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REAL ESTATE INDEX SCREEN

DESCRIPTION

The **REAL ESTATE INDEX SCREEN** provides facilities for maintaining and inquiring on real property transfer information. The information is maintained for compliance with the Index Standards (January 1994 revision) published by the NC Land Records Management Department.

The **REAL ESTATE INDEX SCREEN** maintains the type of instrument, recorded date, the book and page the instrument is recorded in, as well as all grantors and grantees associated with the transfer. The entry of new data follows as closely as possible to the flow of data on the actual instrument. Records may be retrieved to the screen for viewing or editing by using the **Query** function.

Note that the access to the **REAL ESTATE INDEX SCREEN** must be restricted to those authorized to create and modify records. Failure to guard access to this screen through proper login/password usage and control may put your data at risk.

OPERATION

Here are some helpful hints to simplify entering and updating land records.

- All data entered is automatically shifted to uppercase. You do not have to **Shift** or use **Caps-Lock**.
- Pressing **Tab**, **Enter**, or **Down Arrow** will advance you to the next field.
- Pressing **Shift-Tab**, or **Up Arrow** will return you to the previous field.
- If you are in the process of entering/updating data and do not wish to continue, pressing the **Delete** key (or the **Del** key on the numeric keypad if the **Num Lock** light is not on) will cancel the entry and return you to the menu.
- To identify the currently active table (fnum, grantor, or grantee), the name of the table is displayed on the second line on the right side of the screen and the screen portion associated with the table displays brackets "[]" denoting the lengths of the fields.
- Comments are displayed on the last two lines of the screen to prompt as to the data expected in the current field.

ADDING NEW RECORDS

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The process of adding new records involves entering the instrument data first, followed by all grantors on the instrument, then all grantees on the instrument. The procedure to index an item is:

- 1) After selecting the **REAL ESTATE INDEX SCREEN** option from the menu, the entry screen appears.

FNUM (Instrument File) Table

- 2) Verify that the current table is **fnum table**
Selecting **T** will change the table if necessary.
- 3) Select **A** to begin adding.
At this point, the system fills in certain default data items. Note that the **INSTRUMENT NO** field contains a zero. This number will be filled in with the next available number when the fnum table entry is complete. This number is useful during the proofing/correcting phase of data entry since it uniquely identifies the instrument.
- 4) **RECORDED** : This field contains the date the instrument was recorded (filed) on. The default is the current date. This date may be changed. If changed, the system will use the new date as the default until it is changed again or until the screen is exited.
- 5) **OPERATOR** : This field contains the initials of the person entering the instrument. The default is preselected to a certain individual. The initials should be changed to your operator initials. If changed, the system will use the new initials as the default until it is changed again or until the screen is exited. Entering initials will cause the operator's first name to be displayed below the initials. If no name is displayed, the initials have not been entered into the **Operator Table**.

Note: The date that follows the initials will always be the current date and cannot be changed. However, it can be used in a query to retrieve all records entered on a certain date (useful for proofing).

- 6) **INSTRUMENT CODE** : A one or two character code is entered into this field to identify the type of instrument being recorded. Instrument code "**D**" for **DEED** is the default. After entering the code and pressing **Enter**, the system looks in the **Instrument Code table** for a matching entry. If one is found, the associated description is displayed in the **INSTRUMENT TYPE** field.

If the code is not found, no description is displayed. A description may be entered in the **INSTRUMENT TYPE** field, but it is **strongly recommended** that a code be entered into the **Instrument Code table** for that instrument type.

- 7) **STAMPS** : The whole dollar amount of the revenue stamps for this instrument is entered

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in this field. Type directly on top of the dollar sign displayed in the field and do not enter a decimal and cents.

- 8) **INSTRUMENT TYPE** : This field should already contain a description matching the code entered in **Step 6**. A description may be entered in the **INSTRUMENT TYPE** field, but it is **strongly recommended** that a code be entered into the **Instrument Code table** for that instrument type.
- 9) **LOCATION** : This field is a 40-character free-form field that may be used to enter information identifying the property or specifics of the instrument. For example, you may enter the township and acreage, or other physical description.
- 10) **Book** : The Book number this instrument is recorded in is entered in this field. This field requires a numeric entry. Once a book number is entered, it is remembered for consecutive records until the book number is changed, or until the entry screen is exited.

If a Book Prefix field is present (denoted by [] preceding the **Book** field), a letter designating a book prefix may be entered. If no prefix is used, the field may be skipped. This field is used in offices that maintain certain instrument types (i.e. Deeds of Trust, etc) in a separate set of books.

- 11) **Page** : The Page number of the book this instrument is recorded on is entered in this field. This field requires a numeric entry.

If a Page Suffix field is present (denoted by [] following the **Page** field), a letter designating an inserted page may be entered in this field.

- 12) **REMARKS** : This field is a 40-character free-form field that may be used for comments concerning this instrument, such as a reference to a prior book and page, or other identifying information.

After completing this portion of the screen the system will return you to the menu at the top of the screen. You are now ready to begin entering the grantors.

GRANTOR Table

- 13) Select **T** to change to the **grantor table**
- 14) Select **A** to begin (or continue) adding grantors

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- 15) **GRANTOR Table NO** : This field is automatically filled with the number of the current grantor on this instrument. Normally, you should not modify this field.

