

# Simpler Data Entry 3.0 (SDE) User Guide

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## Introduction to SDE 3.0

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Simpler Data Entry (SDE) is a Windows-based application that allows the data centers to index official records into ATIDS quickly and accurately. Easy data entry is accomplished by using unique windows for each Type of Instrument (TOI).

### Features

SDE 3.0 includes the following features:

- Support for both standard and data entry keyboards.
- Information associated *only* with the document being entered, minimizing the need to bypass fields.
- Terms for each specific document. For example, windows for Deed instruments include the terms Grantor and Grantee, while windows for Mortgage instruments include the terms Mortgagor and Mortgagee.
- Menus that include selections, eliminating the need to memorize all choices.
- Check boxes that indicate commonly keyed information, reducing the amount of keystrokes and saving time.
- Timesaving functions that decrease the need to enter repeated information.
- A maintenance function that allows easy data changes, additions, and/or deletions based on assigned security levels.

See [Windows Standards for SDE](#) for more information.

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### Questions or Problems

If you have any questions or problems regarding the SDE application, call the Help Desk, 1-800-421-9378, Monday - Friday, 8:00 a.m. to 6:30 p.m.

## Windows Standards for SDE

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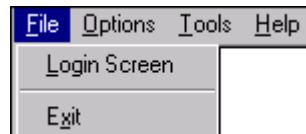
SDE uses Windows standards. For easy reference, this section lists some of the general Windows standards and navigation terms alphabetically, along with their descriptions and how they are used in the SDE application. (Only the shortcut methods that allow you to use the keyboard without using the mouse are explained.)

### Alt Key

**The Alt key can be used in combination with other keys to perform shortcuts for specific functions.**

Press the Alt key together with the underlined character key, for example, the letter 'F' in File, to perform a function.

For example, to open the File menu, press Alt+F.



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### Box

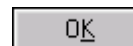
**Any field or space on the window for entering information.**

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### Button

**A graphic element located on a window that performs a specific function when activated.**

For example, tab to the OK button and press Enter to activate the button.



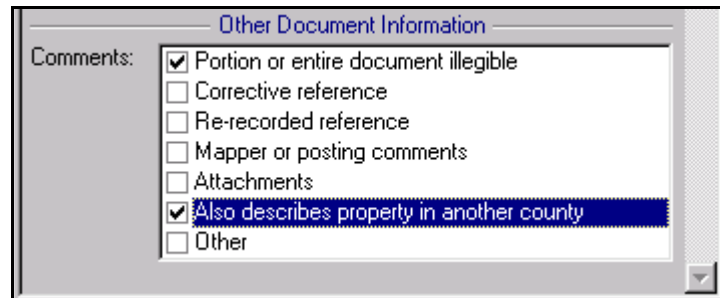
Also, see [Enabled Buttons](#).

## Check box

**Interactive boxes you select or clear to turn options on or off.**

For example, in the Other Document Information section of the SDE window, press the Up and Down Arrow keys to navigate through the Comments box. Press the Spacebar to select or de-select the check boxes.

When you select a check box, a check mark is displayed in the box. When you de-select a check box, the check mark is removed.



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## Ctrl Key

**The Ctrl key can be used in combination with other keys to perform shortcuts for specific functions.**

Press the Ctrl key together with the specified character key. For a list of shortcut key commands, press F1 or see [Appendix C: Shortcut Keys](#).

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## Dialog box

**A window containing boxes, buttons, and options used to carry out a particular command or task.** SDE windows allow you to enter information by typing in the boxes, clicking buttons, or selecting options and check boxes.

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## Enabled Boxes

**A box is enabled when it has a light blue background and a blinking cursor.** You can type information in an enabled box.

A disabled box is gray. You cannot enter information in a disabled box.

## Enabled Buttons

**A button is enabled when it has a light blue background and/or a dotted outline surrounding its label.**

To perform the action associated with the button, do one of the following:

- Press Enter.
- Press the key or key combination indicated on the button.

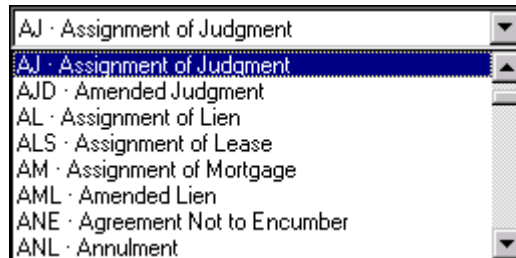
For example, press F4 to display the text boxes for first party personal names.



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## List box

**A text box with an attached list.** SDE's list boxes allow you to type in the first letters of a selection or use the vertical scroll bar to search.

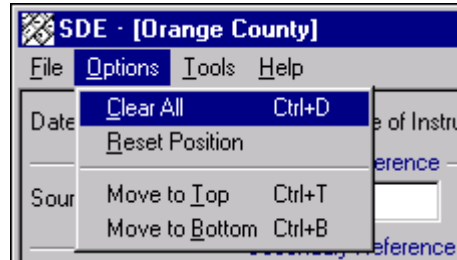


To select an item from the list box, type in the first characters or digits to display the first match. If there are additional items that begin with the same character or digit, press the Down Arrow key to navigate through the box to the correct item.

## Menu Bar

**A row of menu options displayed across the top of a window. Open a drop-down list of menu commands by using shortcut keys.**

For example, to open the Options menu, press Alt+O.



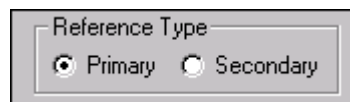
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## Option Button

**Also known as a radio button. Two or more round buttons you can use to select one option. You can select only one option button at a time. Generally, one of the options will be set as the default option.**

For example, in the Post Same As Reference window, the Primary option button is the default.

To select an option button, tab to the first option button, then press the appropriate Arrow key (Up, Down, Left or Right) to select the desired option button.



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## Scroll Bar

**A box or bar located on the side of a window that moves up or down to reflect your position on the window.**

For example, you can use the scroll bar on the right of the SDE window to view boxes that do not fit on your screen.

To use the scroll bar, click on it with the mouse to select it, then press the Up or Down Arrow key to move up or down.

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## Shift+Tab

**Press Shift+Tab to move the cursor to the previous box or button on a window. When your cursor is in a specific box or window, the box or window is enabled. Also referred to as Back-Tab.**

**Shortcut Key(s)**

**A key or combination of keys that perform a command without clicking the mouse button.**

For example, to display the text boxes for entering the second party personal names, press F8.

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**Tab Key**

**Press Tab to move your cursor to the next available box or button on a window.** When your cursor is in a box or window, the box or window is enabled.

See [Enabled Buttons](#) or [Enabled Boxes](#).

## Logging In

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- How to log in to SDE**
1. Double-click the SDE icon on the Windows desktop. The Login to SDE window is displayed.



2. Type your five character (alpha-numeric) User ID in the User ID box.
3. Type your six character ATIDS password in the Password box.
4. Select the county where you want to work from the County list box, then press Tab.
5. Do one of the following:
  - Select the PIDE option if it is not already selected, and then press Tab.
  - Select the PIDEA option to enter documents that fall inside of the alternate data entry range. To return to PIDE, select L from the File menu, and then select the PIDE option from the Login window and press Tab.
  - Select the PIFM option to perform maintenance to a previously entered document.

**Note:** Selecting PIDEA checks the dates of filing, primary references, and secondary references you enter against the Alternative Range Check parameters.

6. Select the appropriate keyboard option.
7. Press Enter. After a few seconds, SDE connects to ATIDS and the Text Data Posting window is displayed. Or if you select the PIFM option, the Simple File Maintenance (SFM) Menu window is displayed.

## Basic SDE Features

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This section gives an overview of SDE's main data entry windows and the menu bar options. It also lists the information you will need to enter based on the TOI selected. See [Information Specific to Type of Instrument](#) and/or [Entering Information](#) for more details.

### The SDE Windows

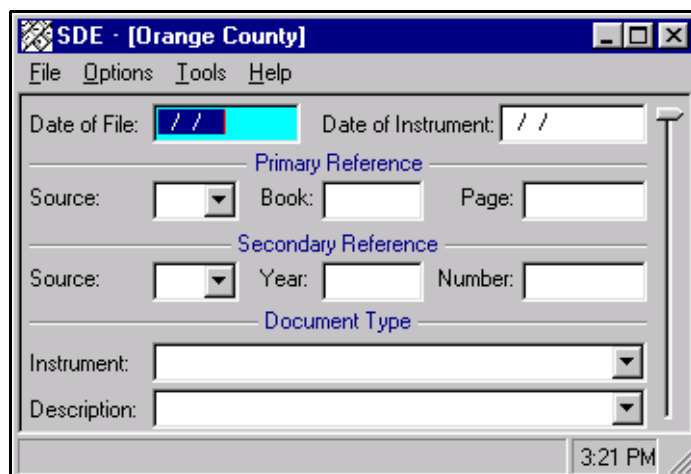
These lists show the common boxes displayed for all types of instruments in the Text Data Posting window and the Names Posting window.

#### Text Data Posting Window

This window allows you to enter property documents into the ATIDS Property Index (PI).

The following boxes are displayed for all TOIs selected from the Text Data Posting window.

- Date of File
- Date of Instrument
- Primary Reference (Source, Book, and Page)
- Secondary Reference (Source, Year, and Number)
- Instrument
- Description
- Legal Description
- Comments
- Source of Plat (Source, Bk/Yr, Pg/#)



The screenshot shows a software window titled "SDE - [Orange County]" with a menu bar containing "File", "Options", "Tools", and "Help". The main area contains several input fields:

- "Date of File:" followed by a text box containing " / /".
- "Date of Instrument:" followed by a text box containing " / /".
- A section titled "Primary Reference" containing three fields: "Source:" (a dropdown menu), "Book:" (a text box), and "Page:" (a text box).
- A section titled "Secondary Reference" containing three fields: "Source:" (a dropdown menu), "Year:" (a text box), and "Number:" (a text box).
- A section titled "Document Type" containing two fields: "Instrument:" (a dropdown menu) and "Description:" (a dropdown menu).

The status bar at the bottom right of the window displays the time "3:21 PM".

The Legal Description, Comments, and the Source of Plat (Source, Bk/Yr, and Pg/#) boxes are displayed when you select the instrument and description in the Document Type section of the window.

