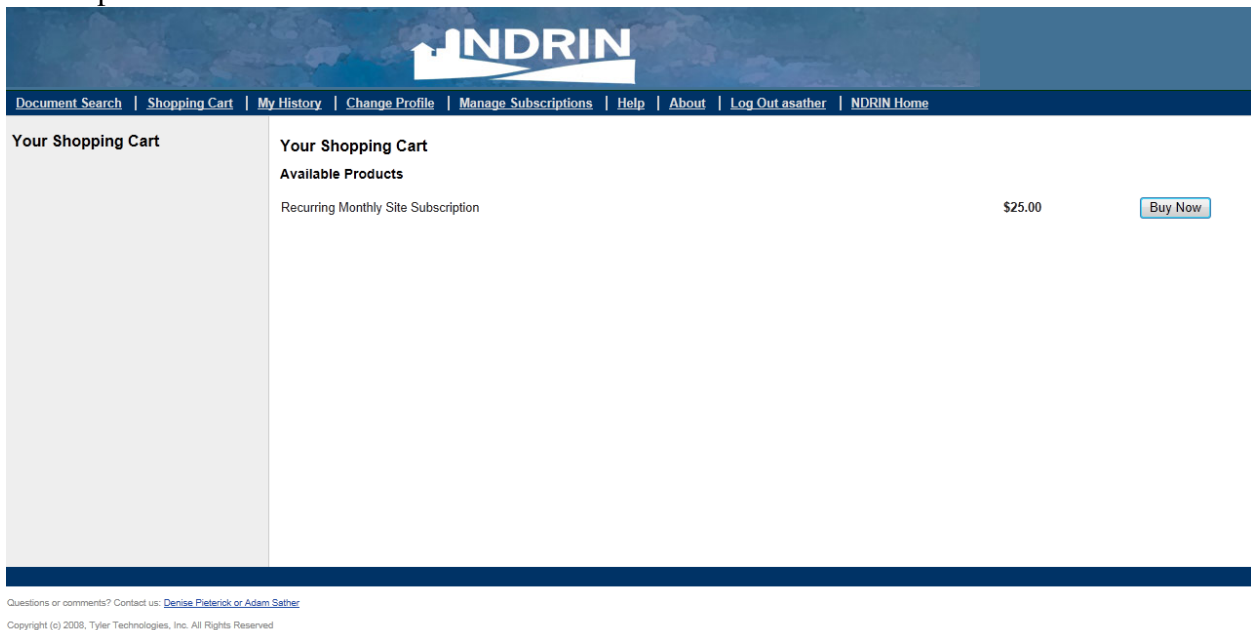
Password

[Log In](#)

[New User Registration](#)
[Forgot your password? Click here](#)

You will be brought to the terms of use page. Read the terms of use. If you agree to the terms of use click **Accept** at the bottom of the page to proceed. If you don't agree to the terms of use click **Decline** at the bottom of the page. If you don't agree to the terms of use you will not be able to complete your registration.

If you click Accept you will be brought to the Shopping Cart page. Click **Buy Now** to proceed in purchasing your first monthly site subscription. After your first monthly site subscription has been purchased. Afterward, you will be automatically billed every 30 days for your subscription.



NDNRIN

[Document Search](#) | [Shopping Cart](#) | [My History](#) | [Change Profile](#) | [Manage Subscriptions](#) | [Help](#) | [About](#) | [Log Out as a user](#) | [NDNRIN Home](#)

Your Shopping Cart

Your Shopping Cart

Available Products

Recurring Monthly Site Subscription	\$25.00	Buy Now
-------------------------------------	---------	-------------------------

Questions or comments? Contact us: [Denise Pieterick](#) or [Adam Sather](#)

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You will be brought to the Check out page next. Click **Checkout** to proceed.

Document Search | Shopping Cart | My History | Change Profile | Manage Subscriptions | Help | About
 Log Out as ather | NDRIN Home

Documents must be printed or saved within 24 hours of purchase.

There is 1 item in your cart.

Product	Document Type	Details	Pages	Copies	Price
Recurring Monthly Site Subscription + Activation Fee		Remove		1	\$25.00
Total					\$25.00

[Checkout](#)

Click **Continue** on the Confirmation page to proceed.

Document Search | Shopping Cart | My History | Change Profile | Manage Subscriptions | Help | About
 Log Out as ather | NDRIN Home

Confirm

Online Credit Card Payment
[Change payment method](#)

Product	Document Type	Details	Pages	Copies	Price
Recurring Monthly Site Subscription + Activation Fee		Remove		1	\$25.00
Total					\$25.00

[Continue](#) [Back](#)

You will be sent to a secure site for payment.

You will now be brought to a secure site for processing your payment. Follow the online instructions to finish the purchase of your membership.

On-line Payment

Fees	Description	Amount
	Web Purchase	25.00

Cardholder Information
 Enter the information as it appears on the Cardholder Account. The fields marked with a red asterisk (*) are required fields.

Card Type:
 Card #:
 Exp. Date: /
 CVV Code: [CVV Help](#)
 Name on Card: *
 Address Line 1: *
 Address Line 2:
 City: *
 State: NORTH DAKOTA
 ZIP code: *

[Continue](#)

Once you have completed this setup you are able to log on and use NDRIN.



