



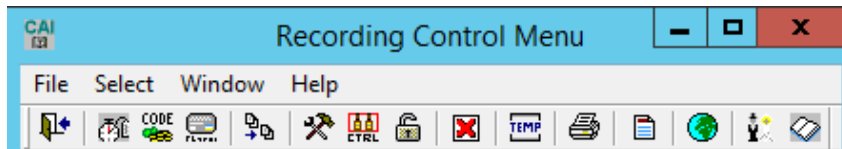
## Recording Control Quick Tutorial
















### Keyboard Shortcuts

<u>Key</u>	<u>Function</u>		
F1	Help	F6	Add
F3	Escape	F7	Change
F4	Search or Prompt	F8	Display
F5	Refresh	Esc	Close Window
		Tab	Move to next field

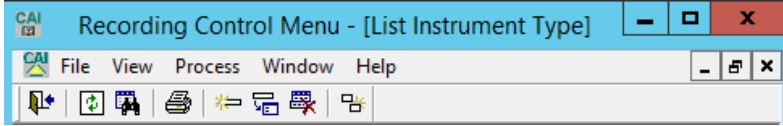
### Toolbar Buttons









#### Recording Control



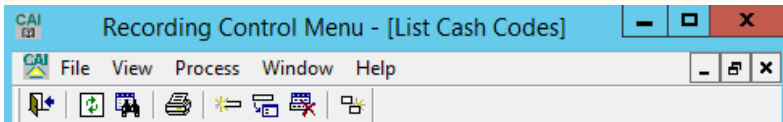
- |   |  |
|---|--|
|  Close application                 |  Liquor License Deleted Field |
|  Maintain Instrument Types         |  Temporary Instrument #       |
|  Maintain Cash Codes               |  Select Reports               |
|  Maintain Charge Codes             |  Maintain Reports             |
|  Change Instrument Type            |  Group Trans Codes            |
|  Edit Recording Control File       |  Marriage License Applicant   |
|  Liquor Control File               |  Officiant                    |
|  Unlock Instrument for Maintenance |  |

## List Instrument Types



- |  |  |
|--|--|
|  Close Panel    |  Add Instrument Type    |
|  Refresh Panel  |  Change Instrument Type |
|  Search         |  Delete Instrument Type |
|  Select Reports |  Copy                   |

## List Cash Codes



- |  |  |
|--|--|
|  Close Panel     |  Add Cash Code     |
|  Refresh Panel  |  Change Cash Code |
|  Search         |  Delete Cash Code |
|  Select Reports |  Copy             |

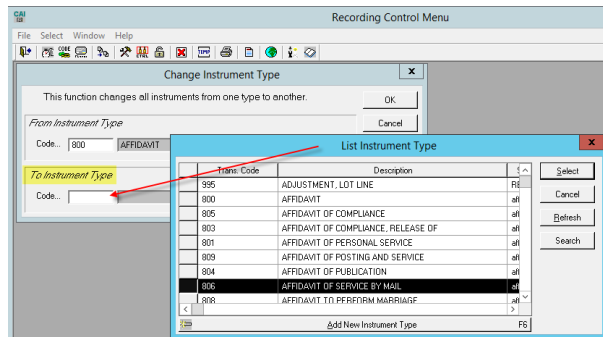
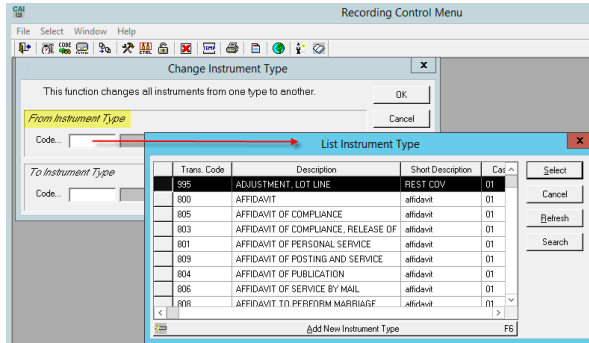
## List Charge Codes



- |  |  |
|--|--|
|  Close Panel    |  Add Charge Code    |
|  Refresh Panel  |  Change Charge Code |
|  Search         |  Delete Charge Code |
|  Select Reports |  Copy               |

## Change Instrument Type \*Use Caution\*

There may be times when a particular instrument type needs to be changed to another instrument type. This option will 'mass' change all of the 'From Instrument type' to the 'To Instrument Type'. You cannot simply reverse the 'From' and the 'To' types since this will not only reverse the changes just made, but will also change all instruments originally recorded using the 'To' instrument type.