The screenshot shows a software window titled "Legal Description". It is divided into three main sections:

- Legal Description:** A large text area with a vertical scrollbar on the right side.
- Other Document Information:** A list of checkboxes with the following options:
  - Portion or entire document illegible
  - Corrective reference
  - Re-recorded reference
  - Mapper or posting comments
  - Attachments
  - MIN not given
  - Also describes property in another county
  - Other
- Source of Plat:** A section containing:
  - A "Source:" dropdown menu.
  - A "Bk/Yr:" text input field.
  - A "Pg/#:" text input field.
  - Four buttons for posting types:
    - Sub/Condo Posting <Ctrl+S>
    - Text Data Posting <Ctrl+P>
    - Acreage Posting <Ctrl+A>
    - Names Posting <Ctrl+N>

All areas requiring information to be entered specific to that property TOI and description are also displayed.

Note: Some TOIs do not require you to select a description.

For a list of all the property and name TOIs supported by SDE, see [Appendix B: Types of Instruments](#).

## Names Posting Window

This window allows you to enter name documents into the ATIDS General Index (GI).

The following boxes are displayed for all Name TOIs selected from the Names Posting window.

- Date of File
- Primary Reference
- Secondary Reference
- Instrument
- Description
- Case Numbers
- Names
- References

The screenshot shows the 'Names Posting' window with the following fields and sections:

- Date of File:** / /
- Primary Reference:** Source: [dropdown], Book: [text], Page: [text]
- Secondary Reference:** Source: [dropdown], Year: [text], Number: [text]
- Document Type:** Instrument: [dropdown], Description: [dropdown]
- Case Numbers:** Source: [dropdown], Year: [text], Number: [text],  Foreign
- Names:** First Name: [text], MI: [text], Last Name: [text], Comment: [text], TOI: [dropdown]
- Buttons:** Personal <F4>, Commercial <F5>
- References:** Source: [dropdown], Book: [text], Page: [text]
- Posting:** Post Names, Text New, Text Screen
- Status Bar:** Total names entered: 0, 4:12 PM

## The Menu Bar

The menu bar is displayed across the top of the Text Data Posting, Names Posting, and SFM Menu windows and has four menus: File, Options, Tools, and Help. To display a menu, press Alt + the underlined character. To select a menu command, press the underlined character in the command name or the key combination indicated. See [Appendix C: Shortcut Keys](#) for a list of all shortcut key combinations for SDE.

Note: The commands listed for each menu vary depending on which window you have open.



**File** The File menu has two commands: Login Screen and Exit. To display this menu, press Alt+F.

### Login Screen

Displays the Login to SDE window with the County box enabled. To select this command from the File menu, press L.

### Exit

Closes the SDE application. To select this command from the File menu, press X.

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**Options** The Options menu has five commands: Escape, Clear All, Reset Position, Move to Top, and Move to Bottom. To display this menu, press Alt+O.

### Escape

In SFM Update mode, undoes changes to a document that have not yet been posted. To select this command from the Options menu, press E.

### Clear All

Deletes all data entered in a window allowing you to start over. To select this command from the Options menu, press C.

### **Reset Position**

Moves the current window back to the left side of the desktop. To select this command from the Options menu, press R.

### **Move to Top**

Returns your cursor to the first box in the current window. To select this command from the Options menu, press T.

### **Move to Bottom**

Moves your cursor to the last box in the current window. To select this command from the Options menu, press B.

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## **Tools**

The Tools menu has 17 commands: First Party, Second Party, Contractor/Lender, Quick Copy, Other Party, List Condos, MERS Mortgage, Acreage Posting, Cheat Sheet Posting, Names Posting, PIDE Text Posting, Sub/Condo Posting, Post Same As, Bring Field Forward, Switch Parties, Use Last TOI, and Use Last TOI and Description. To display this menu, press Alt+T.

### **First Party**

Displays the text boxes for first party personal or commercial name information.

To select this command from the Tools menu, do one of the following:

- For first party personal names, press F, then P.
- For first party commercial names, press F, then C.

### **Second Party**

Displays the text boxes for entering second party personal or commercial information.

To select this command from the Tools menu, do one of the following:

- For second party personal names, press E, then P.
- For second party commercial names, press E, then C.

### **Contractor/Lender**

Displays the text boxes for entering new Contractor/Lender personal or commercial names.

To select this command from the Tools menu, do one of the following:

- For contractor/lender personal names, press C, then P.
- For contractor/lender commercial names, press C, then C.

### **Quick Copy**

Copies the first party address information to the Property Address text boxes for Notices of Commencement (NCs).  
Copies the commercial second party name information to the Scrivener box for Mortgages.

To select this command from the Tools menu, press Q.

### **Other Party**

Copies all party name information entered in the first party text boxes to the second party text boxes.

To select this command from the Tools menu, press O.

### **List Condos**

Displays the subdivisions and condominiums for which the Cheat Sheet posting feature can be used. See [Macros](#) for more information.

To select this command from the Tools menu, press L.

### **MERS Mortgage**

Activates the MERS Mortgage Macro. See [Macros](#) for more information.

To select this command from the Tools menu, do one of the following:

- press M, then F if MERS is part of the first party.
- press M, then S if MERS is part of the second party.

**Acreage Posting**

Displays the Acreage Posting window. See [Posting Acreage](#) for more information.

To select this command from the Tools menu, press A.

**Cheat Sheet Posting**

Activates the Cheat Sheet Macro. See [Macros](#) for more information.

To select this command from the Tools menu, press H.

**Names Posting**

Displays the Names Posting window. See [Posting Names](#) for more information.

To select this command from the Tools menu, press N.

**PIDE Text Posting**

Posts the completed text information to ATIDS.

To select this command from the Tools menu, press P.

**Sub/Condo Posting**

Displays the Sub/Condo Posting window. See [Posting Subdivisions and Condominiums](#) for more information.

To select this command from the Tools menu, press S.

**Post Same As**

Displays the Post Same As window. See [Post Same As \(PSA\)](#) for more information.

To select this command from the Tools menu, press O.

**Bring Fields Forward**

Copies selected field information from the previous document filed in ATIDS to post a new document. See [Bring Fields Forward](#) for more information.

To select this command from the Tools menu, press B.

### **Switch Parties**

Reverses party information from first to second party or from second to first party. See [Switch Parties](#) for more information.

To select this command from the Tools menu, press R.

### **Use Last TOI**

Locks in the last TOI selected from the TOI box. See [Use Last TOI/Description](#) for more information.

To select this command from the Tools menu, press U.

### **Use Last TOI and Description**

Locks the last TOI and Description selected from the TOI and Description boxes. See [Use Last TOI/Description](#) for more information.

To select this command from the Tools menu, press D.

## **Help**

The Help menu has two commands: View Navigation List and About. To display this menu, press Alt+H.

### **View Navigation List**

Displays a list of the SDE shortcut commands. To select this command from the Help menu, press V.

### **About**

Displays the version number, date created, a brief description of SDE, and the ATIDS Terminal ID. To select this command from the Help menu, press A.

## Information Specific to Type of Instrument

A unique window is displayed for each type of instrument and description you select from the Text Data Posting window. This section reviews the more common TOI windows used for property documents and lists the specific information you are required to enter. See [The SDE Windows](#) for a list of the common boxes displayed for all types of instruments. See [Entering Information](#) for more details about how to enter the specific data.

### Deeds

If you select Deed as the instrument, the first and second party terms, shown below, are displayed. To enter a first or second party name, press the appropriate key as labeled on the button. See [Entering First and Second Party Information](#) for more details.

The screenshot shows a software window titled "Document Type". The "Instrument:" dropdown menu is set to "D - Deed". Below it is a "Description:" dropdown menu. The "Grantor · 1st Party · Seller · Party of the 1st Part" section contains two buttons: "Personal <F4>" and "Commercial <F5>". The "Grantee · 2nd Party · Buyer · Party of the 2nd Part" section contains two buttons: "Personal <F8>" and "Commercial <F9>". The "Grantee Address" section includes fields for "Address:", "Zip:", "City:", "State:", and "Country:". The "Doc Stamps" section has an "Amount:" field. The "Prepared By / Scrivener" section has a "Scrivener:" field. The "Tax Parcel ID Number" section has a "Tax ID #:" field.

Selecting Deed in the Instrument box allows you to enter the following additional information:

- Grantee Address
- Doc Stamps (Amount)
- Prepared by (Scrivener)
- Tax Parcel ID Number (Tax ID #)

## Tax Deeds

If you select Tax Deed as the instrument, the first and second party terms, shown below, are displayed. The first party for a tax deed is selected from the list box and is always either the Clerk of Circuit Court or County Comptroller. To enter a second party name, press the appropriate key as labeled on the button. See [Entering First and Second Party Information](#) for more details.

The screenshot shows a software interface titled "Document Type". It contains several sections:

- Instrument:** A dropdown menu with "TXD - Tax Deed" selected.
- Description:** A dropdown menu.
- Issuer:** A dropdown menu with "Clerk of Circuit Court - County Comptroller - Issuer" selected.
- Select one:** A dropdown menu.
- Highest Bidder:** Two buttons: "Personal <F8>" and "Commercial <F9>".
- Grantee Address:** Fields for "Address:", "Zip:", "City:", "State:", and "Country:".
- Doc Stamps:** A field for "Amount:".
- Certificate Number:** Fields for "Year:" and "Number:".

Selecting Tax Deed in the Instrument box allows you to enter the following additional information:

- Grantee Address
- Doc Stamps (Amount)
- Tax Parcel ID Number (Tax ID#)
- Certificate Number (Year and Number)

## Mortgages

If you select Mortgage (generic) as the instrument, the first and second party terms, shown below, are displayed. To enter a first or second party name, press the appropriate key as labeled on the button. See [Entering First and Second Party Information](#) for more details.

The screenshot shows a software interface for entering mortgage information. The form is titled "Document Type" and has several sections:

- Instrument:** A dropdown menu with "M Mortgage (generic)" selected.
- Description:** A dropdown menu.
- MIN:** A text input field with a hyphen and a period.
- Mortgagor · Borrower · Grantor · 1st Party · Maker:** Two buttons labeled "Personal <F4>" and "Commercial <F5>".
- Mortgagee · Lender · 2nd Party · Payee · Holder:** Two buttons labeled "Personal <F8>" and "Commercial <F9>".
- Mortgagee Address:** Fields for Address, Zip, City, State, and Country.
- Mortgage Amount and Type:** Fields for Amount and Type.
- Prepared By / Scrivener:** A text input field for Scrivener.
- Legal Description:** A large text area for the legal description.
- Property Address:** Fields for Address, Zip, City, and State.

Selecting Mortgage in the Instrument box allows you to enter the following additional information:

- MIN (Mortgage Identification Number)
- Mortgagee Address
- Mortgage Amount and Type
- Prepared By (Scrivener)
- Property Address

## Assignment of Lease

If you select Assignment of Lease as the instrument, the first and second party terms, shown below, are displayed. To enter a first or second party name, press the appropriate key as labeled on the button. See [Entering First and Second Party Information](#) for more details.