Caution: Make certain that the **first** grantor on the instrument has the number **1** and each successive grantor has the appropriate number as indicated by the grantor's position on the original instrument. Failure to do so **will** affect your indexes.

- 16) **Code** : Entering a code of up to 3 characters will cause a search to be performed on the **Standard Abbreviation table**. This table may be used to code often-used individuals or institutions. If the code matches an entry in the **Standard Abbreviation table**, the remaining fields in the grantor portion of the screen will be filled, thus reducing the number of keystrokes required. This is especially useful for banks, government agencies and trustees that are used regularly. Using the code ensures that each entry will be consistent, and therefore easier to search for later.

- 17) **Status Code** : This is a code of up to four characters that identifies the designated status this grantor serves on the instrument, such as Trustee, Attorney in Fact, etc. Entering a code in this field will cause a search to be performed on the **Status Code table**. If the code matches an entry in the table, the matching description will be displayed. If the code does not match an entry in the table, nothing will be displayed. It is **strongly recommended** that a code be entered into the **Status Code table** so a list of these codes may be printed and displayed.

Note: This code is printed on the **Consolidated Real Property Index** following the grantor's name. It should not be used as an Associated Party code since the AP code is automatically generated on the index in accordance with the indexing standards.

- 18) **FIRM** : This required field is used to identify human and non-human (firm) names. For human names, an **N** is entered (default). For non-human names, a **Y** is entered.

Entering Grantor's Name:

When an entry is made in the **FIRM** field, you are placed in the appropriate name section of the screen, i.e. if **N** is entered, you are placed in the First Name field. If **Y** is entered, you are placed in the Last Name/Firm Name field.

Note: Entering a blank in this field causes the cursor to return to the **Code** field. Once the cursor is returned to the **FIRM** field, a **Y** or **N** entry must be made.

Human names are entered in the following order in separate fields: First Name, Middle Name, Last Name, Suffix. This is the order in which the name parts usually appear on the instrument. Note that the suffix to a human name (i.e. JR, SR, III, etc) is placed in a separate field located to the far right of the Last Name field.

Non-human (firm) names are entered in the Last Name/Firm Name field. Seventy characters are provided for the non-human names.

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- 19) **FINISHED ENTRY** : Entering a **Y** in this field indicates this grantor entry is complete. Entering an **N** indicates you have not finished and wish to return to the entry to make corrections.

Note: This field only applies to the current grantor entry. Regardless of whether or not additional grantors remain to be entered, if this grantor entry is finished, answer **Y**.

Entering Additional Grantors on This Instrument

To enter additional grantors on this instrument, return to **Step 14** and continue from there.

If you have entered all grantors on this instrument, you are ready to enter the grantees. Continue with **Step 20**.

GRANTEE Table

20) Select **T** to change to the **grantee table**

- 21) Select **A** to begin (or continue) adding grantees
- 22) **GRANTEE Table NO** : This field is automatically filled with the number of the current grantee on this instrument. Normally, you should not modify this field.

Caution: Make certain that the **first** grantee on the instrument has the number **1** and each successive grantee has the appropriate number as indicated by the grantee's position on the original instrument. Failure to do so **will** affect your indexes.

- 23) **Code** : Entering a code of up to 3 characters will cause a search to be performed on the **Standard Abbreviation table**. This table may be used to code often-used individuals or institutions. If the code matches an entry in the **Standard Abbreviation table**, the remaining fields in the grantee portion of the screen will be filled, thus reducing the number of keystrokes required. This is especially useful for banks, government agencies and trustees that are used regularly. Using the code ensures that each entry will be consistent, and therefore easier to search for later.
- 24) **Status Code** : This is a code of up to four characters that identifies the designated status this grantee serves on the instrument, such as Trustee, Attorney in Fact, etc. Entering a code in this field will cause a search to be performed on the **Status Code table**. If the code matches an entry in the table, the matching description will be displayed. If the code does not match an entry in the table, nothing will be displayed. It is **strongly recommended** that a code be entered into the **Status Code table** so a list of these codes may be printed and displayed.

Note: This code is printed on the **Consolidated Real Property Index** following the

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grantee's name. It should not be used as an Associated Party code since the AP code is generated automatically on the index in accordance with the indexing standards.

- 25) **FIRM** : This required field is used to identify human and non-human (firm) names. For human names, an **N** is entered (default). For non-human names, a **Y** is entered.

Note: Entering a blank in this field causes the cursor to return to the **Code** field. Once the cursor is returned to the **FIRM** field, a **Y** or **N** entry must be made.

Entering Grantee's Name:

When an entry is made in the **FIRM** field, you are placed in the appropriate name section of the screen, i.e. if **N** is entered, you are placed in the First Name field. If **Y** is entered, you are placed in the Last Name/Firm Name field.

Human names are entered in the following order in separate fields: First Name, Middle Name, Last Name, Suffix. This is the order in which the name parts usually appear on the instrument. Note that the suffix to a human name (i.e. JR, SR, III, etc) is placed in a separate field located to the far right of the Last Name field.

Non-human (firm) names are entered in the Last Name/Firm Name field. Seventy characters are provided for non-human names.