Login Screen

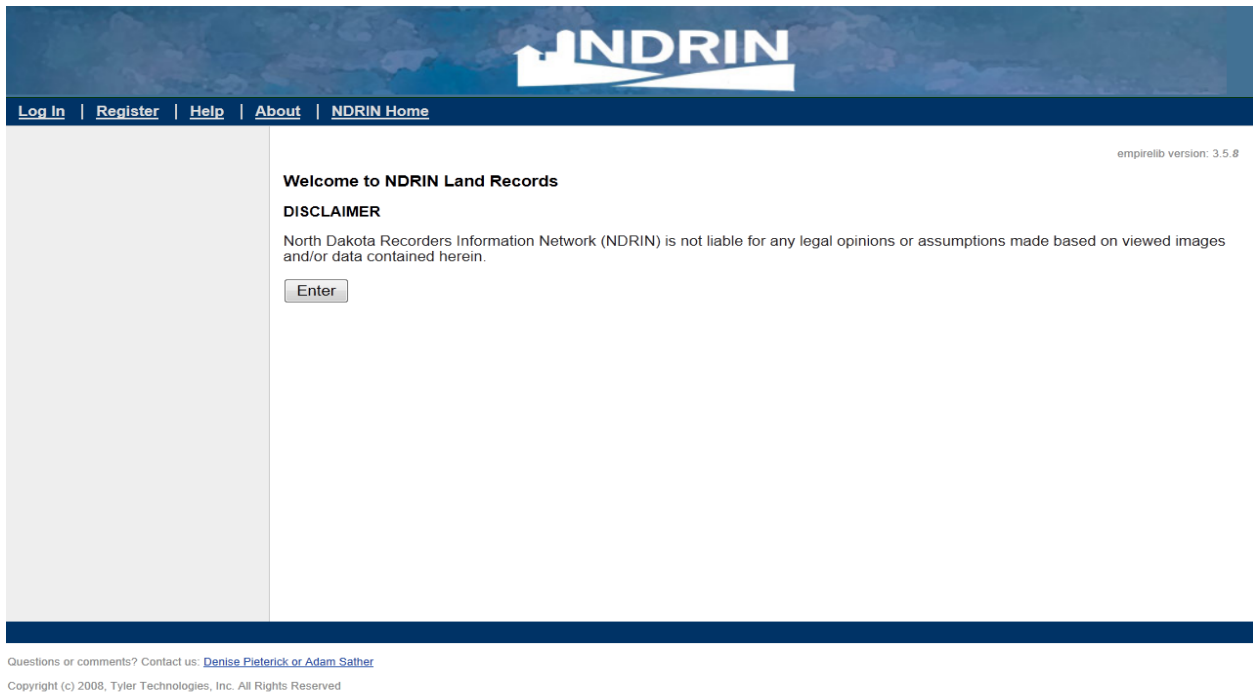


Figure 2 Member Login/ NDRIN Land Records disclaimer page

From the **NDRIN Land Records** disclaimer page (**Figure 2**), click the **Enter** button. You will be taken to the **Login** screen. You must be a registered user to perform any searches or view any documents.



Log In

Please Login Below

This site requires you to be a registered member.
To become a registered member, click the "New User Registration" link below.

Registered Users

Log In ID

Password

[New User Registration](#)

[Forgot your password? Click here](#)

Questions or comments? Contact us: [Denise Pieterick](#) or [Adam Sather](#)

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Enter your **Login ID** and **Password** and either click the **Log In** button or hit [**Enter**].

If the **Login ID** or **Password** that you entered is incorrect, you will receive a red error message to that effect.

Log In

Please Login Below



Either the login ID or password is incorrect. Please verify them and try again.

This site requires you to be a registered member.
To become a registered member, click the "New User Registration" link below.

Registered Users

Log In ID

Password

[New User Registration](#)
[Forgot your password? Click here](#)

Questions or comments? Contact us: [Denise Pieterick](#) or [Adam Sather](#)

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Lost Password

If you have forgotten your password, click the **Forgot your password? Click here** link at the bottom of the **Login** screen. You will be taken to a screen where you will input your **Login ID**. Click the **Password Reset** button. You will be taken back to the **Login** screen.

Your Shopping Cart

Your Shopping Cart

Enter your user ID or email address. You will receive an email with instructions to reset your password.