The screenshot shows a software window titled "Document Type". It contains the following fields and controls:

- Instrument:** A dropdown menu with "ALS - Assignment of Lease" selected.
- Description:** An empty dropdown menu.
- Assignor - 1st Party - Borrower:** Two buttons: "Personal <F4>" and "Commercial <F5>".
- Assignee - 2nd Party - Lender:** Two buttons: "Personal <F8>" and "Commercial <F9>".
- Reference:** A section with three input fields: "Source:" (a dropdown menu), "Bk./Yr.:" (a text box), and "Pg./#:" (a text box).

In addition to the initial information displayed in the Text Data Posting window, selecting Assignment of Lease in the Instrument box allows you to enter Reference information (Source, Bk/Yr, and Pg/#).

## Assignment of Mortgage

If you select Assignment of Mortgage as the instrument, the first and second party terms, shown below, are displayed. To enter a first or second party name, press the appropriate key as labeled on the button. See [Entering First and Second Party Information](#) for more details.

The screenshot shows a dialog box titled "Document Type". The "Instrument" dropdown menu is set to "AM - Assignment of Mortgage". Below it is a "Description" dropdown menu. A section labeled "MIN" contains a text input field. Below the MIN field are two rows of buttons. The first row is labeled "Assignor · Lender · 1st Party · Existing Mortgagee · Undersigned" and contains "Personal <F4>" and "Commercial <F5>" buttons. The second row is labeled "Assignee · New Lender · 2nd Party · New Mortgagee" and contains "Personal <F8>" and "Commercial <F9>" buttons. A "Reference" section at the bottom contains "Source:" with a dropdown menu, "Bk/Yr:" with a text input field, and "Pg/#:" with a text input field.

Selecting Assignment of Mortgage in the Instrument box allows you to enter the following additional information:

- MIN (Mortgage Identification Number)
- Reference (Source, Bk/Yr, and Pg/#)

## Notice of Commencement

If you select Notice of Commencement as the instrument, the first party terms, shown below, are displayed. There is no second party to a notice of commencement. To enter a first party name, press the appropriate key as labeled on the button. See [Entering First and Second Party Information](#) for more details.

The screenshot displays a software window titled 'Document Type'. The 'Instrument' dropdown menu is set to 'NC · Notice of Commencement'. Below this, there are several sections for data entry:

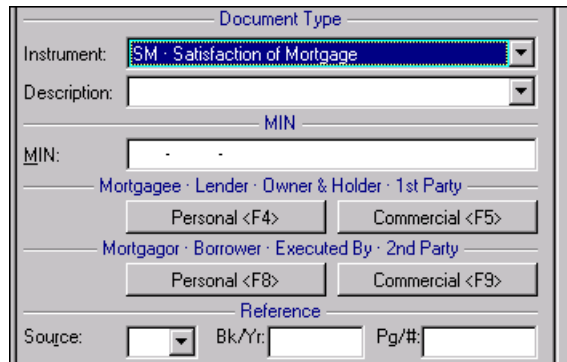
- Fee Simple Title Holder · Owner:** Includes buttons for 'Personal <F4>' and 'Commercial <F5>'.
- First Party Address:** Includes fields for 'Address:', 'Zip:', 'State:', 'City:', and 'Country:'.
- Contractor · Lender:** Includes buttons for 'Personal <F6>' and 'Commercial <F7>'.
- Legal Description:** A large text area for entering the legal description.
- Property Address:** Includes fields for 'Address:', 'Zip:', and 'State:'.

Selecting Notice of Commencement in the Instrument box allows you to enter the following additional information:

- First Party Address (of owner)
- Contractor/Lender
- Property Address

## Satisfaction of Mortgage

If you select Satisfaction of Mortgage as the instrument, the first and second party terms, shown below, are displayed. To enter a first or second party name, press the appropriate key as labeled on the button. See [Entering First and Second Party Information](#) for more details.



The screenshot shows a dialog box titled "Document Type". The "Instrument" dropdown is set to "SM · Satisfaction of Mortgage". Below it is a "Description" dropdown. A section labeled "MIN" has a text input field. Underneath, there are two sections: "Mortgagee · Lender · Owner & Holder · 1st Party" and "Mortgagor · Borrower · Executed By · 2nd Party". Each section has two buttons: "Personal <F4>" and "Commercial <F5>" for the 1st party, and "Personal <F8>" and "Commercial <F9>" for the 2nd party. At the bottom, a "Reference" section contains three input fields: "Source:", "Bk/Yr:", and "Pg/#:".

Selecting Satisfaction of Mortgage in the Instrument box allows you to enter the following additional information:

- MIN (Mortgage Identification Number)
- Reference (Source, Bk/Yr, and Pg/#)

### Uniform Commercial Code (UCC)

If you select UCC as the instrument, the first and second party terms, shown below, are displayed. To enter a first or second party name, press the appropriate key as labeled on the button. See [Entering First and Second Party Information](#) for more details.

The screenshot shows a software window titled "Document Type". It contains the following elements:

- Instrument:** A dropdown menu with "UCC - Uniform Commercial Code" selected.
- Description:** An empty dropdown menu.
- Debtor - 1st Party:** Two buttons: "Personal <F4>" and "Commercial <F5>".
- Secured Party - 2nd Party:** Two buttons: "Personal <F8>" and "Commercial <F9>".

For a UCC instrument, only enter the basic information common to all types of instruments. See [The SDE Windows](#) for more information.

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### Uniform Commercial Code (UCO)

Various UCO instruments that are not financing statements refer to the first and second party names with different terms. If you select UCO as the instrument, the first and second party terms, shown below, are displayed. To enter a first or second party name, press the appropriate key as labeled on the button.

The screenshot shows a software window titled "Document Type". It contains the following elements:

- Instrument:** A dropdown menu with "UCO - Uniform Commercial Code" selected.
- Description:** An empty dropdown menu.
- Secured Party - Assignor - 1st Party:** Two buttons: "Personal <F4>" and "Commercial <F5>".
- Debtor - Assignee - 2nd Party:** Two buttons: "Personal <F8>" and "Commercial <F9>".
- Type:** A dropdown menu.
- Reference:** Three input fields: "Source:" (with a dropdown arrow), "Bk/Yr:", and "Pg/#:".

Selecting UCO in the Instrument box allows you to enter the following additional information:

- Type
- Reference (Source, Bk/Yr, and Pg/#)

## Data Entry

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This section provides a detailed description on how to enter specific information in SDE. It also gives additional information on how to enter first and second party information, as well as entering comments.

For some of the items below, you may need to add additional boxes to list more information. To add another box or group of boxes, press Ctrl+Tab while in the relevant box. To close a box of information, press Ctrl+Delete.

### Entering Information

For easy reference, use this alphabetical listing and description on how to enter information for all areas of the SDE windows. Most information can be bypassed by typing the bypass symbol (I) in the box.

<b>Amount of Lien</b>	Type the amount of the lien in the Amount box.
<b>Amount of Tax Owed</b>	Type the amount of tax owed in the Amount box.
<b>Case Number</b>	<ol style="list-style-type: none"><li>1. Type the four-digit year and the case number. If there is a suffix with the case number, separate it with a hyphen (-). Note: On the Names Posting window only, a source code is also required.</li><li>2. If applicable, select the US or Foreign option. (The Names Posting window only displays the Foreign option.)</li><li>3. Add more case numbers as needed.</li></ol>
<b>Certificate Number (Year and Number)</b>	<ol style="list-style-type: none"><li>1. Type the four-digit year and the certificate number.</li><li>2. Add more certificate numbers as needed.</li></ol>
<b>Comments</b>	This box contains a check list of the most common comments. Select all appropriate check boxes. Each comment you select is written to the Comments field in ATIDS in the same order as displayed in the Comments box in SDE. See <a href="#">Entering Comments</a> for more information.

<b>Commercial Name</b>	<p>This box is displayed for you to enter first or second party commercial names. See <a href="#">Entering First and Second Party Information</a> for more details.</p> <p>Type the commercial name.</p> <hr/>
<b>Contractor/ Lender Name and Address</b>	<ol style="list-style-type: none"> <li>1. Select the Contractor or Lender option.</li> <li>2. Type the full name and address of the Contractor or Lender as specified by the text boxes displayed.</li> <li>3. Press F6 or F7 to add more names and addresses as needed.</li> </ol> <hr/>
<b>County Sheriff</b>	<p>This list box is only displayed for sheriff's deeds and levy documents. Select the applicable county from the list box. See <a href="#">Entering First and Second Party Information</a> for more details.</p> <hr/>
<b>Date of File</b>	<p>Type the month, day and year the document was recorded in the public records. If you type the full four-digit year, the cursor automatically moves to the next box. If you type only the last two digits of the year, you must press Tab. Any single digit month or day should be entered with a leading zero.</p> <p>For example, December 10, 1999 should be keyed in as 121099 or 12101999.</p> <hr/>
<b>Date of Instrument</b>	<p>Type the month, day, and year the document was executed. If you type the full four digit year, the cursor automatically moves to the next box. If you type the last two digits of the year, press Tab. Any single digit month or day should be entered with a leading zero.</p> <hr/>
<b>Doc Stamps</b>	<p>Deed instruments require a documentary tax stamp amount. Type the amount of the documentary tax stamps in the Amount box. If the doc stamp amount is not divisible by .70 or .75, a message is displayed asking you to verify the correct amount. If you typed in the correct amount, select the Verify Amount check box.</p>

- Document Type**
1. Select the type of document or the appropriate code that describes the document you are entering from the Instrument list box, then press Tab.
  2. Optional. Select one of the pre-defined descriptions of the TOI you entered in the Instrument box from the Description list box.

Note: Entering a description is only necessary if the TOI you selected does not exactly match the type of document you are entering. See the *Data Center Training Manual* for more information.

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**Future Advance Amount** Type the amount of the future advance in the Amount box.

---

**Grantee Address** Type the address of the grantee as specified by the text boxes displayed. The grantee address is specifically required for various deed instruments.

Note: If a valid two-character state is entered in the State box, then the Country box will be automatically bypassed.

---

**Legal Description** Type the legal description. Encoding symbols are necessary in this box. Subdivision and condominium recording references must be encoded in dollar signs. Use only authorized abbreviations.

---

**Lineage** This is one of the text boxes displayed for entering first or second party personal names.

Type the lineage title if displayed in the document. ATIDS accepts titles, such as JR, SR, I, II, and III.