- 26) **FINISHED ENTRY** : Entering a **Y** in this field indicates this grantee entry is complete. Entering an **N** indicates you have not finished and wish to return to the entry to make corrections.

Note: This field only applies to the current grantee entry. Regardless of whether or not additional grantees remain to be entered, if this grantee entry is finished, answer **Y**.

Entering Additional Grantees on This Instrument

To enter additional grantees on this instrument, return to **Step 21** and continue from there.

Completion of Instrument

If you have completed this instrument, including all grantors and grantees, Select **T** until the **fnum table** is displayed. At this point you are ready to enter another instrument. To do so, return to **Step 2**.

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CORRECTING RECORDS

Correcting or updating records is necessary to correct data entry errors. Records are usually corrected immediately after making the original entry and before including the entry in the Consolidated Real Property Index.

Caution: When correcting entries that exist in the permanent Consolidated Real Property Index care must be taken to use the correction method recommended by the NC Land Records Management Department.

The process of correcting a record involves retrieving the record through a query operation and then modifying the data fields that are incorrect. There are many methods that may be used to correct entries. Regardless of the method used, it is important that corrections be proofed as thoroughly as the original entry. One method for correcting a record is:

- 1) After selecting the **REAL ESTATE INDEX SCREEN** option from the menu, the entry screen appears.
- 2) Retrieve the instrument data by selecting **Query** from the menu. If data appears in **fnum table** fields, press **Ctrl-C** to clear the fields.
- 3) Enter the **INSTRUMENT NO** (or **RECORDED** date or other identifying characteristic) for the instrument you wish to correct and press **Esc** to execute the query.

If there is a match, the instrument data will appear on the screen.

- If the data item to be corrected is contained in the **fnum table**, proceed to Step 6.
- If the data item to be corrected is contained in either the **grantor** or **grantee table**, proceed to Step 4.

If there is not a match for the search values you entered, the following message will appear:

There are no rows satisfying the conditions

Press **Q** to select **Query** again. Verify that you entered the search values correctly and press **Ctrl-C** to clear all data from the **fnum** section of the screen. Then return to Step 3 to try again.

- 4) If you are at this step, you have determined the data to be corrected resides in the **grantor** or **grantee table**. If this is not correct, return to Step 3 and follow the correct path.
- 5) Press **D** until the desired table name is displayed.
- 6) Select **N** for **Next** or **P** for **Previous** until the data you wish to change appears on the screen.

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- 7) Select **U** to begin the update. Press **Tab** (or **Shift-Tab**), **Up Arrow** (or **Down Arrow**) or **Enter** until you are in the field containing the data to be changed. Enter the correct data and press **Esc**.

- 8) Press **M** until the **fnum table** is selected. Then return to **Step 2** to make additional corrections, or press **E** to exit and return to the menu.

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APPENDIX A

ENTRY SCREENS

The first two lines on each entry screen contain information concerning the available functions as well as the name of the current data table you are working within (i.e. grantor, marriage, birth, etc.). The last two lines on the entry screen display status information and field entry comments to assist you when entering data.

Entry Screen Functions

Entry Screen Functions may be selected by using the cursor (arrow) keys to highlight the desired function or by typing the first letter of the function, i.e. type **A** to select **Add**. More menu functions exist than will appear on a single row on the screen. By moving the cursor to the ellipsis (...), an additional set of functions will appear.

The functions include:

Exit Selecting the **Exit** function by pressing **E** causes the entry screen to terminate and takes you back to the menu.

Query Allows you to retrieve records from the database using nearly any of the fields (individual data elements, i.e. Grantor's Last Name, Record Date, Book, Book and Page, etc.) displayed on the screen. For an indepth discussion of querying, see **Appendix D - KPL Query**

To perform a query,

- select the **Query** menu option
- Use the **Tab** (or **Shift-Tab**), **Up Arrow** (or **Down Arrow**) or **Enter** key to move to the fields you wish to search on (i.e. Record Date or Last Name)
- Enter the value(s) to search for and press **Esc**

If records (rows) containing the search values were found, the number of rows with those values will be displayed and the first record that contains the search values will be displayed on the screen. Selecting **Next** or **Previous** will step through the retrieved records one at a time until the list is exhausted.

If the search values were not found, the message

There are no rows satisfying the conditions
will be displayed. You may then select the **Query** menu option again or any other menu option to continue.

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To retrieve all records within a given table, select the **Query** menu option and press **Esc** without entering any search values. The total number of records (rows) within the table will be displayed on the lower right corner of the screen and the first row in the table will be displayed on the screen.

Advanced Querying

Occasionally it is useful to select records based on the values being greater than or less than (or having some other relationship to) a specified value. For example, suppose you wish to retrieve all records in the marriage table with a license date prior to 01/01/93. To perform this query, follow the above instructions and enter **<01/01/1993** in the License Date field. Pressing **Esc** will retrieve any records matching that condition.

A number of "relational" operators are available within the query screens. Pressing **Ctrl-W** within the Query screen will display these options. See **Appendix B - On-Line Help and Editing Commands** for a list of operators and information on using them.