## Edit Recording Control File

This is the panel that is used to set up the Recording System in the County and to define a number of aspects of how the system will work.

**General Control Information**

Recorder: RECORDER NAME  
 City: CITY  
 County: COUNTY  
 State: IDAHO

**Instrument Control Information**

Delete Allowed?  
 Delivered to Name Search Allowed?  
 Transfer the Receive from Name to the Delivered to Name on Add?  
 Transfer the Receive from Name to the Delivered to Name on Change?  
 Copy Referenced Instrument?  Lock on Add  Copy last time? [County Seal](#)

Instrument #  
 Manual Entry  
 Automatically Generated  
 Instrument # Valid Range: 0

**Printer Information**

Hardware Platform: ODBC  Print Receipts?  
 Next Receipt Number: 200169 Number of Copies: 0  
 Printer for Receipts:   
**Imaging**  
 Third Party Imaging  
 CAI Imaging

**Marriage License Control Information**

License Instrument Type: 882  
 Affidavit Instrument Type: 882 Default Race: UNKNOWN  
 Check if Affidavit Instrument equals License Instrument Number  
 Print the Marriage License on Change?  Print Instrument # on Marriage License Reports?  
 Default Date on Marriage License - use Last Day Used instead of Current Date?  Use Tab Entry Screen  
 Check to allow Marital Status to have a value of Blank.

**Label Printer Controls**

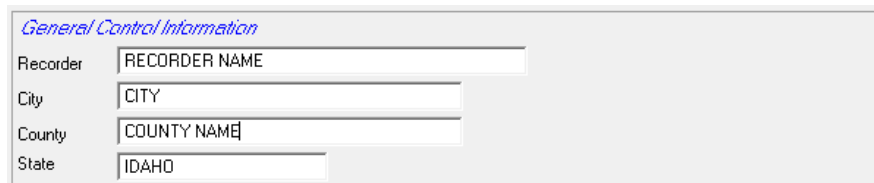
Label Printer  Index to on Label  Rec From Control  
 Print Recorders Name on Label  
 Ex-Officio Recorder:   
 County Info (Label Printer): REXBURG, MADISON, IDAHO  
 Number of Copies to Print: 1

**Cash Control**

Use Tax Amount?  Allow Only Add on Cash Records?  
 Tax Amount: 0.00

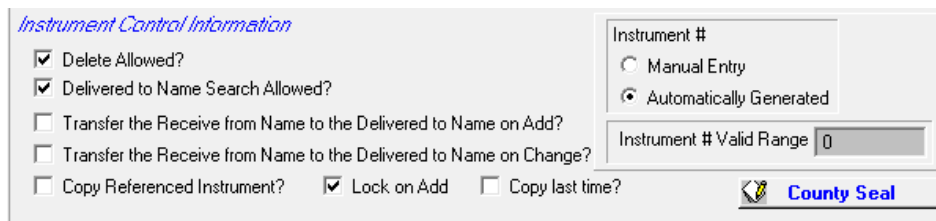
## General Control Information

Enter the name of the County Recording Official along with the county location information.



The screenshot shows a web form titled "General Control Information". It contains four input fields: "Recorder" with the placeholder text "RECORDER NAME", "City" with "CITY", "County" with "COUNTY NAME", and "State" with "IDAHO".