---

- Lis Pendens Reference**
1. Type the source code, the book number or year, and the page number or number. If there is a suffix with the book or page number, separate it with a hyphen (-).
  2. Add more references as needed.

Note: This reference information is required only if the legal is insufficient.

<b>MIN</b>	<p>Mortgage Identification Number. A MIN is often given when Mortgage Electronic Registration Systems, Inc. (MERS) is involved in the transaction.</p> <ol style="list-style-type: none"><li>1. Type the MIN number, separating the sections as specified with the hyphens given in the MIN box.</li><li>2. Add more MIN numbers as needed.</li></ol> <hr/>
<b>Mortgagee Address</b>	<p>Type the address information of the mortgagee as specified by the text boxes displayed. The mortgagee address is specifically required for various mortgage instruments.</p> <p>Note: If a valid two-character state is entered in the State box, then the Country box will automatically be bypassed.</p> <hr/>
<b>Mortgage Amount and Type</b>	<ol style="list-style-type: none"><li>1. Type the amount of the mortgage in the Amount box, then press Tab.</li><li>2. Press the Up or Down Arrow key to select the type of mortgage from the Type list box.</li></ol> <hr/>
<b>Ordinance Number</b>	<p>Type the four-digit year and the ordinance number. Add more ordinance numbers as needed.</p> <hr/>
<b>Personal Names</b>	<p>Type the full name of the party as specified by the text boxes displayed. Entering a first and last name is mandatory. See the <i>Data Center Training Manual</i> for more information on the Data Center business rules for entering names.</p> <hr/>
<b>Post-text</b>	<p>Type additional information pertaining to the specific parties as needed. For example:</p> <ul style="list-style-type: none"><li>• F/K/A (Formerly known as)</li><li>• A/K/A (Also known as)</li><li>• Nominee for</li><li>• TR of (Trustee of)</li></ul>

<b>Prepared By</b>	Also referred to as the scrivener. The name of the party that prepared the document.
<hr/>	
<b>Pre-Text</b>	<p>This is one of the text boxes displayed for entering first or second party personal names, or for contractor/lender personal names.</p> <p>Optional. Type any additional name information, such as titles.</p>
<hr/>	
<b>Primary Reference (Source, Book and Page)</b>	Type the source code, the book number, and the page number. If there is a suffix with the book or page number, separate it with a hyphen (-).
<hr/>	
<b>Property Address</b>	<ol style="list-style-type: none"> <li>1. Type the address of the property as specified by the text boxes displayed.</li> <li>2. Add more property addresses as needed.</li> </ol>
<hr/>	
<b>Purchase Price</b>	Type the amount of the purchase price in the Amount box.
<hr/>	
<b>Reference</b>	<ol style="list-style-type: none"> <li>1. Type the source code, the book number, and the page number. If there is a suffix with the book or page number, separate it with a hyphen (-).</li> <li>2. Add more references as needed.</li> </ol>
<hr/>	
<b>Resolution Number</b>	<ol style="list-style-type: none"> <li>1. Type the four-digit year and the resolution number.</li> <li>2. Add more resolution numbers as needed.</li> </ol>
<hr/>	
<b>Secondary Reference (Source, Year and Number)</b>	For documents recorded in the Official Records (OR), Select CN, type the year, and the clerk's number. If there is a suffix, separate it with a hyphen (-). If the document does not have a secondary reference, type the bypass symbol (I) in the Source box to bypass to the Instrument box.
<hr/>	
<b>Source of Plat</b>	<p>These boxes apply only if you are posting to a subdivision or condominium. If you are posting to acreage, leave these boxes blank.</p> <p>Select the source code, then type the book number or year, and the page number. If there is a suffix with the book or page number, separate it with a hyphen (-).</p>

<b>Status</b>	Press the Up or Down Arrow key to select the marital status displayed on the document. If a selection is not displayed in the list box, you can type the appropriate status in the Post-text box.
<b>Tax Parcel ID Number</b>	<ol style="list-style-type: none"><li>1. Type the tax identification number or tax parcel ID number on the deed.</li><li>2. Add more tax parcel ID numbers as needed.</li></ol>
<b>Type</b>	Press the Up or Down Arrow key to select the code that describes the purpose of the UCO.
<b>Verify Amount</b>	This box will be displayed only if the amount of the doc stamps do not pass validation. Select this check box to verify the amount for the doc stamps.

## Entering First and Second Party Information

Entering first and second party name information in the Text Data Posting window is easy. SDE does the encoding for you behind the scenes, so all you have to do is type in the information.

### Key Combinations

After entering the appropriate data in the top part of the window, press one of the appropriate keys to display the first or second party text boxes..

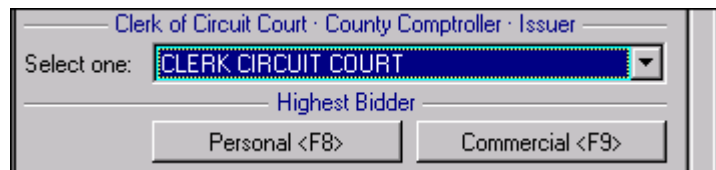
If you want to enter:	Then press:
First Party Personal Names	F4
First Party Commercial Names	F5
Second Party Personal Names	F8
Second Party Commercial Names	F9

### First Party for Sheriff's Deeds and Levy Documents

For a sheriff's deed or levy document, the first party is always the county sheriff. SDE provides a list of all county sheriffs. To select a county sheriff, type the first character of the county to display the first match. If there are additional counties that begin with the same character, press the Down Arrow key.

### First Party for Tax Deeds

When Tax Deed is selected as the instrument, you have the option to select Clerk of Circuit Court or County Comptroller as the first party. To select the first party for a tax deed, type C until the option you want is displayed in the box.



### Party Terms

Most TOIs have a first and second party. For each TOI, the document's term for the first and second party may vary depending on the TOI you select.

For example, for a deed, the first and second party terms used are Grantor and Grantee respectively. For a Mortgage, the first and second party terms used are Mortgagor and Mortgagee respectively.

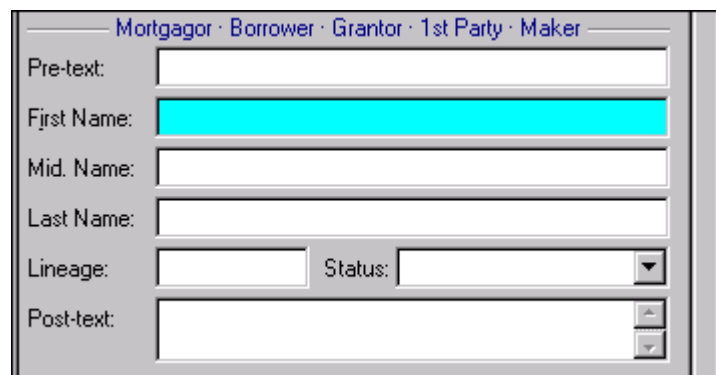
Other terms associated with the specific TOI selected will also be displayed. For example, if Mortgage is selected as the instrument, the following terms are displayed:

- First Party Terms: Mortgagor/Borrower/Grantor/1st Party/Maker
- Second Party Terms: Mortgagee/Lender/2nd Party/Holder

---

### Personal Names

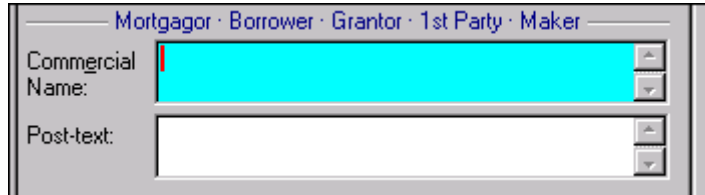
Press the appropriate key to display the first or second party text boxes for personal names



See [Entering Information](#) for more details about entering information in a specific text box.

## Commercial Names

Press the appropriate key combination to display the first or second party text boxes for commercial names.

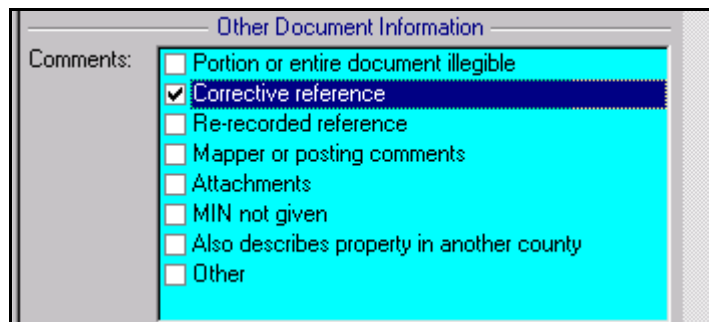


The screenshot shows a window titled "Mortgagor · Borrower · Grantor · 1st Party · Maker". Inside the window, there are two text input fields. The first field is labeled "Commercial Name:" and contains a red cursor. The second field is labeled "Post-text:". To the right of each text box are two small, vertically stacked arrow buttons (up and down arrows).

See [Entering Information](#) for more details about entering information in a specific text box.

## Entering Comments

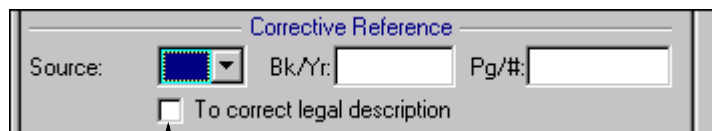
The Comments box contains a checklist of the most commonly keyed comments. Each comment you select will be written to the Comments field in ATIDS in the same order as displayed in the Comments box in SDE's Text Data Posting window. Depending on the check box(es) you select, more boxes may display on the window to enter additional information. You may select as many comments that apply to the document you are entering. See the *Data Center Training Manual* for more information.



### Check Box Selections

You can select any of the following check boxes:

- **Portion or entire document illegible** writes this comment to the Comment field in ATIDS using abbreviations.
- **Corrective Reference** adds a group of boxes to the window below the Comments check box list allowing you to enter references. To add another group of Corrective Reference boxes, press Ctrl+Tab.



Selecting this check box adds this comment to the comments field in ATIDS.

- **Re-recorded Reference** adds a group of boxes to the window below the Comments check box list allowing you to enter references. To add another group of Re-recorded Reference boxes, press Ctrl+Tab

↑  
 Selecting this check box adds this comment to the comments field in ATIDS.

- 
- **Mapper or Posting** displays a text box for entering a comment. If you enter a lengthy comment, you can press the Up or Down Arrow keys to review it.

- 
- **Attachments** displays a box containing a list of check boxes of common attachments. To select an attachment, press the Spacebar. If an attachment is not listed, you can type it in the Other(s) box.

