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MONTGOMERY COUNTY RECORDER

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RECORDER READIES TO LAUNCH NEW LAND MANAGEMENT SOFTWARE: Resolution 3

The Montgomery County Recorder's Office will be going live with its new land management software system, **Resolution 3** by Cott Industries effective Monday, December 5th, 2011. Please take note of the information listed below as it pertains to changes in the online imaging subscription service in your office(s) and the copy card system here in the Recorder's Public Records Research Area in the Montgomery County Administration building.

TRANSITION TO RESOLUTION 3 - eSEARCH

For a short period after the software Go Live, the new and existing search will both be available in the Public Records Research Area (not online). For those who perform searches and/or bring recordings to the office, please remember the following:

- After Go Live, no new information will be available via the search you are using today. It will show only historical information.
- Staff from Cott Systems will be in the Recorder's Office during the week of Go Live to assist with any questions you may have. Please make certain to use eSearch during that time to ensure your comfort level with the new software.

ON-SITE COPY ACCOUNTS

Printing charges onsite (in the Recorder's Office) will remain the same.

- The JAMEX copy card system will be replaced by pre-paid accounts within eSearch system – the Copy Center will receipt the funds and credit the copy accounts.
- The Account Number and PIN provided to you will allow you to maintain a balance from which to print copies.
- Please see the Copy Center to transfer any balances remaining from your current JAMEX copy card to your eSearch account.
- Once you've established your eSearch account, you will be able to see the balance each time you log in to your account. You may add money to your account as needed through the Copy Center. There will no longer be a self-service vending unit available.

ONLINE IMAGING SUBSCRIPTIONS

Subscription rates will remain the same and will allow for unlimited printing at no charge from offsite locations. Up to ten logins can be provided per subscription.

- Each user must have an individual login and may have up to 10 user accounts. Each account will receive a unique username to go with the password provided.
- Any two users attempting to login simultaneously using the same username and password will disconnect each other or the person that may already be logged in to the account with the same username and password.
- The User ID and Password provided will allow you to gain access to the on-site imaging service.
- Expiration Notices for online imaging subscriptions will no longer be sent. The number of days remaining on your current subscriptions are displayed at each login giving the subscriber expiration notice.
- User IDs and Passwords must now be at least 5 characters long. Many passwords have been updated to accommodate this requirement. All User IDs have been altered regardless of length, as well.
- Additional Webinar Training Sessions for eSearch users will be offered Thursday, December 1st:

Morning Session 10am - 11am:

<https://www3.gotomeeting.com/register/777889518>

Afternoon Session 3:30pm - 4:30pm

<https://www3.gotomeeting.com/register/502993054>

Please go to the link of the session you wish to participate to register. Based on demand, additional training courses both on-site and on-line may be established after December 5th.

- You will find information regarding logging into the e-Search system and how to perform searches on the Recorder's website.

ONLINE IMAGING ACCOUNT UPDATES

Please update the attached online imaging application form and return to Charlie Bowling via fax (937.225.5980) or email (Bowlingcf@mcoho.org) with the following:

- Corrections for any inaccuracies or omissions
- Number of users (up to ten) that you wish to have associated with your subscription. The additional users for your account will be created within eSearch upon receipt of the completed form.
- Primary Contact Person
- Company Name