

# MULTIPLE NAME SEARCH      Web ATIDS

## QUICK REFERENCE GUIDE

### HOW DO I...

#### ACCESS THE MULTIPLE NAME SEARCH TRANSACTION?

- If using Pop-up Blocker, configure it to allow pop-ups for this site.
- Login to Web ATIDS.
- Click the Search Menu button on the Main Menu.
- The Search Menu is displayed.
- Enter or add your file reference in the File name/No. Box.
- If you're adding a new file, click Add/Change/Find File.
- Enter relevant information, and then click Enter/Return to Search Menu.
- Click the Multiple Names Search button on the Search Menu.
- The Multiple Name Search Screen is displayed in another browser window.

#### SEARCH MULTIPLE NAMES?

- Click Multiple Name Search.
- Select your desired delivery option.  
**Note:** Display Mode is not currently available for the Multiple Name Search or Update Name Search.
- Select either Personal or Commercial for the type of name you are entering.
- Type the Personal or Commercial Name.
- Click Insert.
- Repeat for multiple names.
- Click the Submit Button to perform the search.  
**Note:** The system will search for the first 30 names you entered and then prompt you to click the Search button to search the remaining names.

#### EDIT A NAME?

- After adding a name to the list, click the Edit link to the right of the name.
- You can edit the County, Search From, Search Through, Type, Name, and/or Percent of Likeness.
- Click Save Edit to save changes and return to the Multiple Name Search window.
- The word Changed is displayed beneath the edited name.
- Click Search to process the Multiple Name Search results.

#### KNOW MY SEARCH WAS SUCCESSFUL?

- When the search is completed, the search results are delivered according to the delivery option you specified.
- Green checkmarks are displayed next to successful searches.
- Red "Xs" are displayed next to unsuccessful searches.  
**Note:** For unsuccessful searches, validate or edit the search criteria and then click the Search button to resubmit the name.

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### UPDATE A NAME SEARCH?

- Click Update Name Search from the Search Menu.
- The Update Name Search window is displayed in a new browser window.
- The names previously searched in that file are displayed at the bottom of the window.
- The Search From Date and Search Through Date are updated automatically to the Search Through Date of your previous search, and the new Certification Dates, respectively.
- Click Search to process the search.

### ADD COMMERCIAL NAME VARIATIONS TO THE MULTIPLE NAME LIST?

- After entering a Commercial Name and clicking Insert, the Commercial Name is displayed as a link in the list of names at the bottom of the screen.  
**Note:** The Commercial Name is easy to find because of the **bold** and underlined formatting.
- Click this Commercial Name.
- A list of Commercial Name Variations is displayed in a new browser window.
- Select the Commercial Name Variations you would like to add to the Multiple Name list.
- Click Add Names.
- You are returned to the Multiple Name Search.
- The Commercial Name Variations you selected are added to the list of names.