- **MIN not given** can be selected only if the document you are entering is applicable to mortgages and other mortgage instruments.
- 

- **Also describes property in another county** writes this comment to the Comments field in ATIDS using abbreviations.
- 

- **Other** displays a text box for entering additional information not offered by the check box list selections.



The image shows a screenshot of a software dialog box titled "Other Comments". The dialog box has a light gray background and a thin black border. On the left side, the text "Other Comments:" is displayed. To the right of this text is a large, empty rectangular text input field. On the right side of the text input field, there are two small, vertically stacked square buttons with arrows pointing up and down. At the bottom right corner of the dialog box, there is a single larger square button with a downward-pointing arrow.

## Timesaving Functions

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This section provides instructions for the following timesaving functions:

- Post Same As (PSA)
- Bring Field Forward
- Switch Parties
- Use Last TOI/Description
- Macros
- Quick Copy
- Other Party
- Zip Code Database

### Post Same As (PSA)

The Post Same As (PSA) function is often used for property documents filed without a legal description, but that may have a reference to a previously recorded document. It allows you to quickly find the previously filed document and copy the legal description, party names and legal pointers. Refer to the *Data Center Training Manual* for more examples of when PSA might be used.

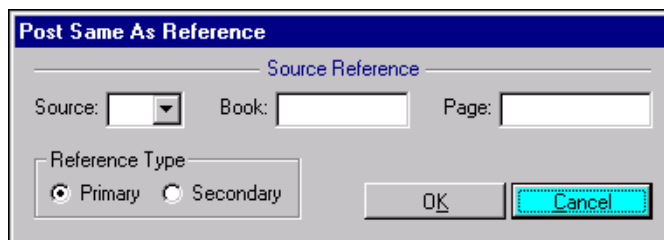
#### How to use the Post Same As function when no reference is entered on target document

1. Type and verify all the necessary document information in the Text Data Posting window.

Note: All information must be entered for the PSA function to work. If the information for a box is not available, then make sure to type the bypass symbol (I) in the box you want to bypass.

2. Press Ctrl+J.

The Post Same As Reference window is displayed.



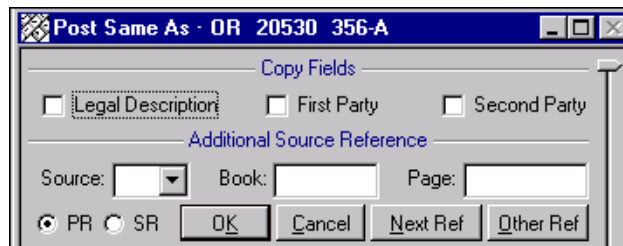
The screenshot shows a dialog box titled "Post Same As Reference" with a subtitle "Source Reference". It contains three input fields: "Source" (a dropdown menu), "Book" (a text box), and "Page" (a text box). Below these is a "Reference Type" section with two radio buttons: "Primary" (selected) and "Secondary". At the bottom right are "OK" and "Cancel" buttons.

3. Do one of the following:

- If the source document is a secondary reference, select the Secondary option, then type the Source, Year and Number in the appropriate boxes.
- If the source document is a primary reference, type the Source, Book and Page in the appropriate boxes.

4. Press Alt+K.

The Post Same As window is displayed showing the source document information.



5. View the source document information to verify which fields you want to copy from ATIDS.

**Note:** All fields from the Text Data Posting window are displayed, but only the legal description, party names, and legal pointers can be copied.

6. Select the boxes for the fields you want to copy from the top part of the window.

7. Do one of the following:

- Press Alt+ K. This copies the field(s) you selected, closes the Post Same As window and returns you to the Text Data Posting window for the document in which you were entering information (target document). Or if you entered another source reference, this copies the field(s) you selected, then displays the source document information for the next source reference.
- Press Alt+C. This closes the Post Same As window without copying any fields and returns you to the Text Data Posting window for the document in which you were entering information (target document).
- Press Alt+O. If you entered another source reference, this displays information for the next source reference without copying any fields that may have been selected. To PSA this source reference, select the field(s) you want to copy, and then press Alt+K.

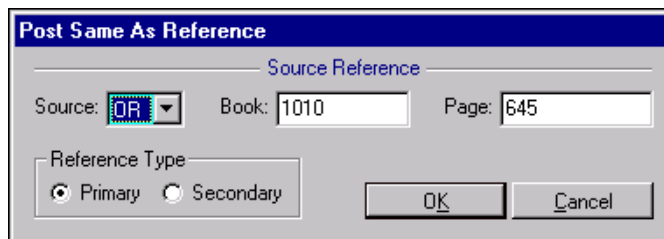
**How to use the Post Same As function when there is one reference entered on the target document**

1. Type and verify all the necessary document information in the Text Data Posting window, including the source reference in the Reference boxes.

Note: All information must be entered for the PSA function to work. If the information for a box is not available, then make sure to type the bypass symbol (D) in the box you want to bypass.

2. Press Ctrl+J.

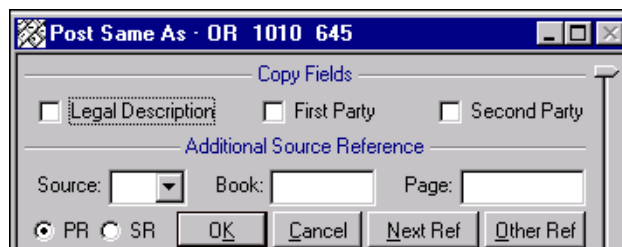
The Post Same As Reference window is displayed showing the source reference information you entered.



3. Do one of the following:

- Press Enter or Alt+K.
- If the source document is a secondary reference, select the Secondary option, and then press Alt+K.

The Post Same As window is displayed showing the source document information.



4. View the source document information to verify which fields you want to copy.

Note: All fields from the Text Data Posting window are displayed, but only the legal description, party names, and legal pointers can be copied.

5. Select the boxes for the fields you want to copy from the top part of the window.

6. Do one of the following:

- Press Alt+K. This copies the field(s) you selected, closes the Post Same As window and returns you to the Text Data Posting window for the document in which you were entering information (target document). Or you can enter another source reference, and then press Alt+K. This copies the field(s) you selected, and displays the source document information for the next source reference.
- Press Alt+C. This closes the Post Same As window without copying any fields and returns you to the Text Data Posting window for the document in which you were entering information (target document).
- If you do not want to use the reference from the target document, type the reference you want in the Additional Source Reference boxes, and then press Alt+O to go to that reference. To PSA this source reference, select the fields you want to copy, and then press Alt+K.

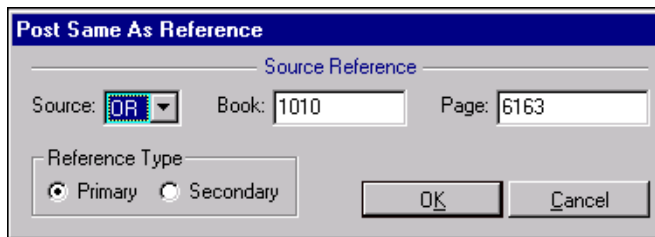
**How to use the Post Same As function when there are two or more references entered on the target document**

1. Type and verify all the necessary document information in the Text Data Posting window, including all of the source references for the documents you may want to PSA in the Reference boxes. To add additional groups of Reference boxes, press Ctrl+Tab.

Note: All information must be entered for the PSA function to work. If the information for a box is not available, then make sure to type the bypass symbol (D) in the box you want to bypass.

2. Press Ctrl+J.

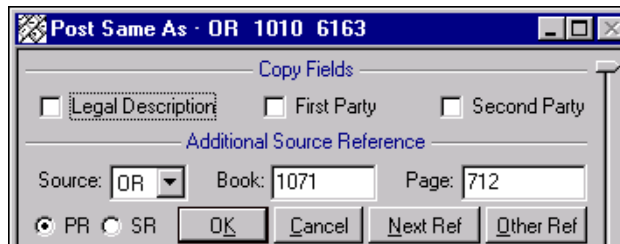
The Post Same As Reference window is displayed showing the Source Reference information you entered.



3. Do one of the following:

- Press Enter or Alt+K.
- If the source document is a secondary reference, select the Secondary option, and then press Alt+K.

The Post Same As window is displayed showing the source document information.



4. View the source document information to verify which fields you want to copy.

**Note:** All fields from the Text Data Posting window are displayed, but only the legal description, party names, and legal pointers can be copied.

5. Select the boxes for the fields you want to copy from the top part of the window.

6. Do one of the following:

- Press Alt+K. This copies the field(s) you selected, closes the Post Same As window and displays the source document information for the next source reference.
- Press Alt+C. This closes the Post Same As window without copying any fields and returns you to the Text Data Posting window for the document in which you were entering information (target document).
- Or press Alt+N to cycle through the other references you entered on the target document. To PSA a source reference, select the fields you want to copy, and then press Alt+K.
- If you do not want to use any of the references from the target document, press Alt+N until the Additional Source Reference boxes are blank, and then type the source reference you want. Press Alt+O to go to that reference. To PSA this source reference, select the fields you want to copy, and then press Alt+K.

## Bring Fields Forward

The Bring Field Forward function allows you to copy repeated information from the previously entered document.

### **How to bring a field forward:**

1. Enter and post a document.
2. Type the primary and secondary information for the next document.
3. Tab to the box in which you want to bring the field forward (copy) from the last document posted.

Note: Pre-defined party fields cannot be brought forward. If you are bringing forward a party field, you only need to have your cursor on the button. If there are multiple party names, all names will be brought forward.

4. Press Ctrl+K.

The field information posted from the previous document will be copied into the corresponding box of the current document.

## Switch Parties

The Switch Parties function allows you to reverse party name information you have already typed in the wrong boxes and move it to the correct boxes.

Note: The Switch Parties function cannot be performed if one of the parties is pre-defined.

### How to switch party information:

1. Type information in the party boxes.
2. Press Ctrl+R.

One of the following will occur:

- If you typed names in both the first and second party boxes, the names will switch positions.
- If you typed one or more names in the first party box(es), and no names in the second party box(es), the name(s) will move to the second party box(es) and the first party box(es) will become blank.
- If you typed one or more names in the second party box(es) and left the first party name box(es) blank, the name(s) will move to the first party box(es) and the second party box(es) will become blank.

## Use Last TOI/Description

The Use Last/TOI Description functions allow you to bypass the TOI and Description boxes, eliminating the need to repeatedly enter the same information. You simply lock the TOI, or the TOI and Description boxes whenever you have a group of the same type of documents to enter.