Next The **Next** option is used in conjunction with the **Query** option to step forward through a series of rows retrieved via querying. Once the list of rows has been stepped through, the message

There are no more rows in the direction you are going is displayed. Selecting **Previous** will move you in the opposite direction.

Previous The **Previous** option is used in conjunction with the **Query** option to step backward through a series of rows retrieved via querying. Once the list of rows has been stepped through, the message

There are no more rows in the direction you are going is displayed. Selecting **Next** will move you in the opposite direction.

Add The **Add** option is used to add rows to the current table. Selecting **Add** places the cursor in the body of the entry screen at a location determined by the entry program. You then enter the appropriate data in the entry screen fields.

Certain fields allow only specific types of data. If you are prompted by the message

Error in field

you have entered a type of data that is not allowed in that field. For example, if you try to enter **January 15, 1994** in a field requiring a date, the error message will be displayed. Simply reenter the date in the form **01/15/1994** and the system will accept it.

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Certain fields also require unique items. For example, within the **Instrument Code table**, only one record can have the instrument code of "DT" for Deed of Trust. Attempting to enter a second record with the code of "DT" will result in the following message being displayed:

ISAM error: duplicate value for record with unique key

To correct this entry, use a value that does not appear in any other record.

Update The **Update** option is used to modify existing rows within a table. The row to be modified must first be queried to bring it up on the screen. Selecting **Update** then allows you to move through the fields and change information within the fields. After modifying the data, press **ESC** to complete the update on the row, or press **Delete** to cancel the update and leave the row as it was. See **Appendix B - On-Line Help and Editing Commands** for detailed instructions on using available editing commands within the data fields.

Remove **Remove** allows you to permanently delete a row from the table. This option should be used with great care.

Table The **Table** function is used to change the currently active table within an entry screen. Most screens only use one table and selecting the **Table** function has no effect. However, entry of real estate transfers requires you to use the **Table** function to change between the instrument (fnum) table, grantor table and grantee table.

To change tables, simply select the **Table** function until the desired table name is displayed on the second line right side of the screen. Repeatedly selecting **Table** causes the entry screen to cycle through the available tables.

Screen The **Screen** function allows you to display the next available screen in the entry program. Some entry programs (Real Estate Index Screen and Marriage Entry Screen) contain more than one screen. Repeatedly selecting the **Screen** function cycles through the available screens.

Master The **Master** function allows you to change back to the "master" table in a series of tables. For example, the **fnum table** is the master table for the **grantor table** which in turn is the master table for the **grantee table**. For an example of the usage of the **Master** function, see the discussion on **Correcting Records** within the **REAL ESTATE INDEX SCREEN** section.

Detail The **Detail** function performs a similar operation to the **Table** function except that when you change to a "detail" table, you still have access to the linkage provided by the "master" table. For an example of the usage of the **Detail** function, see the discussion on **Correcting Records** within the **REAL ESTATE INDEX SCREEN** section.

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APPENDIX B

ON-LINE HELP AND EDITING COMMANDS

The **RODAP** program includes context-sensitive on-line help relating to the available entry screen functions and data editing commands. Pressing **Ctrl-W** at almost any point within an entry screen causes the following help text message to be displayed on the screen. Note that this help applies only to the entry screen functions, data field editing functions and query options. A more detailed description of these items appears on the following pages.

CTRL X : Deletes the current character
CTRL A : Toggles in and out of character insertion mode
CTRL D : Clears to the end of the field
left : backspace
right : forward space
up : Traverse backwards through the fields
CTRL F : Fast-Forward through the fields
CTRL B : Fast-Reverse through the fields
CTRL C : Clears all columns in current table (Query mode only)
CTRL P : Brings in the most recent column value of that row (Paste)
CTRL W : Display Help Message
ENTER : Next Field
CTRL I : Next Field
down : Next Field
ESC : Entry complete (Process entry)
DELETE : Abort command (Cancel entry)

Pressing the **Enter** key after the above information is displayed will display the following screen:

QUERY COMPARISON SYMBOLS:

<	Less than	<=	Less than or Equal to
>	Greater than	>=	Greater than or equal to
=	Equal	<>	Not equal
>>	Last value (only for indexed columns, without other comparisons)		
<<	First value (same conditions as last value)		
:	Range (inclusive)		
	OR condition		

The colon for range comparisons is typed between the desired range values

The pipe symbol for OR separates the different possibilities

All other symbols are typed in front of the column value

An asterisk (*) is used for wildcard comparison of character columns

A blank field means don't care

To match for a blank character field, use the equality symbol

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Entry and Editing Commands

The commands that appear when **Ctrl-W** is pressed may be used to assist in data entry and editing. It is useful to remember when entering or editing data is that the system is normally in the **overwrite** mode, which means newly typed data will "write over" any existing data in that field on a character by character basis. This mode can be changed by using the editing command **Ctrl-A**, which is described below.