## Instrument Control Information



The screenshot shows a web form titled "Instrument Control Information". It features several checkboxes: "Delete Allowed?" (checked), "Delivered to Name Search Allowed?" (checked), "Transfer the Receive from Name to the Delivered to Name on Add?" (unchecked), "Transfer the Receive from Name to the Delivered to Name on Change?" (unchecked), "Copy Referenced Instrument?" (unchecked), "Lock on Add" (checked), and "Copy last time?" (unchecked). There is also a radio button group for "Instrument #" with "Automatically Generated" selected and "Manual Entry" unselected. A text box for "Instrument # Valid Range" contains the number "0". A "County Seal" button is located at the bottom right.

**Delete Allowed:** Check this box if your county allows recorded instruments to be deleted from the system.

**Delivered to Name..:** Check this box if you wish to use the delivered-to name search.

**Transfer from name on add? :** Check this box to transfer 'Received from name' to the 'Delivered to name' when adding an instrument to the database.

**Transfer form name on change? :** Check this box to transfer the 'Received from name' to the 'Delivered to' name when changing an instrument within the database.

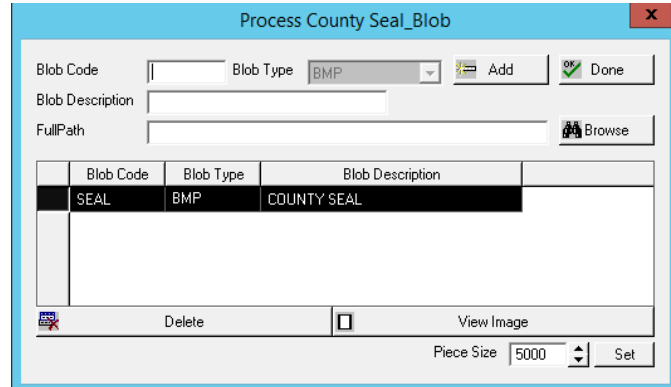
**Copy Referenced Instrument? :**

**Lock on Add:** Check this box to lock other users out when adding an instrument.

**Copy last time? :** Check this box to use the time from the previous recording or the actual time it was recorded.

**Instrument#** Check Manual Entry if more than one person will be entering instruments at the same time. When this box is checked, the instrument range will need to be filled in. Turn on the Automatically Generated radio button if only one person will be entering instruments. NOTE: Users cannot toggle between manual entry and automatic. If you switch to manual entry and then decide to revert to automatic, contact Computer Arts, Inc. for assistance.

**County Seal:** This Control allows the County Seal to be added for use on reports and receipts. Enter a **Blob Code** - i.e. Seal. Enter a **Blob Description** – i.e. County Seal. Use the Browse button to browse for the location of the seal. When completed, click Add button.



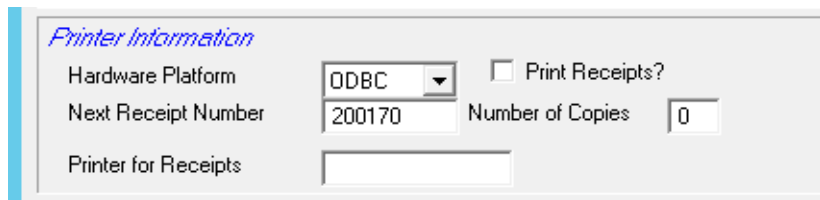
**Printer Information:**

**Hardware Platform:** This is the hardware platform the county uses for the Recording System. DO NOT change this field without first contacting Computer Arts, Inc.

**Print Receipts? :** Check this box to automatically print receipts when adding instruments and cash transactions.

**Next Receipt Number:** This field is used on initial set up of the system, enter the number you wish to start with (must be a whole number). The next receipt number generated by the system will be this value and will be incremented automatically.

**Number of copies:** Indicates the number of copies to be printed when a receipt is generated.



**Printer for Receipts:** This is for use with the AS400 Hardware Platform.

**Imaging:**



**Third Party Imaging:** Check this box if your county has a computer imaging product that is used with the Recording System.

