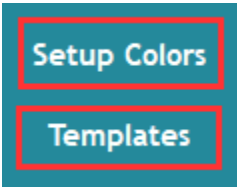


Setting Templates in Laredo

By modifying and saving your Laredo template and colors, you are able to view the data in the way you wish to see it.

Enter a Party Name, click ADD, click Find

To the left of the Results you will see 2 options - Setup Colors and Templates



Templates:

A screenshot of a table interface. At the top, there is a dark blue bar with 'Column Headers' in red text on the left and 'Search Template' in white text on the right. Below this bar is a table with the following columns: Party Type, Img, Party, Recorded, Doc Number, Book and Page, Long Doc Type, Legal Sum, and Ref Number. The first row of data shows: 1, GRANTOR, a small square icon, CASH COREY A, 5/13/2019, 190005570, B: 4653 P: 91, MORTGAGE, STRAFFORD, and BOW LAKE ETC. Red arrows point to the 'Column Headers' bar, the 'Recorded' column, and the 'Search Template' bar.

Arrange the columns in the order you wish to see them.

Left click and hold on the column name, drag to the location you wish. Un-click.

Repeat for any column.

Standard order is:

Party Type, IMG, Party, Recorded, Doc Number, Book and Page, Long Doc Type, Legal Sum, Ref Number, Assoc Doc, Party Two

Click the Party Column to set data to come in Alphabetical order.

To REMOVE a column from the template. Right click on the column, choose 'Remove This Column'

Click SAVE, then OK

Click DONE

Your screen will re-display in the order you have saved. This can be modified at any time if you want to make changes.

Setup Colors:

Click the Setup Colors from the left-hand side of your screen

There are three main areas to change (see red Xs below)

Grid Setup

Double click on the color you want to change. The Grid column order

Drag a column header here to group by that column

Criteria: Name:AKERS Soundzlyke:N PartyType:0

	Party	Type	Doc Number	DocType	Record
+ 1	AKERS, CHRIS	MORTGAGOR	2001R-0004	MORTGAGE	01/02/2001
+ 2	AKERS, CHRIS	MORTGAGOR	2001R-0004	MORTGAGE	01/02/2001
+ 3	AKERS, CHRIS	MORTGAGOR	2001R-0004	MORTGAGE	01/02/2001

[2001R-00006238] [MORTGAGE] [Recorded:12/14/2001 02:30:00]

Name	Type
AKERS, CHRIS	MORTGAGOR
AKERS, CHRIS	MORTGAGOR
AKERS, CHRIS	MORTGAGOR

Double Click 'Party'

Edit Grid

Party

Font Color

Cancel Done

Click Color and choose a color, then OK and Done

Double Click 'AKERS, CHRIS'

Edit Grid

AKERS, CHRIS

Font Color

Cancel Done

Click Color like above, Click Font and choose a font.

We have found that a white background is easier on the eyes.

Last is the small light blue line between the party names...

Double click this and choose your color. (then OK, Done and SAVE)

These also can be changed at any time