A detailed description of each command follows:

- Ctrl-X** Deletes the current character.
For example, in a last name field the following was entered:
Branch Bank and Trust
The entry should appear as: **Branch Bank & Trust**
To change the entry, use the arrow keys to place the cursor on the letter **a** in the word **and**. Type the character **&** on top of the **a**. Now press **Ctrl-X** two times and the letters **nd** will be erased.
- Ctrl-A** Toggles in and out of character insertion mode.
The default mode for entry and editing is **overwrite**. Newly typed data writes over any existing data in a field. Pressing **Ctrl-A** changes the mode to **insertion** which causes data to be inserted **before** the current position of the cursor. For example, in a last name field the following was entered: **Branch Bank Trust**
The entry should appear as: **Branch Bank & Trust**
To change the entry, use the arrow keys to position the cursor on the space between **Bank** and **Trust**. Press **Ctrl-A**. Press the spacebar and enter the character **&**. Leaving the current entry field will change the mode back to **overwrite** or entering **Ctrl-A** while in the same field will toggle the mode back to **overwrite**.
- Ctrl-D** Clears to the end of the field.
This command provides a quick means of clearing unwanted data from a field. It is often used when reentering a short data item into a field containing a long data item. For example, in a last name field the following was entered: **Branch Bank and Trust Company**
The entry should appear as: **Branch Bank**
To change the entry, use the arrow keys to position the cursor on the space between **Bank** and **and**. Press **Ctrl-D**. All data in the current field appearing to the right of the cursor will be deleted.
- left** Refers to the **left** arrow key. Pressing this key moves the cursor one character to the left in a field. If the cursor is in the first position of a field, pressing the **left** arrow moves the cursor to the first position of the previous field.

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- right** Refers to the **right** arrow key. Pressing this key moves the cursor one character to the right in a field. If the cursor is in the last position of a field, pressing the **right** arrow moves the cursor to the first position of the next field.
- up** Refers to the **up** arrow key. Pressing this key anywhere within a field moves the cursor to the first position of the previous field.
- Ctrl-F** Fast-forward through the fields.
Pressing **Ctrl-F** from anywhere within an entry field moves the cursor to the first position of the first field on the next line.
- Ctrl-B** Fast-reverse through the fields.
Pressing **Ctrl-B** from anywhere within an entry field moves the cursor to the first position of the first field on the previous line.
- Ctrl-C** Clears all columns in the current table (**Query** mode only).
While performing queries, data will occasionally be left in fields after a query is completed. This data, if not cleared out, will likely cause any subsequent queries to fail. To clear extraneous information from the screen, press **Ctrl-C** while in any field in the table you wish to query on. Note that on screens containing multiple tables, it may be necessary to change tables to perform the clearing operation. A fast and reliable means of clearing all tables is to exit the screen and reenter it.
- Ctrl-P** Brings in the most recent column value of that row (Paste).
This command is useful when entering data that repeats from record to record, such as, grantors sharing a common last name, or transfers sharing a common location or description. For example, in the grantor last name field, the following entry was made:
Higginbotham
If the next grantor's last name is the same, pressing **Ctrl-P** in the next grantor's last name field will fill in the last name exactly as it was spelled before.
Note that this works only for a field entry that is identical to the last entry made in that field in a single entry session.
- Ctrl-W** Display Help Message.
Pressing **Ctrl-W** will cause the help message shown on page one of this appendix to be displayed.
- Enter** Pressing the **Enter** key moves the cursor to the first position of the next field. No data is changed as the cursor moves through the fields.
- Ctrl-I** Pressing the **Ctrl-I** key moves the cursor to the first position of the next field. No data is changed as the cursor moves through the fields.
- down** Refers to the **down** arrow key. Pressing the **down** arrow key moves the cursor to the

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first position of the next field. No data is changed as the cursor moves through the fields.

Esc Entry complete (Process entry).
The **Esc** key has a special purpose within the system. It literally means "**perform the function specified**". The **Esc** is not used to "bail out" of an entry screen. The **Delete** key is used for that purpose.

While in the **Add** function, pressing **Esc** means "add the data entered on the screen to the current table". While in the **Update** function, pressing **Esc** means "save the changes entered on the screen to the current table". While in the **Query** function, pressing **Esc** means "perform the query as specified on the screen"

Delete Abort command (Cancel entry).
The **Delete** key has a special purpose within the system. It literally means "**cancel whatever operation was specified immediately; make no changes, add no data**". If an operation is inadvertently selected, pressing the **Delete** key cancels the operation without changing anything. It can be used to cancel reports that were started, provided printing has not yet begun.

Query Comparison Symbols

An indepth discussion of the query comparison symbols is provided in **Appendix D - KPL Query**

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APPENDIX C

REPORTS

DESCRIPTION

All modules within the **RODAP** system of applications are supported with various reports. Since the **RODAP** system is capable of presenting information in many forms and individual sites may have customized reports, each separate report will not be presented in detail. This discussion provides the general philosophy behind the reporting features and basic operating instructions.

A small number of reports do not require operator input. When selected, these reports simply process the data and present it. Most code table lists (i.e. **Instrument Code Table**, **Often-Used Abbreviation Table**, etc.) are processed in this manner.

Most reports depend on dates and/or names for sorting and selecting data, and will request ranges of dates and/or ranges of names to be included in the reports. When requested, a range of data is considered **inclusive**. For example, a report generated with the range "01/01/1994" through "12/31/1994" will include data having dates of "01/01/1994" and "12/31/1994" and all dates between those.