**CAI Imaging:** Check this box if your county uses the CAI Imaging Program.

**Marriage License Control Information:**

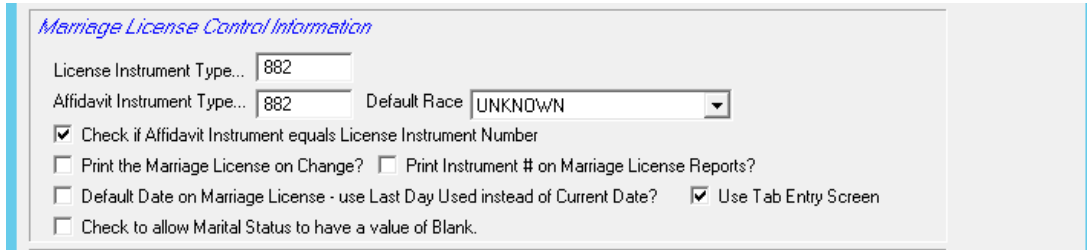
**License Instrument Type...** This field sets the default Marriage License instrument type and automatically assigns it to all marriage licenses entered into the system.

**Affidavit Instrument Type...** This field sets the default Affidavit instrument type and automatically assigns it to all marriage license affidavits.

**Default Race:** The default race appears when entering bride and groom information in a marriage license.

**Check if Affidavit Instrument equals License Instrument Number:** Check the box if you want the marriage license affidavit instrument number to equal the marriage license instrument number. When this box is checked, the system will automatically enter the license instrument number for you.

**Print the Marriage License on Change? :** Check this box if you want the



option to print a marriage license from the Change field.

**Print Instrument # on Marriage License Reports? :** Check this box if you want the instrument number to print on marriage licenses.

**Default Date on Marriage License-use Last Day Used instead of Current Date? :** Check this box to use the time from the previous recording or the actual time it was recorded.

**Use Tab Entry Screen:** Check this box if you want to enter Marriage Licenses using the Tab Entry Screen (Tab Panel).

**Check to allow Marital Status to have a value of Blank:** Check this box to allow entry of a marriage license without having to state Marital Status.

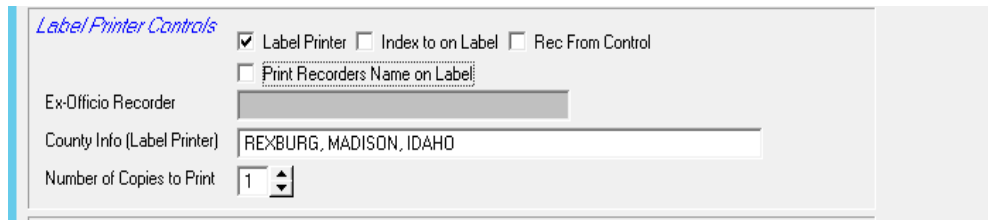
### **Label Printer Controls:**

**Label Printer:** Check this box if your county uses a label printer to produce labels used for recording instruments.

**Index to on Label:** Check this box if you wish to have the instrument type code, or “index to” printed on labels. This applies only to counties using a label printer.

**Rec From Control:** Check this box if your county requires a *Received from* name to be entered on all recorded instruments. This applies only to counties using a label printer.

**Print Recorders Name on Label:** Check this box if you want the recorders name to appear on the label. If checked, it will open up the *Ex-Officio Recorder* box – enter that name you wish to appear on the label.



**County Info (Label Printer):** Enter the County information to appear on the label, i.e. City, County, State

*Number of Copies to Print:* Defaulted to 1. Use the arrows to the right of the field to make a selection other than one.