User ID or Email

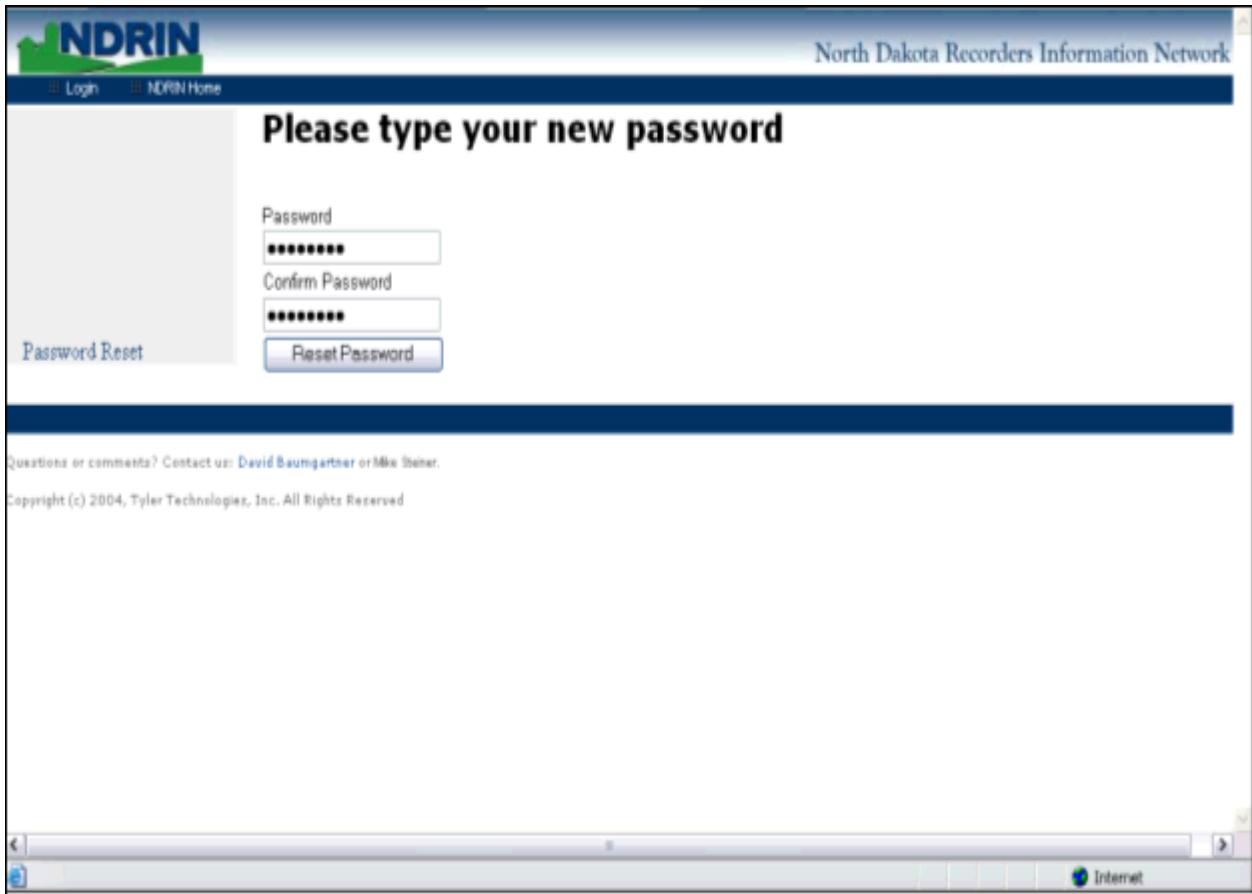
Questions or comments? Contact us: [Denise Pieterick](#) or [Adam Sather](#)

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Very shortly you will receive an e-mail which contains a link. Click on the link.

You will be taken to the **Password Reset** window. Type in your new password and confirm that same password, then click on the **Reset Password** button.





You will be taken once again to the **Login** screen where you can proceed to login with your **Login ID** and your newly reset password.

You will also receive an e-mail confirming that you reset your password. "Your password was reset at **Day Month Date Time Year** per your request."



Confirm New Password fields. You can also change your name, address, phone number or e-mail address. Make your changes, and then click **Submit** to submit your changes.

At the left side of the **Change Profile** screen you can see your **Billing Information** and links to **Terms of Use** and **Change billing Info**.

My History

Clicking on the **My History** link will open the **My History** page. Here you will find receipts of prior purchases for up to 90 days. You may print from this page, provided it is within 24 hours of purchase. To print, click on the blue highlighted **View All** or Document number in this case, **01330794**. This will bring you to the document screen in PDF format. Click on the printer icon. This page is also useful in reconciling your credit card.

The screenshot shows the NDRIN website's 'My History' page. At the top is the NDRIN logo. Below it is a navigation bar with links: Document Search, Shopping Cart, My History, Change Profile, Manage Subscriptions, Help, About, Log Out county, and NDRIN Home. The main content area features a filter for 'Show receipts for Last 90 Days' with a 'Go' button and a 'Print' button. A receipt is displayed for 9/12/11 2:23 PM, Receipt: WEB-11-149368. A table lists the product 'Pay for Single Page(s)', document type 'Cass County', details '01330794' (with a 'View All' link), 1 page, 1 copy, and a price of \$1.00. A 'Total' row shows \$1.00.

Product	Document Type	Details	Pages	Copies	Price
Pay for Single Page(s)	Cass County	01330794 View All	1	1	\$1.00
Total					\$1.00

Questions or comments? Contact us: [Denise Pieterick](#) or [Adam Sather](#)
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Document Search

Clicking on the **Document Search** link will take you to a blank **Record Search** screen.



View Shopping Cart

Clicking on the **View Shopping Cart** link will open your **Shopping Cart**.

Manage Subscriptions

Clicking on the **Manage Subscriptions** link will open page were you can change your billing information or cancel your subscription.

Logout

Clicking on the **Logout** link will log you out of the NDRIN searching website and take you back to the **NDRIN land Records Disclaimer** screen.