Note: Computers "alphabetize" data in a very strict order based a numerical code that is assigned to each character (called **ASCII**). In brief, that order is (in ascending order):

- Nothing (null)
- other special characters
- space character
- punctuation and other symbols i.e. quotes, parentheses, etc.
- numbers (in numerical order: 0, 1, 2, ..., 9)
- Capital letters (in alphabetical order: A, B, C, ..., Z)
- Lowercase letters (in alphabetical order: a, b, c, ..., z)

OPERATION

To run a report, simply select the report from the **RODAP** menu.

To cancel a report **before printing begins**, press the **Delete** key. A prompt will appear at the bottom of the screen:

Press return to continue

Press the **Enter** key to return to the menu. To cancel a report **once printing has begun**, see the document titled "**Unix System Administration Tasks**"

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If the report does not prompt for information, it will begin processing and output should appear after a short period. If prompts for operator input appear, provide the input requested to begin processing. The prompts usually request a range of date or a range of last names.

Responding to Prompts

If the prompts are similar to these,

Please Enter Beginning Recording Date to Include:

Please Enter Ending Recording Date to Include....:

enter the first and last date to be included in the report using the date format of: 01/01/1994 (1994 may be abbreviated to 94).

If the prompts are similar to these,

Please Enter Beginning Last Name to Include:

Please Enter Ending Last Name to Include....:

several options are available for input. Select one that matches your requirements from the list below:

- You wish to include every name in your database (that falls within the date range you specified). For the beginning last name, press **Enter**. For the ending last name, enter the letters **ZZZZ**. Pressing **Enter** starts the selection at the very beginning and entering **ZZZZ** stops the selection with a name beginning with four Zs.
- You wish to include everyone whose last name begins with **A**. For the beginning last name, enter the letter **A**. For the ending last name, enter the letters **AZZZZ**.
- You wish to include everyone whose last name starts with **A, B, C, or D**. (This type of selection is useful when you are reprinting your **Consolidated Real Property Index** for the entire year, or longer. It allows the printing to be split into more manageable sections.) For the beginning last name, enter the letter **A**. For the ending last name enter the letters **DZZZZ**.
- You wish to print all records for a certain name (for example **BROWN**). For the beginning and ending last name enter **BROWN**.

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APPENDIX D

KPL Query

Overview

The KPL Query system provides a means to retrieve data to an entry screen based on user-selected criteria. Nearly every field in a given table may be used in a query. Multiple fields may be specified in the search criteria in a single query to enhance (restrict or expand) the search.

[Note: the **search criteria** are the data elements specified for the **KPL Query** system to look for within the tables being queried.]

An example of querying might be to ask the system to retrieve a land transfer record that was recorded in Book 125 on Page 313. If the query is executed properly and a transfer was recorded with that information, the system will retrieve that record and display it on the screen. Otherwise, a message will be displayed describing why the record was not retrieved.

A useful concept to understand is the **current list**. Records retrieved via a query (one or more) are placed in the **current list**, a temporary storage area that provides access to just those records.

If a query is executed and only one record is retrieved and placed in the current list, that record is displayed and is immediately available. If multiple records are retrieved and placed in the current list, the first record found in the database is displayed. The remaining records in the current list may be viewed or updated by stepping forward or backward through the list using the **Next** and **Previous** functions, respectively.

There are many different types of queries that may be executed. However, the results are similar in that the end result is one or more records being retrieved for access (updating, viewing, etc.). Several different types of queries are explained in the following examples.

Searching for a Single Record

To locate a single record within the current table first determine if a single field or combination of fields can uniquely identify the record in question. For example, the **INSTRUMENT NO** field contains an eight digit number that uniquely identifies an instrument. Using the **Book** and **Page** fields together should also uniquely identify an instrument. Note that fields left blank in a query indicate that the data contained in those fields will be ignored. To begin the query, follow these steps:

- Select the **Query** menu option.
- Use the **Tab** (or **Shift-Tab**), **Up Arrow** (or **Down Arrow**), or **Enter** key to move to a field(s) that contains data unique to the record in question.
- Enter the search criteria (values) and press **Esc**.

If the search criteria can be located in a record or records, the number of records found and placed in the current list will be displayed (lower left corner of screen), and the first record

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matching the criteria will be displayed. If a single record search was being performed and more than one record was retrieved, then the search criteria did not uniquely identify the record.

If a record containing the search criteria could not be found, the following message will be displayed:

There are no rows satisfying the conditions

Alter the search criteria and try the query again. Note that the search criteria must match the record data exactly. If the query search criteria is complicated and difficult to match exactly, see the section in this appendix titled "**Query Comparison Symbols**"

Searching for Multiple Records

Searching for multiple records is usually easier than for a single record because the search criteria need not uniquely identify a single record. This type of search is useful for finding all records recorded under a given name, or all records entered on a given date. Note that fields left blank in a query indicate that the data contained in those fields will be ignored. To begin the query, follow these steps:

- Select the **Query** menu option.
- Use the **Tab** (or **Shift-Tab**), **Up Arrow** (or **Down Arrow**), or **Enter** key to move to a field(s) that contains data identifying the records in question.
- Enter the search criteria (values) and press **Esc**.

If the search criteria can be located in a record or records, the number of records found and placed in the current list will be displayed (lower left corner of screen), and the first record matching the criteria will be displayed.