### How to lock in a TOI only or TOI and Description.

1. Type the date of file, date of instrument, primary and secondary reference for the first document of a group of documents with the same TOI.
2. Select the TOI only or the TOI and description from the boxes in the Document Type section of the window.
3. Do one of the following:
  - To lock the TOI only, press Ctrl+U.
  - To lock both the TOI and description, press Ctrl+W.
4. Enter the remaining document information and post.
5. Enter and post all of the documents with the same TOI or TOI and description.

You will automatically bypass the locked boxes.

6. Once you have posted the last document from the group of documents with the same TOI, or TOI and Description, you can unlock the boxes to change the TOI and description.

Do one of the following:

- To unlock the TOI, press Ctrl+U.
- To unlock the TOI and Description, press Ctrl+W.

## Macros

Macros are short sets of programmed instructions created to save keystrokes. The SDE application allows you to access three macros that can either shorten the data entry process or actually perform research that is usually done using various ATIDS transactions.

The following macros can be accessed from SDE:

- MERS Mortgage
- List Condos
- Cheat Sheet Posting

### MERS Mortgage

The MERS Mortgage Macro performs the following steps:

- Enters “MERS” in a new first or second party commercial text box.
- Enters “NOMINEE FOR” in the Post-Text box, if name information has already been typed in the first or second party text boxes.
- Moves your cursor to the MIN box if you have not already entered a MIN number.

## **How to use the MERS Mortgage Macro**

For Satisfaction of Mortgage, MERS is generally part of the first party. For standard mortgage instruments or Chattel Mortgages, MERS is generally part of the second party.

If MERS is part of the first party:

1. Press F5 to display the first party commercial text box.
2. If appropriate, type the party name for which MERS is the nominee.
3. Press Ctrl+F to activate the MERS Mortgage Macro.
4. If necessary, press Ctrl+Up Arrow to list MERS first.

If MERS is part of the second party:

1. Press F9 to display the second party commercial text box.
2. If appropriate, type the party name for which MERS is the nominee in the second party commercial text boxes.
3. Press Ctrl+M to activate the MERS Mortgage Macro.
4. If necessary, press the Ctrl+Up Arrow to list MERS first.

If MERS is the only name entered as the first party:

- Press Ctrl+F to activate the MERS Mortgage Macro.

Note: "NOMINEE FOR" is only entered if name information has already been typed in the first set of party names.

If MERS is the only name entered as the second party:

- Press Ctrl+M to activate the MERS Mortgage Macro.

Note: "NOMINEE FOR" is only entered if name information has already been typed in the second party text box.

## List Condos

The List Condos Macro displays a list of subdivisions and condominiums by county for which the Cheat Sheet Posting Macro will work.

Note: The List Condos Macro is only available for selected counties.

## How to use the List Condos Macro

1. Press Ctrl+L to activate the List Condos Macro. A list for the county in which you are working is displayed.



2. Do one of the following:

- To view another county, press Alt+V.
- To print the list of subdivisions or condominiums listed on the cheat sheet, press Alt+P.
- To close the List Condos Macro, press Alt+X.

## **Cheat Sheet Posting**

The Cheat Sheet Posting Macro was designed for the Central Florida Data Center. By performing the necessary research for you, this macro can help you avoid unauthorized postings. Use this macro in conjunction with the Condos List Macro.

Note: The Cheat Sheet Posting Macro is only available for selected counties.

This macro performs the following steps:

- Determines the correct source of plat reference.
- If the Source of Plat referenced by the document is correct, it encodes the reference in the Legal Description box.
- If the source of plat referenced by the document is incorrect, it encodes the correct reference in the Legal Description box within parentheses to indicate this information was not on the document.
- Displays the Sub/Condo Posting window so you can immediately post the property.



## Quick Copy

The Quick Copy function is used for Mortgage and Notice of Commencement instruments only.

### How to use Quick Copy for a mortgage

1. Press F9 to display the second party commercial text box, then type the name information.
  2. Press Ctrl+Q. The name information is copied to the Scrivener box.
- 

### How to use Quick Copy for a Notice of Commencement

1. Type the first party address information.
2. Press Ctrl+Q. The first party address information is copied to the Property Address text boxes.

## Other Party

The Other Party function is used to copy the name information typed into the first party text boxes to the second party text boxes.

### How to copy first party names to second party text boxes

1. Type all first party names.
2. Press Ctrl+O. All names entered in the first party text boxes will be copied to the second party text boxes.

Note: If the first party has multiple names, but you only need one of the names in the second party text boxes, use the Ctrl+Delete function to delete the unnecessary names.

## Zip Code DataBase

The Zip Code Database function fills in the city and state based on the zip code you type. If more than one city uses the same zip code, the alternate city names will display in the City list box. The availability of the Zip Code Database depends on whether the TOI selected requires an address.

The following address boxes offer the use of the Zip Code Database:

- 1st Party Address
  - 2nd Party Address
  - Property Address
  - Contractor or Lender Address (Notices of Commencement only)
- 

### How to use the Zip Code Database

1. In the Zip box, type the zip code as shown on the document
2. Press Tab. The City and State boxes are automatically populated.

Note: If a zip code does not return a city, type the city displayed on the document directly in the city box.

## Posting Documents

---


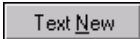
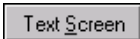
This section gives instructions on how to post the following types of document information to ATIDS:

- Names
- Acreage
- Subdivision/Condominiums

### Posting Names

You can post a (GI) Name document from the Names Posting window.

#### How to post a (GI) Name document

1. Press Ctrl+N from the Text Data Posting window. The Names Posting window will be displayed.
2. Type and verify all the necessary (GI) document information.
3. Press one of the following key combinations:
  -  Press Alt+P. This posts the name information and displays a blank window for posting additional name documents.
  -  Press Alt+N. This posts the name information and displays a blank Text Data Posting window to enter the next document.
  -  Press Alt+S. This posts the name information and returns you to the Text Data Posting window for the current document.

**Note:** If you complete the posting of a name document using Alt+P, then realize your next document is a property document, press Alt+S to display a blank Text Data Posting window.

## Posting Acreage

You can post a document to acreage from the Acreage Posting window. This window allows you to enter information for large properties that have not been developed. You can enter up to 16 entries before posting for a document is required.

Note: Entering data for the source of plat is not required when posting to acreage only.

### How to post a document to acreage

1. Type and verify all the necessary document information in the Text Data Posting window. If you are also posting subdivision and condominium information, make sure to type the source of plat in the Source, Book and Page boxes.
2. Do one of the following:
  - If the document contains subdivision and condominium information in addition to Acreage Posting information, press Ctrl+S. The Sub/Condo Posting window will be displayed. Type and verify all subdivision and condominium information, then press Alt+A.
  - If the document contains only acreage posting information, press Ctrl+A.



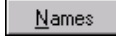

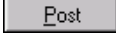
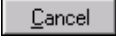
The Acreage Posting window is displayed.

The screenshot shows the 'Acreage Posting' window. At the top, there's a title bar and a header with labels: S/G/A, Code, Section, Township, N/S, Range, E/W, D, and Replats / Error Message. Below this is a grid of input fields. The first row contains a dropdown menu, a text box, a text box, a text box, a text box, a text box, a text box, and a text box. The second row contains a dropdown menu labeled 'Source:', a text box labeled 'Book:', a text box labeled 'Page:', and a series of buttons: 'Fwd', 'Bwd', 'More', 'Sub/Condo', 'Names', 'Return', 'Post', and 'Cancel'. The bottom right corner of the window displays the time '4:43 PM'.

3. Type or select one of the following options from the S/G/A list box.
- Type or select S, then type the section breakdown code in the Code box. Then type the section, township and range from the U.S. Government survey in the appropriate boxes.
  - Type or select G, then type the government lot number in the Code box. Then type the section, township and range from the U.S. Government survey in the appropriate boxes.
  - Type or select A, then type the section, township and range from the U.S. Government survey in the appropriate boxes.

Note: Type the bypass symbol (**I**) to duplicate information from the same box in the line above. Type the (-) dash key in the section box to duplicate the section, township, and range from the line above.

4. Press one of the following key combinations:

-  Press Alt+M. This posts the acreage property information and displays a blank window for posting additional acreage property information. Use this button when you have more than 16 acreage postings.
-  Press Alt+S. This posts the acreage property information you just entered and displays the Sub/Condo Posting window.
-  Press Alt+N. This posts the acreage property information and displays the Names Posting window to enter and post names for the same document.
-  Press Alt+R. This posts the acreage property information and returns you to the Text Data Posting window for the current document.
-  Press Alt+P. This posts the acreage property and closes the Acreage Posting window. It also displays a blank window to enter the next document.
-  Press Alt+C. This cancels any information entered in the Acreage Posting window and returns you to the Text Data Posting window for the current document. No property will be posted.

## Posting Subdivisions and Condominiums

You can post a document to a subdivision or condominium from the Sub/Condo Posting window. This window allows you to enter information for properties that have been developed and sectioned into subdivisions or condominiums. You can enter up to 12 entries before posting for a document is required.

Note: You must always enter the source of plat reference information when posting to a subdivision or condominium.

### How to post a document to a subdivision or condominium

1. Type and verify all the necessary document information in the Text Data Posting window. Make sure to type the source of plat reference in the Source, Book and Page boxes, unless you are using the Cheat Sheet Macro.
2. Do one of the following:
  - If necessary, activate the Cheat Sheet Macro. See [Macros](#) for more information.
  - If the document contains acreage posting information in addition to subdivision and condominium posting information, press Ctrl+A to display the Acreage Posting window. Type and verify all acreage document information, then press Alt+S.
  - If the document contains only subdivision and condominium information, press Ctrl+S.

The Sub/Condo Posting window is displayed.





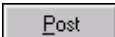
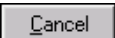
The screenshot shows the 'Sub/Condo Posting' window with the following details:

- Title:** Sub/Condo Posting
- Name:** BAYSHORE TOWERS OF MIAMI CONDOMINIUM (86R-94133 CB 190/37)
- Source:** DR
- Book:** 12832
- Page:** 2388
- Date of Plat:** 03/25/1986
- Levels:** L1 L2 L3 / L1 L2 L3 / L1 L2 L3
- Level 1:** [Empty]
- Level 2:** [Empty]
- Level 3:** [Empty]
- FTDEA:** [Empty]
- Replats / Error Message:** [Empty]
- Buttons:** Source, Book, Page, Fwd, Bwd, More, Acreage, Names, Return, Post, Cancel
- Time:** 5:02 PM

3. Type the portions of the legal description authorized for levels 1, 2 and 3 (if required) in the appropriate boxes.  
 Optional: Select or type one of the options from the FTDEA list box.