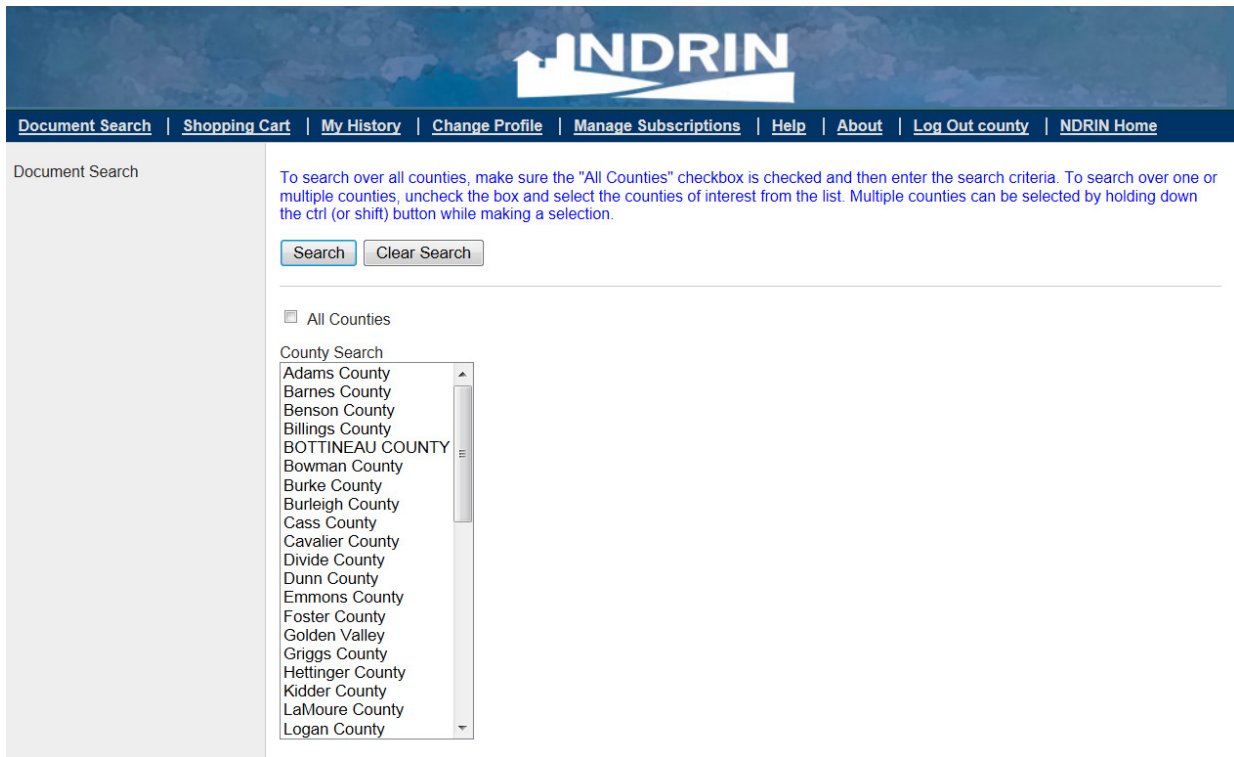
NDRIN Home

Clicking on the **NDRIN Home** link will take you to the North Dakota Recorders Information Network home page.



Record Search Screen

There are many fields available to search from. You may use one field or a combination of fields to narrow down your search results.



The screenshot shows the NDRIN Record Search interface. At the top is a dark blue header with the NDRIN logo. Below the header is a navigation bar with links: Document Search, Shopping Cart, My History, Change Profile, Manage Subscriptions, Help, About, Log Out county, and NDRIN Home. The main content area is titled "Document Search" and contains a search form. The form includes a "Search" button and a "Clear Search" button. Below the buttons is a checkbox labeled "All Counties". Underneath is a "County Search" dropdown menu with a scrollable list of North Dakota counties: Adams County, Barnes County, Benson County, Billings County, BOTTINEAU COUNTY, Bowman County, Burke County, Burleigh County, Cass County, Cavalier County, Divide County, Dunn County, Emmons County, Foster County, Golden Valley, Griggs County, Hettinger County, Kidder County, LaMoure County, and Logan County.

Counties

All of the participating North Dakota counties are listed in alphabetical order in the **Counties** field. You may choose to search over **All Counties** by checking the box or choose which county or counties you wish to include in your search. To choose one county single-click on the county name to select the county. If you wish to choose multiple counties, hold down the **[Ctrl]** or **[Shift]** keys on your keyboard while clicking on the county names.



Instrument Number	
<input type="text"/>	
Book Page	
Book	Page
<input type="text"/>	<input type="text"/>
Recording Date	
Start	End
<input type="text"/>	<input type="text"/>
Grantor	
Grantor	Search Type
<input type="text"/>	Starts with <input type="text"/>
Grantee	
Grantee	Search Type
<input type="text"/>	Starts with <input type="text"/>
Both	
Name	Search Type
<input type="text"/>	Starts With <input type="text"/>
Legal	
Subdivision	Lot/Unit
<input type="text"/>	<input type="text"/>
Block	Tract
<input type="text"/>	<input type="text"/>
PlssLegal	
Tract	Sixteenth Section
<input type="text"/>	<input type="text"/>
Quarter Section	Section
<input type="text"/>	<input type="text"/>
Township	Range
<input type="text"/>	<input type="text"/>
Mineral	Remark
<input type="text"/>	<input type="text"/>
Document Type	
Search String	Search Type
<input type="text"/>	Starts With <input type="text"/>

Document Type

To search by document type, enter all or part of the document type into the **Document Type** field. This field, much like the **Grantor** and **Grantee** fields, is a free form field, and, like the **Advanced** option described below, allows the use of wild cards. For more information on wild cards, please see the **Searching Syntax** section below.