If a record containing the search criteria could not be found, the following message will be displayed:

There are no rows satisfying the conditions

Alter the search criteria and try the query again. Note that the search criteria must match the record data exactly. If the query search criteria is complicated and difficult to match exactly, see the section in this appendix titled "**Query Comparison Symbols**"

Searching for All Records

Searching for all records is simply a means of retrieving all the data to the screen so it can be viewed or updated. It is also useful for counting the number of records stored. To begin the query, follow these steps:

- Select the **Query** menu option.
- Press **Esc**.

The number of records found in the current table and placed in the current list will be displayed (lower left corner of screen). The first record will be displayed. The records will be displayed in the order they were recorded in the table, not alphabetically.

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If the following message is displayed:

There are no rows satisfying the conditions

verify the current table has no values displayed in any of the fields (use **Ctrl-C** to clear the fields). Once this has been verified, try the query again. If the same message is displayed, exit the screen, reenter it and try once more. If it fails again, note the current table name and call **KPL Technical Support**.

Using Data in the Current List (Next/Previous)

Records retrieved via a query (one or more) are placed in the **current list**, a temporary storage area that provides access to those records. If a query is executed and only one record is retrieved and placed in the current list, that record is displayed and is immediately available. If multiple records are retrieved and placed in the current list, the first record found in the database is displayed. The remaining records in the current list may be viewed by stepping forward or backward through the list using the **Next** and **Previous** functions, respectively.

Note: Once the records have been queried, they may be simply viewed, or they may be edited (updated).

Selecting the **Next** function from the menu will step forward one record in the current list. Selecting the **Previous** function from the menu will step backward one record in the current list. If either function is selected and the following message appears:

There are no more records in the direction you are going

all the records in the current list in the direction you are going (forward or backward) have been viewed. To continue viewing, select the opposite function to reverse direction.

Note: When adding data, all data added during a single entry session is also placed in the current list. Records may be viewed without querying by using the **Next** and **Previous** functions. Once the entry screen is exited, or once a query is executed, the current list will no longer contain the newly added records. (However, they will have been saved!)

Performing Queries in Multi-Table Systems

Multi-table systems, such as **RODAP** and **UCC** store data in different tables depending on the data being stored. For example, **RODAP** stores instrument data within the **fnum table**. Grantor data is stored in the **grantor table** and grantee data is stored in the **grantee table**. This arrangement affects the way information is queried and how queried information is accessed. To use this arrangement most effectively, the concept of **master-detail** table relationships must be understood.

The **master-detail** relationship allows queries to be processed for multiple tables with a single command. For example, querying a transfer record by **INSTRUMENT NO** brings up the instrument data contained in the **fnum table** (master) as well as all of the grantor and grantee information for that instrument contained in the **grantor table** (detail) and **grantee table** (detail). It is unnecessary to separately query the grantor or grantee data, because querying the master record automatically retrieves the detail records.

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Once the query has been performed for the master table, access the data retrieved from the first detail table by selecting the **Detail** function from the menu. This changes the **current table** to the first detail table. Using the **Next** and **Previous** functions in the detail table will display all records in that table that are associated with the record displayed in the master table.

Records in the second detail table may be accessed by selecting the **Detail** function from the menu again. Using the **Next** and **Previous** functions in the detail table will display all records in that table that are associated with the record displayed in the master table. To return to the master table, select the **Master** function from the menu until the name of the master table is displayed.

This process is demonstrated in the following example. Three transfers were recorded on 06/01/1994. Each transfer record had one or more grantors and one or more grantees. To view those records, in their entirety:

- Query the records by selecting the Query function, enter the date **06/01/1994** in the **RECORDED** field, and press the **Esc** key.
- The system responds by displaying the first record and by displaying the following message (lower left corner of screen):
3 row(s) found
- Select **Next** (and **Previous**) to display all three transfer instrument records in the **fnum table**, as well as the first grantor and first grantee for each transfer.
- With the first transfer record on the screen, select **Detail** to change the current table to the **grantor table**.
- Select **Next** (and **Previous**) to display all grantor records that exist for the transfer record currently being displayed.
- With the first transfer record still on the screen (disregard any grantor information currently being displayed), select **Detail** to change to the **grantee table**.
- Select **Next** (and **Previous**) to display all grantee records that exist for the transfer record currently being displayed.
- Select **Master** once to return to the **grantor table** (all grantor records are available again) and select **Master** once more to return to the **fnum table**.
- Select **Next** once to display to second instrument record in the **fnum table**, as well as the first grantor and first grantee for the second transfer record.
- Follow the same steps as stated for the first transfer record to view the second and the third record.

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This procedure is very useful for editing documents on the screen prior to printing a proofing report. However, it is vital that a proofing report be printed and reviewed before printing the final index.