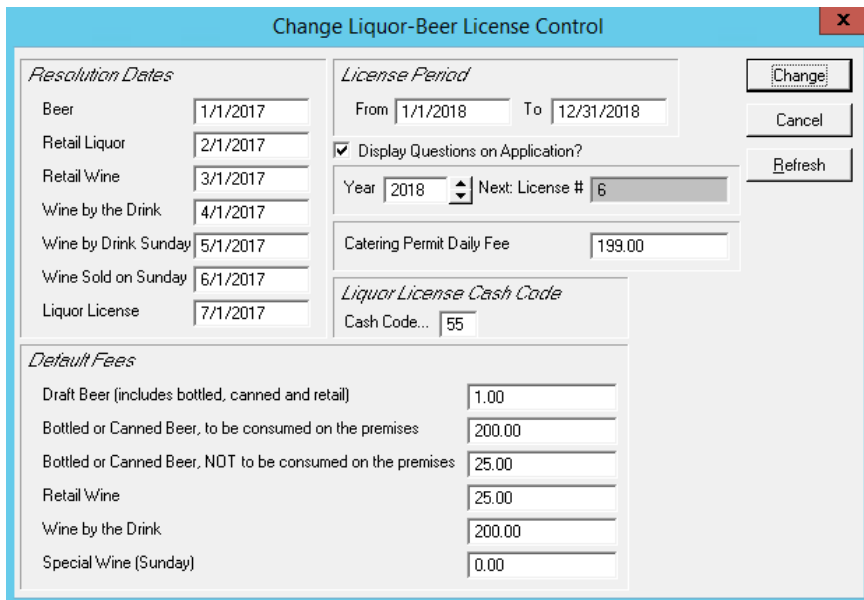
**Cash Control:**

*Use Tax Amount? :* Check this box if your county adds tax to certain instrument charges. If this box is checked, the *Tax Amount* box will allow for a tax rate to be entered.

*Allow Only Add on Cash Records?* Check this box to disable the ‘change’ and ‘delete’ functions in Recording Main.

**Liquor Control File** 


The Liquor Control File is used to set up the Liquor License defaults and fees in the County.



Resolution Dates	License Period
Beer: 1/1/2017	From: 1/1/2018 To: 12/31/2018
Retail Liquor: 2/1/2017	<input checked="" type="checkbox"/> Display Questions on Application?
Retail Wine: 3/1/2017	Year: 2018 Next: License #: 6
Wine by the Drink: 4/1/2017	Catering Permit Daily Fee: 199.00
Wine by Drink Sunday: 5/1/2017	Liquor License Cash Code
Wine Sold on Sunday: 6/1/2017	Cash Code...: 55
Liquor License: 7/1/2017	

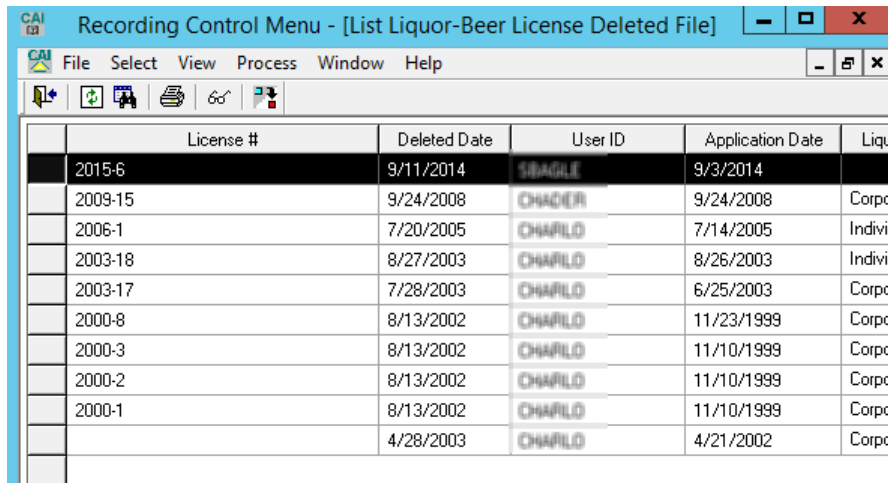
Default Fees	Fees
Draft Beer (includes bottled, canned and retail)	1.00
Bottled or Canned Beer, to be consumed on the premises	200.00
Bottled or Canned Beer, NOT to be consumed on the premises	25.00
Retail Wine	25.00
Wine by the Drink	200.00
Special Wine (Sunday)	0.00

**Unlock Instrument for Maintenance** 







The record unlock feature is used when a data entry procedure is prohibited due to a record lock condition.