Instrument Number

If you know the instrument number of the document you are looking for, enter it in the **Instrument Number** field. Because more than one county may use the same instrument number sequence, you may get more than one result.



Book Page

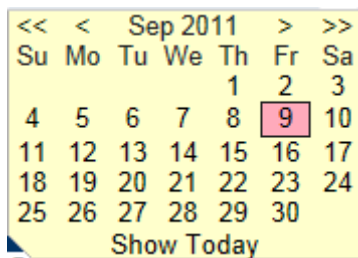
If you know the Book and Page of the document you are looking for, enter it into the **Book** and **Page** fields, respectively. Because more than one county may use the same book page number sequence, you may get more than one result.

Recording Date

Narrow down your search by entering a single day or a date range in the **Recording Date** field.

You have two options for entering in dates.

1. First, each date field has a calendar icon to its right. Clicking on this icon will pop up a small calendar. When you first open it, it will default to the current day, as evidenced by the red box. The single arrows to the left and the right of the month and year will move you either ahead or back by one month. The double arrows to the left and the right of the month and year will move you either ahead or back by one year. You can navigate through the calendar and single click to choose the date you desire.



2. Your second choice is to manually enter the date. You do need to enter slashes and the full four digits of the year **MM/DD/YYYY** (ex: 12/05/2005).

You may narrow the date range to a day, a week, a month, a year or whatever time frame you wish.

Grantor

To search by Grantor name, enter all or part of the name. The default option, **Starts With**, will locate names that are in the same order as they are typed. For example, if you type BROWN CH, NDRIN will return all documents with BROWN CH as the name (i.e. BROWN CHARLIE, BROWN CHARLES, BROWN CHARLOTTE, BROWN CHERYL, etc.).

The **Advanced** option allows the use of wildcards. See the **Searching Syntax** section below for more information on what wildcards are available.



Grantee

To search by **Grantee** name, enter all or part of the name. The default option, **Starts With**, will locate names that are in the same order as they are typed. For example, if you type POTTER HA, NDRIN will return all documents with POTTER HA as the name (i.e. POTTER HARRY, POTTER HAROLD, POTTER HALEY, POTTER HANNAH, etc.).

The **Advanced** option allows the use of wildcards. See the **Searching Syntax** section below for more information on what wildcards are available.

Both

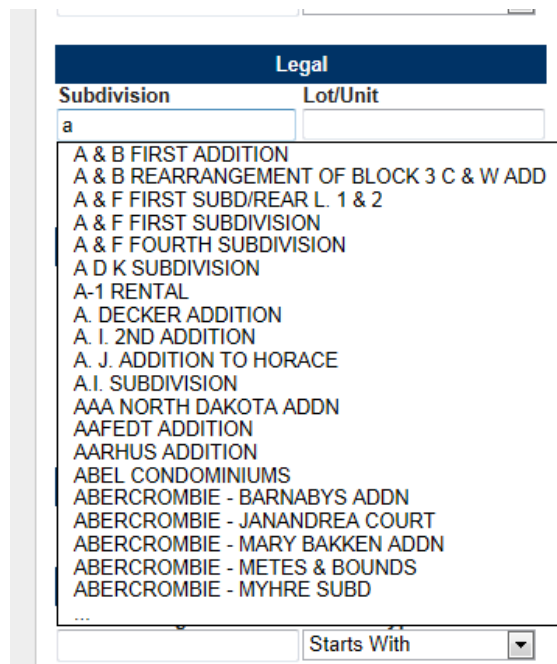
The **Both** field is for those who don't know whether the individual was the Grantor or the Grantee or wants to search for all documents where the individual was either the Grantor or the Grantee.

The default option, **Starts With**, will locate names that are in the same order as they are typed. For example, if you type KONG KI, NDRIN will return all documents with KONG KI as the name (i.e. KONG KING, KONG KIMBERLY, KONG KIEFER, KONG KIRT, etc.).

The **Advanced** option allows the use of wildcards. See the **Searching Syntax** section below for more information on what wildcards are available.

Subdivision

To search by subdivision, enter all or part of the subdivision name into the **Subdivision** field. Type fairly slowly. As you type, available subdivisions will appear in a list directly below the **Subdivision** field.



The screenshot shows a search interface with a table header "Legal" and two columns: "Subdivision" and "Lot/Unit". The "Subdivision" field contains the letter "a", and a dropdown menu is open below it, listing various subdivision names starting with "A". The "Lot/Unit" field is empty. Below the dropdown menu, there is a "Starts With" dropdown menu with a downward arrow.