Query Comparison Symbols

Selecting the on-line help function will provide the following list of symbols and functions that may be used to perform sophisticated queries (see **Appendix B - On-Line Help and Editing Commands** for information on the help function):

QUERY COMPARISON SYMBOLS:

<	Less than	<=	Less than or Equal to
>	Greater than	>=	Greater than or equal to
=	Equal	<>	Not equal
>>	Last value (only for indexed columns, without other comparisons)		
<<	First value (same conditions as last value)		
:	Range (inclusive)		
	OR condition		

The colon for range comparisons is typed between the desired range values

The pipe symbol for OR separates the different possibilities

All other symbols are typed in front of the column value

An asterisk (*) is used for wildcard comparison of character columns

A blank field means don't care

To match for a blank character field, use the equality symbol

The following discussion describes each symbol and function and provides information about using the symbols in a query. Note that when using these symbols in a query, occasionally, the information that is entered into a field will exceed the field length. When that happens, the information being entered will begin to appear in a special location in the lower left corner of the screen.

< Less Than

The < symbol is used in date or number fields to locate records having data in those fields that are numerically less than the data specified in the search criteria. For example, to locate all records having a **RECORD** date prior to 01/01/1994, select **Query** and in the **RECORD** date field, enter: **< 01/01/1994**

<= Less Than or Equal To

The <= symbol is used in date or number fields to locate records having data in those fields that are numerically less than or numerically equal to the data specified in the search criteria. For example, to locate all records having a **RECORD** date prior to 01/01/1994, select **Query** and in the **RECORD** date field, enter: **<= 12/31/1993**

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> Greater Than

The > symbol is used in date or number fields to locate records having data in those fields that are numerically greater than the data specified in the search criteria. For example, to locate all records having a **RECORD** date after 12/31/1993, select **Query** and in the **RECORD** date field, enter: **>12/31/1993**

>= Greater Than or Equal To

The >= symbol is used in date or number fields to locate records having data in those fields that are numerically greater than or numerically equal to the data specified in the search criteria. For example, to locate all records having a **RECORD** date after 12/31/1993, select **Query** and in the **RECORD** date field, enter: **>= 01/01/1994**

= Equal

The = symbol is used is to locate records having information that is exactly equal to the data specified in the search criteria. Using the = symbol is equivalent to simply specifying the search criteria in a field or set of fields without using any comparison symbols. For example, to locate all records having a **RECORD** date of 01/01/1994, select **Query** and enter either of the following in the **RECORD** date field: **= 01/01/1994** or **01/01/1994**
The result will be the same.

The = symbol does have one particularly useful feature. It can be used to look for records having nothing in a field or set of fields. This significance may not be immediately obvious, but simply leaving a field blank in a query indicates the query should ignore that field. Therefore, blank fields match everything.

Finding records with blank fields is useful for verifying the consistency of the database, i.e. looking for partially entered or otherwise invalid records. For example, to search for all records containing a blank **INSTRUMENT CODE** field, select **Query** and enter an = symbol in the **INSTRUMENT CODE** field.

<> Not Equal

The <> symbol is used to search for records containing data in a field that is not equal to the data entered in the search criteria. For example, to find all records that were not recorded with **DT** in the **INSTRUMENT CODE** field, select **Query** and enter to following in the **INSTRUMENT CODE** field: **<> DT**

>> Last Value

This symbol is used in an indexed column only, with no other comparison being made in any other column, to locate the last record entered in a table. In the **KPL** system, this symbol is not useful.

<< First Value

This symbol is used in an indexed column only, with no other comparison being made in any other column, to locate the first record entered in a table. In the **KPL** system, this symbol is not useful

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: Range (inclusive)

The : symbol is used primarily in a date or numeric field to locate all records having data in the field that falls within a specified range of values. For example, to locate all records recorded during the month of January in 1994, select **Query** and in the **RECORD** date field enter: **01/01/1994 : 01/31/1994**

| OR condition

The | symbol is used to locate records having data in a given field that may be equal to one of several different values, i.e. the field may contain **value1** OR **value2** OR **value3**, etc. For example, to locate all records recorded with the value of **CN** or the value of **NS** in the **INSTRUMENT CODE** field, select **Query** and enter: **CN|NS**

* Wildcard comparison of character columns

The * symbol is used to match any string of characters in a query being performed on a character field, i.e. alphabetic versus date or numeric field. For example, if querying on the last name field in the grantor table using the name: **BROWN** the only records that would be found would be those having the last name of **BROWN**. To find all records containing the name **BROWN** as part of the last name, enter: **BROWN***

The records found by this query could include **BROWN**, **BROWNE**, **BROWNING** and other variations beginning with the name **BROWN**.

This method could be used for locating all occurrences of punctuation characters or other invalid combinations of characters.

? Wildcard for a single character (undocumented)

The ? symbol does not appear when the on-line help message is requested, but it is useful to locate records having a single occurrence of any character in a character field. For example, if querying on the last name field in the grantor table using the name: **BROWN** the only records that would be found would be those having the last name of **BROWN**. To find all records containing the name **BROWN** followed by any one letter the last name, enter: **BROWN?**

The records found by this query could include **BROWNE**, **BROWNS** and other variations beginning with the name **BROWN** followed by any single letter.**Summary**

The **KPL Query** system is a flexible and powerful tool to assist office staff in managing and maintaining their data. Since queries do not cause any modifications of data (unless the **Update** function is selected), the key to becoming proficient with **KPL Query** is to experiment.

Another key to making **KPL Query** work for you is to be consistent in data entry. Use the code tables as much as possible to standardize the appearance of data. This supports a goal of the indexing standard to make searches more efficient and effective.

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Glossary of Terms

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