<b>If you want to:</b>	<b>Type:</b>
Show the beginning of a From-To range. (You must have a T in the next line.)	F
Show the end of a From-To range. (You must have an F in the previous line.)	T
Delete a replatted or unauthorized legal description on this line.	D
Erase a range of replatted or unauthorized legal description on this line. (You must type an E on the first and the last lines of the range.)	E
Post to an entire subdivision or condominium. (Make sure to leave levels 1, 2 and 3 blank.)	A

4. Press one of the following key combinations:

-  Press Alt+M. This posts the property information and displays a blank Sub/Condo window for posting additional property information. Use the More button when you have more than 12 Subdivision or Condominium postings.
-  Press Alt+A. This posts the subdivision or condominium property information you just entered, then displays a blank Acreage Posting window to post acreage property.
-  Press Alt+N. This posts the subdivision or condominium property information and displays the Names Posting window to enter and post names for the same document.
-  Press Alt+R. This posts the subdivision and/or condominium property information and returns you to the Text Data Posting window for the document in which you were posting.
-  Press Alt+P. This posts the subdivision or condominium property and closes the Sub/Condo Posting window. It also displays a blank window to enter the next document.
-  Press Alt+C. This cancels any information entered in the Sub/Condo Posting window and returns you to the Text Data Posting window for the document in which you were posting. No property will be posted.

## Maintaining Documents using SFM

---

Simple File Maintenance (SFM) is a function available from SDE that enables changes, additions, and/or deletions to document data previously posted to the ATID System. The type of maintenance you can perform using SFM depends on the security level assigned to you. This section provides an overview of the maintenance mode selections, the SFM windows, and instructions for maintaining documents in the various SFM windows. You can access SFM from the Login to SDE window. See [Logging In](#) for more information.

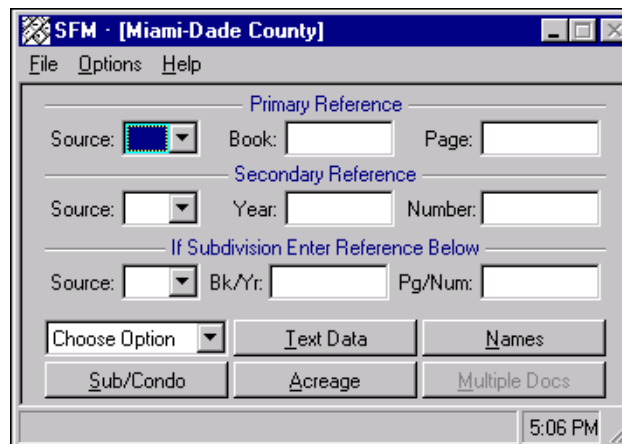
### How to access SFM from the SDE window

1. Press Alt+F, and then press L.
2. Tab to the Option box, and select PIFM from the list box.
3. Press Alt+K.

The SFM Menu window is displayed.

---

### SFM Menu Window



You can select one of the following maintenance modes from the list box on the SFM Menu window:

- **View Only** displays the selected window in view mode only. Maintenance cannot be performed from this mode.
- **Update** allows you to change, add, or delete data in the selected window. Only users assigned the appropriate security level can access the Update Mode. See a data center supervisor.

- **PSA/Update** allows you to work on documents inside the TICM window using the SDE mode. If the document is not within the appropriate TICM window, the error message “Function Code Invalid” will display. If this occurs, you must use the Update option for this document.
- **Delete** allows you to delete a document in the PI Text window. Only users assigned the appropriate security level can delete a document. See a data center supervisor.

Note: The current county where you are working and the maintenance mode are displayed in the title bar.

SFM has four windows for which you can perform maintenance:

- Text Data
- Names
- Subdivision/Condo Posting
- Acreage Posting

Note: The availability of the window depends on the maintenance mode you selected.

---

## Viewing Old Documents on the Text Data Window

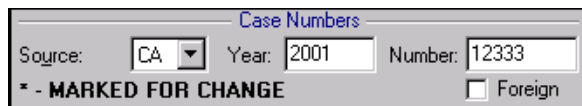
If you are viewing an old document that was not entered using the current business rules in SDE, and select the Text Data button, a generic template with all possible boxes for every type of instrument is displayed. Any boxes highlighted in gray are used to indicate that the information is not required. You can choose to maintain information in a grayed box using the Update mode, or leave the box unchanged.

## Maintaining Documents on the Names Window in SFM

The Names window in SFM requires you to indicate which information you want to maintain before actually adding, changing, or deleting document information.

### How to change or replace information on the Names window in SFM

1. Tab to the box containing the information you want to change or replace.
2. Press Ctrl+F1. A note is displayed below the boxes to indicate that the boxes are marked for change. To undo a change, press Ctrl+F1 again.

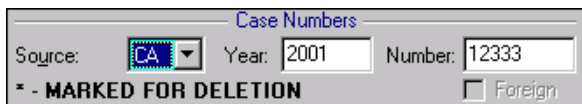


The screenshot shows a dialog box titled "Case Numbers". It contains three input fields: "Source:" with a dropdown menu showing "CA", "Year:" with a text box containing "2001", and "Number:" with a text box containing "12333". Below these fields, there is a message "\* - MARKED FOR CHANGE" and a checkbox labeled "Foreign" which is currently unchecked.

3. Type the change or replace the information in the box.

### How to delete information on the Names window in SFM

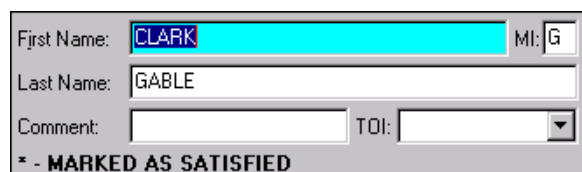
1. Tab to the box containing the information you want to delete.
2. Press Ctrl+F2. A note is displayed below the box to indicate that the box is marked for deletion. To undo a deletion, press Ctrl+F2 again.



The screenshot shows the same "Case Numbers" dialog box. The "Source:" dropdown menu is highlighted with a blue border, indicating it is selected. Below the fields, the message has changed to "\* - MARKED FOR DELETION". The "Foreign" checkbox remains unchecked.

### How to mark a name as satisfied on the Names window in SFM

1. Tab to the box containing the name you want to mark as satisfied.
2. Press Ctrl+F3. A note is displayed below the name box to indicate that the name is marked as satisfied. To undo the satisfied mark, press Ctrl+F3 again.



The screenshot shows a form for entering a name. It has three rows: "First Name:" with a text box containing "CLARK" and a "MI:" dropdown menu showing "G"; "Last Name:" with a text box containing "GABLE"; and "Comment:" with a text box and a "TOI:" dropdown menu. Below the form, there is a message "\* - MARKED AS SATISFIED".

Note: A name may be marked both as changed and satisfied.

**How to add additional Case or Reference Numbers on the Names window in SFM**

1. Tab to the first box in the group.
2. Press Ctrl+Tab. Another group box is displayed with a note displayed below it to indicate that the group box has been marked as added. To undo the note, press Ctrl+Delete.

Case Numbers

Source: CA Year: 2001 Number: 12333  Foreign

Source: [blue icon] Year: Year: Number:  Foreign

\* - MARKED AS ADDED

**How to add personal or commercial names on the Names window in SFM**

1. Do one of the following:
  - Press F4 to display additional text boxes for personal names. A note is displayed below the text boxes to indicate that the name is marked as added.
  - Press F5 to display additional text boxes for commercial names. A note is displayed below the text boxes to indicate that the name is marked as added.

First Name: [text box] MI: [text box]

Last Name: [text box]


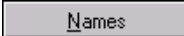

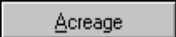
Comment: [text box] TOI: [dropdown menu]

\* - MARKED AS ADDED





2. Type the name information in the text boxes.

Note: Once marked information has been posted, you must retrieve the document in SFM again if you want to perform more maintenance in the Names window.

## How to View Documents in SFM

1. Type the primary or secondary reference for the document you want to view in the SFM Menu window.
2. Select View Only from the Choose Option list box.
3. Press one of the following key combinations:
  -  Press Alt+T. This displays the Text Data window containing the document information you want to view.
  -  Press Alt+N. This displays the Names window containing the document information you want to view.
  -  Press Alt+S. This displays the Sub/Condo Posting window containing the document references for the document you want to view.
4.  Press Alt+A. This displays the Acreage Posting window containing the document references for the document you want to view.

## How to Update Documents in SFM

1. Type the primary or secondary reference for the document you want to view in the SFM window.
2. Select Update from the Choose Option list box.
3. Press one of the following key combinations:
  -  Press Alt+T. This displays the Text Data window containing the document information for which you want to add, change, or delete specific information.
  -  Press Alt+N. This displays the Names window containing the document information for which you want to add, change, or delete specific information.
  -  Press Alt+S. This displays the Sub/Condo Posting window containing the document information for which you want to add, change, or delete specific information.
  -  Press Alt+A. This displays the Acreage Posting window containing the document information for which you want to add, change, or delete specific information.

Note: If you selected the Names button, you must mark the specific information you want to add, change or delete prior to performing the actual maintenance. For more information, see [Maintaining Documents on the Names Window in SFM](#).

4. Make the desired additions, changes or deletions.
5. Do one of the following:
  - If you are on the Text Data window, press Ctrl+P to post the modifications and return to the SFM Menu window.
  - If you are on the Names, Sub/Condo or Acreage Posting windows, press Alt+F to post the modifications and return to the SFM Menu window.

### **How to PSA/Update Documents (In the TICM Range) in SFM**

1. Type the primary or secondary reference on the document for which you want to perform a PSA/Update in the SFM Menu window.
2. Select PSA/Update from the Choose Option list box.
3. Press Alt+T to display the Text Data window containing the document information for which you want to perform a PSA/Update.
4. Press Ctrl+J.

For more information on how to use the PSA function, see [Timesaving Functions](#) earlier in this manual.

---

### **How to Delete Documents**

1. Type the primary or secondary reference for the document you want to delete in the SFM Menu window.
2. Select Delete from the list box.
3. Press Ctrl+T to display the Text Data window. A message is displayed asking if you are sure you want to delete this document.
4. Press Alt+Y.

## **Appendix A: Glossary**

---

This appendix defines various terms used throughout SDE and when entering documents.

### **1st Party**

The person(s) or business initiating an action on a document. For example, on a deed, the grantor gives away the ownership of a piece of property; on a mortgage, a mortgagor gives an encumbrance on a piece of property to receive a loan or mortgage.

### **2nd Party**

The recipient of an action created by a document. For example, a grantee is the recipient on a deed; a mortgagee is the recipient of an encumbrance on a property.

### **ATIDS**

Automated Title Information Data System.

### **Conventional (CONV)**

The mortgage type used when no other mortgage type is applicable.