Legal	
Subdivision	Lot/Unit
a	
A & B FIRST ADDITION	
A & B REARRANGEMENT OF BLOCK 3 C & W ADD	
A & F FIRST SUBD/REAR L. 1 & 2	
A & F FIRST SUBDIVISION	
A & F FOURTH SUBDIVISION	
A D K SUBDIVISION	
A-1 RENTAL	
A. DECKER ADDITION	
A. I. 2ND ADDITION	
A. J. ADDITION TO HORACE	
A.I. SUBDIVISION	
AAA NORTH DAKOTA ADDN	
AAFEDT ADDITION	
AARHUS ADDITION	
ABEL CONDOMINIUMS	
ABERCROMBIE - BARNABYS ADDN	
ABERCROMBIE - JANANDREA COURT	
ABERCROMBIE - MARY BAKKEN ADDN	
ABERCROMBIE - METES & BOUNDS	
ABERCROMBIE - MYHRE SUBD	



You may select from the list that appears or keep typing until you have typed in the complete subdivision name. Wild cards can also be used in this field. See the **Searching Syntax** section found below for more information on searching with wild cards.

Legal/PlssLegal

To search by any of the remaining **Legal** or **PLSS Legal** fields, simply enter the value into the field.

Once you have entered all of your search criteria, click the **Search** button to perform the search. You may use the **Clear** button to clear the screen. If you need additional searching help, click on the **Need help searching? Click here.** link.

PlssLegal	
Tract	Sixteenth Section
<input type="text"/>	<input type="text"/>
Quarter Section	Section
<input type="text"/>	<input type="text"/>
Township	Range
<input type="text"/>	<input type="text"/>
Mineral	Remark
<input type="text"/>	<input type="text"/>

Search Results Screen

The documents matching your search criteria will be returned on the **Search Results** screen.

At the top of the **Search Results** screen, you will see your search criteria. In this case, the search criteria entered, was September 1, 2011 in the recording date field and Cass County in the county field.



Directly below your search criteria you will see the number of results and the number of pages. In this case, there are 116 results and shown on two page.

In the left hand column you will see a **Sort By** field with a drop down. You may choose how your search results are sorted. This field defaults to sorting by **Instrument Number** in **Ascending** order, however, your other choices are: **Document ID, Document Type, Book Page, Document Date, Document Type, Grantee, Grantor, Document Relevance, Legal, Legal Description** or **Recording Date**. Clicking on the arrow to the right of this drop-down will change the arrow from **Descending** order to **Ascending** order and back. You will also notice an option to change the number of search results displayed. You may choose from the drop down list 5, 10, 20, 30, 50 or 100 instruments.

The **Search Results** screen will provide a summary version of the documents matching your criteria. This summary will include the County, the Instrument Number, the Recording Date and Time, the Grantor, the Grantee, the Legal, the Document Type and the Document Date. The summary information will help you narrow down which document you actually want to look at. From the **Search Results** screen, you may do one of two things; click on the instrument number to view the indexed information at no charge or select the document by clicking in the box and add that document to your shopping cart. Multiple documents may be selected for purchase by checking each of the documents you want.

Document View Screen

Clicking on the document's instrument number will bring you to the **Document View** screen. Here you may view the document's indexed information at no charge. You may also **Preview** the image and find **Related Documents**.



The **Document View** screen will display all indexed information about the selected document.

The screenshot shows the NDRIN Document View interface for document 1330794. The header includes the NDRIN logo and navigation links: Document Search, Shopping Cart, My History, Change Profile, Manage Subscriptions, Help, About, Log Out county, and NDRIN Home. The document details are as follows:

Document Type	Recording Date	Document Date
MORTGAGE	09/01/2011 08:00:00 AM	08/30/2011 12:00:00 AM
Instrument Number	Book Page	Number of Pages
1330794	Book Page	11

Grantor 1: KB PROPERTIES
Grantee 1: BREMER BANK NA

Legal
Legal Description
Subdivision: 827 OFFICE COMPLEX CONDO Lot: 825A Parcel:
Subdivision: 827 OFFICE COMPLEX CONDO Lot: 825B Parcel:

Notes
1
Consideration: \$150,000.00

Return Address
BREMER BANK
ATTN PAM JOHNSON
PO BOX 827
DETROIT LAKES, MN 56502-0827

Related Information
Document # 1
Book Page 1
Book Page

9

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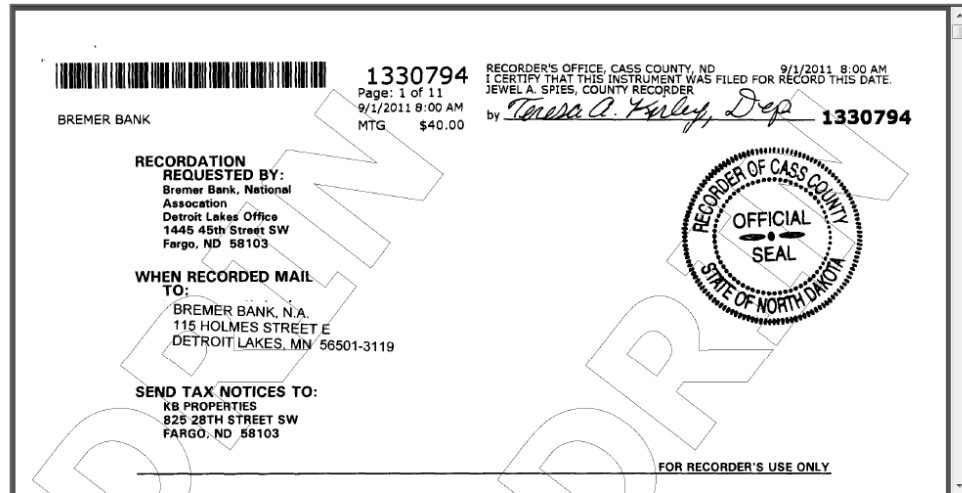
Preview