## Liquor License Deleted File

This feature allows the user to view the details regarding liquor licenses that have been deleted.

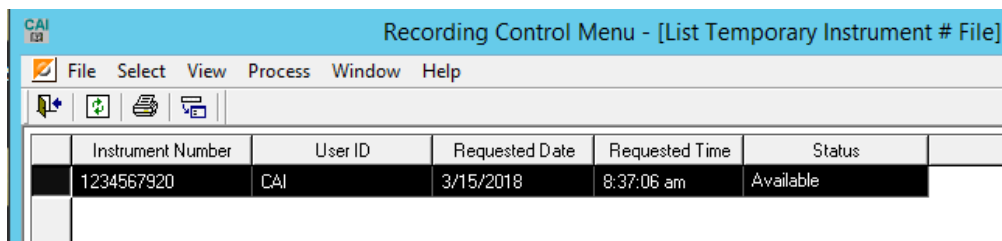


License #	Deleted Date	User ID	Application Date	Liqu
2015-6	9/11/2014	SEAGLE	9/3/2014	
2009-15	9/24/2008	CHAGER	9/24/2008	Corpc
2006-1	7/20/2005	CHARLO	7/14/2005	Indivi
2003-18	8/27/2003	CHARLO	8/26/2003	Indivi
2003-17	7/28/2003	CHARLO	6/25/2003	Corpc
2000-8	8/13/2002	CHARLO	11/23/1999	Corpc
2000-3	8/13/2002	CHARLO	11/10/1999	Corpc
2000-2	8/13/2002	CHARLO	11/10/1999	Corpc
2000-1	8/13/2002	CHARLO	11/10/1999	Corpc
	4/28/2003	CHARLO	4/21/2002	Corpc

-  Close Panel
-  Refresh Panel
-  Search
-  Select Reports
-  Display
-  List Liquor-Beer Transfer Deleted File

## Temporary Instrument # File

This feature allows the user to find instruments that have become stuck in the recording process. If the system suffers a power bump or closes unexpectedly – the last number used (incomplete) can be found in this screen. The status can be changed from pending to available. This allows the document to be released to be processed.



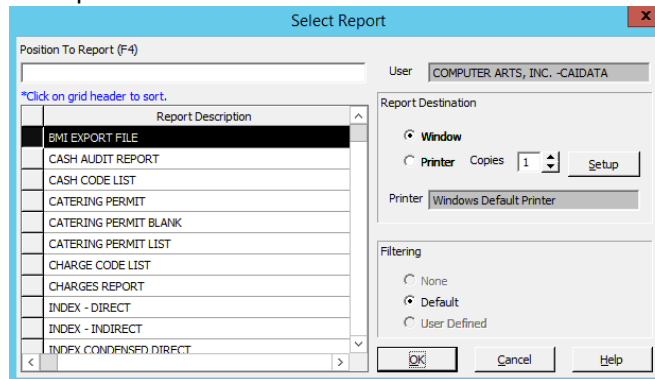
Instrument Number	User ID	Requested Date	Requested Time	Status
1234567920	CAI	3/15/2018	8:37:06 am	Available

-  Close Panel
-  Refresh Panel
-  Select Reports
-  Change



## Print Reports

This feature has a list of reports that are available for this module. The option is available to either Print to the Window or Print to the printer.



## Maintain Reports

The Maintain Reports button displays a window that provides for the setup and definition of reports used throughout the Recording System. **CAUTION!** Modifications should only be made by Computer Arts personnel.

## Group Trans Code








Instrument descriptions are connected via a Group Trans Code – for example all Affidavits are grouped under an Affidavit Group Code. A Transcode Group list generates a report of the descriptions in the list. This is an option currently being utilized by only one county.