Clicking on the **Preview** link will open the **View Document** screen. You will be able to view the document image with a watermark across it. You can view all pages and determine if you want to purchase the full document, part of the document or none of the document. You cannot print the images from this screen.



View Image

[Purchase This Attachment](#)



[Add to Cart](#)

Purchase Attachment

Select a product to purchase

[Add to Cart](#)

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To the left of the image, you will see the link to purchase the full document. You may also choose to purchase specific pages of the document by clicking the drop down menu just under the document view screen. From the Drop down menu if you choose **Pay for Single Pages**, another box will open with the option to purchase all pages, a specific page or a range of pages, let's say 1-4. You are also able to purchase individual pages by entering 1-4 in the page range field or individual pages separated by commas for example 1,3,5, ... Click on the **Add to Cart** button to add your selection to your shopping cart. Use the **Back** button on your browser to go back to the **Document View** screen without making any purchases.

Purchase Attachment

Select a product to purchase

Pages to Buy

All Pages

Page Range ?

Find Related Documents

You can choose to find **View All Documents**, only those **Documents cited by this document** or only those **Documents citing this document**. Make your choice and then click the **Related Documents** button. Those documents meeting your specifications will be listed on a new page. Clicking on the document will allow you to view the indexed information and preview the image for the selected related document.

Your Shopping Cart Screen

By choosing to purchase a document, whether by selecting it on the **Search Results** screen or clicking on **Add to Cart** from the **Preview** screen, you add that document to your shopping cart. You can view the contents of your shopping cart at any time by clicking on the **Shopping Cart** link in the header.

Product	Document Type	Details	Pages	Copies	Price
Pay for Single Page(s)	Cass County	01330794 Edit Remove Preview All	1	1	\$1.00
Total					\$1.00

Your shopping carts will detail the **Document Type**, **Details** and **Price** of all items in your cart, as well as provide you the opportunity to edit/remove any items.

The **Document Type** will always be the county it is from.

The **Details** will include the Document ID. It will also allow you to preview the document image one more time before purchase by clicking on the number or by clicking **Preview All** at the bottom.

The **Price** is calculated based on the number of pages being purchased. You will see a **Total** for all documents being purchased at the bottom of the details.

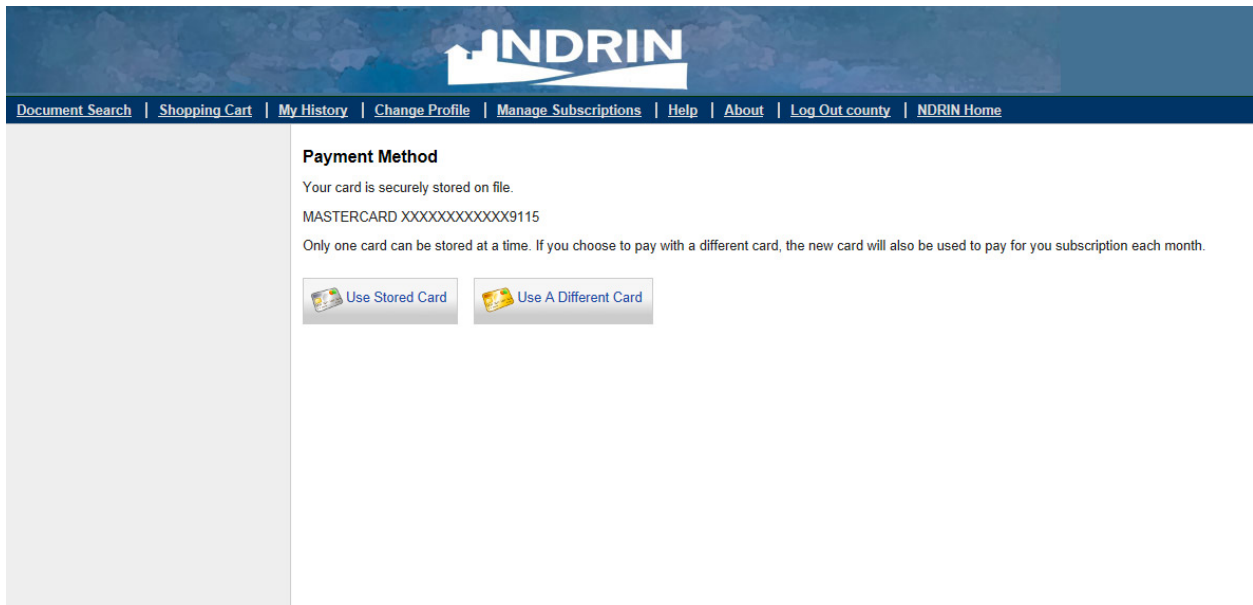
After the Document ID you will see a buttons labeled, **Edit** or **Remove**. You may click on this button to edit or remove any document from your shopping cart that you do not wish to purchase.

Once you are satisfied with the items in your shopping cart, click on the **Checkout** button at the bottom to complete the transaction.



Select payment Screen

Once you have clicked on the **Checkout** button, you will be taken to the **Select Payment Screen**. You will need to select **Use Stored Card** or **Use A Different Card**.



Confirm Purchase Screen

Once you have chosen a payment method, you will be taken to the **Confirm Purchase** screen. The information on the **Confirm Purchase** screen is identical to the information on the **Your Shopping Cart** screen.

Once again it will provide the **Document Type, Details** and **Price** for all documents listed and it provide one last opportunity to remove documents from your cart.

The **Confirm Purchase** screen also details your, **Card Type, last 4 numbers of card** and current **Account Balance**. You also can change payment method here, too

Once you are satisfied with the items in your shopping cart, click on the **Confirm** button. Click **Back** if you do not wish to confirm your purchase at this time. Once you have clicked the **Confirm** button, you cannot make any changes to your order.



Confirm

Stored card will be charged.
MASTERCARD XXXXXXXXXXXXXXX9115

[Change payment method](#)

Product	Document Type	Details	Pages	Copies	Price
Pay for Single Page(s)	Cass County	01330794 Edit Remove	1	1	\$1.00
			Total	1	\$1.00

After clicking Confirm your transaction will be completed.

Receipt Screen

Once you have confirmed your shopping cart purchase, you will be taken to the **Receipt** screen. The **Receipt** screen provides you a Receipt Number, the details of your order and your total of your purchase.

You will also be e-mailed a copy of the receipt. This e-mail will contain links to the document purchased, either individually or to all of them in the same file.

Your payment is complete.

Show receipts for

9/12/11 2:23 PM
Receipt: WEB-11-149368

Product	Document Type	Details	Pages	Copies	Price
Pay for Single Page(s)	Cass County	01330794 View All	1	1	\$1.00
			Total	1	\$1.00

The **Receipt** screen also provides you a link to **View Purchased Pages**. Click on this provided link (the document number) to view the document images you have purchased. Clicking on the link to **View Purchased Pages** will open the document in Adobe Reader. There is still a watermark across the top of the image, but you now have the ability to print the images.



Searching Syntax

The Advanced searching option uses the Lucene Search engine, which includes operators that will help the user enhance their search. These search tools are the same search tools used with popular Internet search engines. The following operators can be used in any field that has Lucene searching enabled.

Operators:

AND	Ex: "United States" AND America will return only documents that have United, States and America in the field.
OR	Ex: "United States" OR America will return documents that have either United States or America in the field.
NOT	"United States" NOT America will return only documents that have United States, but not America in the field.
+	The "+" requires that the term after the "+" symbol exist somewhere in the field. Ex: +CHARLIE +BROWN – Will return only documents containing each name somewhere in the document. The names do not have to be next to each other. Could return a document containing CHARLIE CHAPLIN and JAMES BROWN.)
-	The "-" indicates that the words following the minus symbol are prohibited. (Ex: CHARLIE - BROWN - Will return documents containing the name CHARLIE but will not return documents that contain the name BROWN.)
<i>Note: Because a dash is used as a search operator, they should not be entered as a text character in any field.</i>	

Note: Several terms entered into one field are automatically OR conditions. So United States is the same as United OR States.

Wildcard Searches:

- To perform a single character wildcard search use the "?" symbol. The single character wildcard search looks for terms that match that with the single character replaced. (Ex: CHRISTENS?N will return both "CHRISTENSEN" and "CHRISTENSON".)
- To perform a multiple character wildcard search use the "*" symbol. Multiple character



wildcard searches look for 0 or more characters. (Ex: JEFF* will return “JEFF”, “JEFFREY”, or “JEFFERSON”)

*Note: You cannot use a * or ? symbol as the first character of a search, but they can appear in the middle or end.*

Grouping Terms:

- You may use parentheses to group clauses to form subqueries. (Ex: To search for either DENVER or COLORADO and MAP use the query (DENVER OR COLORADO) AND MAP. This makes sure that MAP must exist and that either DENVER or COLORADO must also exist.)
- Quotation marks can be used for grouping words into an exact search. (Ex: “MICKEY MOUSE” will return documents with MICKEY MOUSE found in the same field. It will not return documents if the names are separated (i.e. MICKEY M MOUSE or MICKEY MOUSEHEAD).)

Other Options:

- A dollar sign is used for a “sounds like” function. (Ex: CARLY\$ will return CARLY, CARLEY, CARLI, CARLIE.)
- A tilde alone performs a “fuzzy” search. (Ex: ROAM~ will return words that are similar in spelling to ROAM, such as FOAM or ROAMS.)
- A tilde plus a number performs a proximity search. This can be useful when there are instances of a name being recorded both with and without the middle initial. (Ex: “MARY MAXWELL”~1 will return all instances of MARY and MAXWELL being one word away from each other (i.e. MARY L MAXWELL or MARY ELIZABETH MAXWELL). Increase the number to increase the number of words between your search criteria.)