## Marriage License Applicant

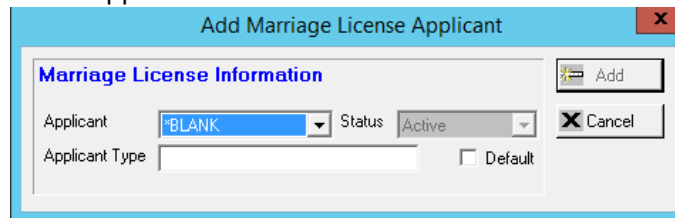
This feature allows for the county to enter different applicant descriptions to be used on the Marriage License.

NOTE: The type that is marked as the default will be used when adding a new application to the marriage license program.

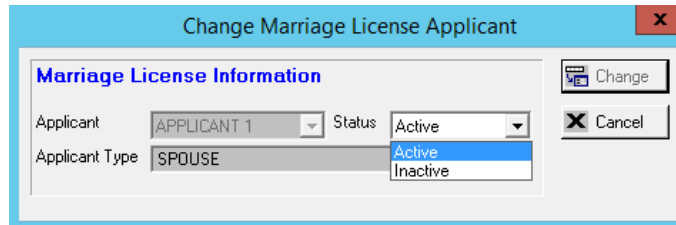
Status	Applicant	Applicant Type	Default
Active	Applicant 1	APPLICANT 1	<input type="checkbox"/>
Active	Applicant 1	BRIDE	<input checked="" type="checkbox"/>
Active	Applicant 1	GROOM	<input type="checkbox"/>
Active	Applicant 1	PARTNER	<input type="checkbox"/>
Active	Applicant 1	SPOUSE	<input type="checkbox"/>
Active	Applicant 2	APPLICANT 2	<input type="checkbox"/>
Active	Applicant 2	BRIDE	<input type="checkbox"/>
Active	Applicant 2	GROOM	<input checked="" type="checkbox"/>
Active	Applicant 2	PARTNER	<input type="checkbox"/>
Active	Applicant 2	SPOUSE	<input type="checkbox"/>

-  Close Panel
-  Refresh Panel
-  Select Reports
-  Add Applicant type
-  Change Applicant type
-  Delete Applicant type
-  Copy

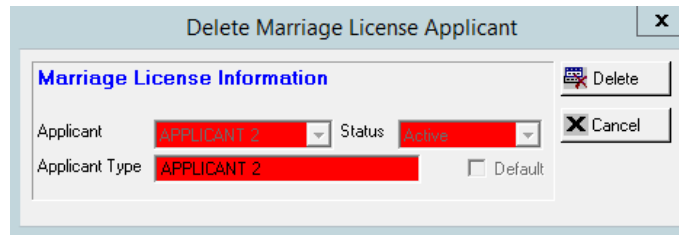
Add Applicant Type – fill in the applicable fields



Change Applicant Type - only the Status can be changed between 'Active' to 'Inactive', and change Default field.

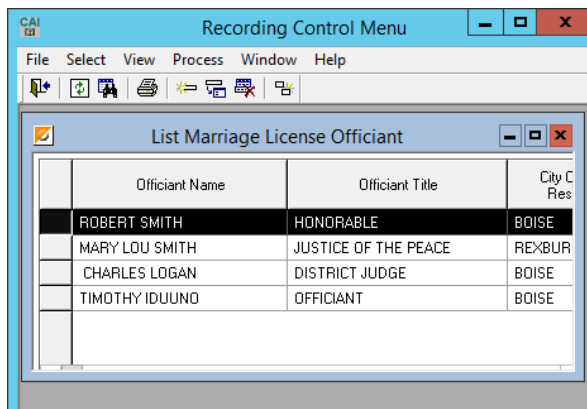










Delete Applicant Type: Can delete an Applicant type if it has not been used by the program.



## Officiant

This feature allows for the entry of Officiant information that is used consistently to be entered and stored for future use.



-  Close Panel
-  Add Officiant
-  Refresh Panel
-  Change Officiant
-  Search
-  Delete Officiant
-  Unavailable
-  Copy