### **Clerk Number (CN)**

A source code used in ATIDS.

### **Date of File (DOF)**

The month, day, and year a document was filed in the public records.

### **Date of Instrument (DOI)**

The month, day, and year the document was executed.

### **General Index (GI)**

An ATIDS file that contains documents/entries indexed by name. These are documents that may affect a person's obligation or right to convey property, but do not affect a specific piece of property.

### **Image Loader Viewer (ILV)**

An application created for the Data Center that allows a user to view an electronic image and to automate the allocation of work to various job roles.

### **Instrument**

A legal document.

### **MERS**

Mortgage Electronic Registration Systems, Inc. A company that registers and tracks mortgages and mortgage related documentation.

**MIN**

The Mortgage Identification Number assigned by MERS.

**Official Records (OR)**

A source code used in ATIDS. For title purposes, Official Records pertain to the set of index books as defined by the legislature, which the Clerk of Circuit Court must maintain, and which takes the place of deed books, mortgage books, etc., so that one set of books would simplify the records.

**Property Index (PI)**

Property Index. An ATIDS file that contains documents/entries indexed by property. These are any documents that directly affect property.

**Primary Reference (PR)**

The number taken from the county stamp on a document. In most cases, it consists of a book number (up to seven digits including a hyphen and a suffix) and a page number (up to nine digits including a hyphen and a suffix).

**Reference or Reference Number**

Sometimes used interchangeably. Represents the location of official records documents (book and page number) or a clerk number stamped on the document by the county agency.

**Simpler Data Entry (SDE)**

An application created for the Data Center that allows a user to enter and index official record documents quickly and accurately using a Windows Graphical User Interface.

**Simpler File Maintenance (SFM)**

A part of the SDE application created for the Data Center that allows a user to view, change, edit, or delete document information previously posted to the ATID System.

**Secondary Reference (SR)**

The number taken from the county stamp on a document. In most cases, it consists of a source code, a four-digit year and a number (up to nine digits).

**TICM**

ATIDS transaction where the date of file, the OR/book/page range and clerk number range are entered to define what ranges may be processed by a data entry operator.

## Appendix B: Types of Instruments

---

This appendix lists the Type of Instrument (TOI) codes alphabetically by code. Next to the code is a general description of the type of instruments each code represents.

Code	Type of Instrument
<b>A</b>	
AA	Assumption Agreement
AD	Agreement for Deed
ADD	Administrator's Deed
AFF	Affidavit
AGR	Agreement
AJ	Assignment of Judgment
AJD	Amended or Modified Judgment
AL	Assignment of Lien
ALS	Assignment of Lease, Rentals
AM	Assignment of Mortgage
AML	Amended Lien
ANE	Agreement Not to Encumber
ANL	Annulment
ANR	Agreement Not to Receive Future Advances
ASN	Assignment
<b>B</b>	
BNK	Bankruptcy/Receivership
BOS	Bill of Sale
<b>C</b>	
CA	Certificate of Approval
CAV	Caveat
CHA	Chattel Mortgage
CHR	Charter

<b>Code</b>	<b>Type of Instrument</b>
CIT	Certificate of Intangible Tax
CJD	Cost Judgment
CL	Claim of Lien, Mechanics
COM	Certificate of Merger
CON	Change of Name
COT	Contract
CPL	Complaint
CS	Certificate of Sale
CT	Certificate of Title
CTF	Certificate
<b>D</b>	
D	Deed
DC	Death Certificate
DCL	Disclaimer Real Property Waiver
DEC	Declaration
DIS	Dismissal/Discharge
DIV	Divorce, Dissolution of Marriage
DKT	Docket
DOC	Declaration of Condominium
<b>E</b>	
E	Easement
ECL	Estate Tax Closing Letter
ETL	Estate Tax Lien
EX	Execution
EXD	Executor's Deed
<b>F</b>	
FA	Future Advance
FDS	Free Dealership

<b>Code</b>	<b>Type of Instrument</b>
FN	Fictitious Name, Affidavit of
FSD	Fee Simple Deed
FTL	Federal Tax Lien
<b>G</b>	
GD	Guardian's Deed
GRD	Guardianship
<b>I</b>	
ICM	Incompetency
INC	Incorporation
<b>J</b>	
JDG	Judgment
JND	Joinder
JUN	Junk
<b>L</b>	
LN	Lien
LP	Lis Pendens
LS	Lease
LVY	Levy
<b>M</b>	
M	Mortgage
MAN	Mandate
MIS	Miscellaneous
MMA	Mortgage Modification Agreement
MOD	Modification Agreement
<b>N</b>	
NA	Notice of Appeal
NC	Notice of Commencement
NOT	Notice

<b>Code</b>	<b>Type of Instrument</b>
NR	Name Restoration
NTC	Nontaxable Certificate or Receipt
NTL	Notice of Tax Lien
<b>O</b>	
O	Order
OOT	Order of Taking
OPT	Option
ORD	Ordinance
<b>P</b>	
PA	Power of Attorney
PAL	Partial Assignment of Lease
PAT	Patent
PDC	Public Defender Claims of Lien
PET	Petition
PFB	Performance Bond (Payments)
PLT	Plat
PR	Partial Release
PRD	Personal Representative's Deed
PRJ	Partial Release of Judgment
PRL	Partial Release of Lien
PRM	Partial Release of Mortgage
PRO	Probate
<b>Q</b>	
QCD	Quit Claim Deed
<b>R</b>	
R	Restrictions/Covenants
RE	Release of Easement
REL	Release, Cancellation

<b>Code</b>	<b>Type of Instrument</b>
RET	Release of Estate Tax Lien
RFT	Release of Federal Tax Lien
RIC	Restoration of Competency
RL	Release of Lien
RNA	Removal of Non-Age Disability
RNE	Release of Agreement Not to Encumber
RPA	Revocation of Power of Attorney
RSN	Resolution
RSV	Reservations
<b>S</b>	
SA	Security Agreement
SAL	Special Assignment of Lease
SAT	Satisfaction
SD	Sheriff's Deed
SEP	Separation Agreement
SJ	Satisfaction of Judgment
SL	Satisfaction of Lien
SLL	Special Land Lease
SM	Satisfaction, Cancellation, or Release of Mortgage
STK	Stock Certificate
SUB	Subordination Agreement
SWD	Special Warranty Deed
<b>T</b>	
TAG	Trust Agreement
TAP	Trustee Appointment
TR	Trustee Resignation
TRD	Trustee's Deed
TRL	Transfer of Lien

<b>Code</b>	<b>Type of Instrument</b>
TW	Tax Warrant
TXD	Tax Deed
<b>U</b>	
UCC	Uniform Commercial Code Financing Statement
UCO	Uniform Commercial Code (other than financing statement)
UT	Unity of Title
<b>V</b>	
VLN	Violation
VML	Voluntary Mortgage Lien
<b>W</b>	
WD	Warranty Deed
WIL	Will Construction of Will and Codicil

## Appendix C: Shortcut Keys

---

Use this appendix as a quick reference to the SDE shortcut keys.

### Navigation Commands

To do this:	Press:
Go to the next box or group	Ctrl+Shift+Down Arrow
Go to previous box or group	Ctrl+Shift+Up Arrow
Move box or group up in sequential order	Ctrl+Up Arrow
Move box or group down in sequential order	Ctrl+Down Arrow
Go to next section of window	Page Down
Go to previous section of window	Page Up
Go to the top of the window	Ctrl+T
Go to the bottom of the window	Ctrl+B
Move the SDE window to the left side of the desktop	Alt+O, then R
Go to the first personal 1st party name	Alt+I
Go to the first personal 2nd party name	Alt+N
Go to the first commercial 1st party name	Alt+E
Go to the first commercial 2nd party name	Alt+A
Go to the 2nd party address text box	Alt+D
Go to the first Property Address text box	Alt+S
Go to the Legal Description box	Alt+L
Go to the Comments box	Alt+C
Go to the Amount box	Alt+U
Go to the Mortgage Identification Number (MIN) box	Alt+M
Go to the Type box (Mortgage and UCO only)	Alt+P

### Navigation Commands continued

<b>To do this:</b>	<b>Press:</b>
Go to the Reference box	Alt+R
Go to the Scrivener (Prepared By) box	Alt+V
Go to the Tax Parcel ID Number box	Alt+X
Go to the Certificate Number box	Alt+Y

### Menu Navigation

<b>To do this:</b>	<b>Press:</b>
Open the File menu	Alt+F
Open the Options menu	Alt+O
Open the Tools menu	Alt+T
Open the Help menu	Alt+H
Exit SDE	Alt+F, then X

### Function Commands

<b>To do this:</b>	<b>Press:</b>
Add a new box or a group of boxes	Ctrl+Tab
Delete a box or a group of boxes	Ctrl+Delete
Delete all information in the SDE window	Ctrl+D
Undo (within a box)	Ctrl+Z
Delete information in a box	Ctrl+End
Delete information in a group	Shift+Ctrl+End
Display short-cut key commands	F1
Add a first party personal name	F4
Add a first party commercial name	F5

**Function Commands continued**

<b>To do this:</b>	<b>Press:</b>
Add personal contractor/lender information (for Notice of Commencements only)	F6
Add commercial contractor/lender information (for Notice of Commencements only)	F7
Add a second party personal name	F8
Add a second party commercial name	F9
Activate the MERS Mortgage Macro for a first party	Ctrl+F
Activate the MERS Mortgage Macro for a second party	Ctrl+M
Activate the Cheat Sheet Posting Macro	Ctrl+H
Activate the List Condos Macro	Ctrl+L
Post Same As (PSA) a previously recorded document	Ctrl+J
Bring field forward	Ctrl+K
Use the last TOI	Ctrl+U
Use last TOI and description	Ctrl+W
Switch parties	Ctrl+R
Quick Copy for Mortgages and Notices of Commencement	Ctrl+Q
Copy first party names to second party names	Ctrl+O

## Posting Commands

<b>To do this:</b>	<b>Press:</b>
Post text data to PIDE in ATIDS.	Ctrl+P
Post text data to PIDE in ATIDS and display the Names Posting window to post names in the ATIDS General Index (GI).	Ctrl+N
Post text data to PIDE in ATIDS and display the Acreage Posting window to post acreage information.	Ctrl+A
Post text data to PIDE in ATIDS and display the Sub/Condo Posting window to post subdivision and condominium.	Ctrl+S
From the Sub/Condo Posting window, post the subdivision or condominium information, then go to the Acreage Posting window.	Alt+A
Cancel any information entered in the Acreage or Sub/Condo Posting windows.	Alt+C
From Acreage or Sub/Condo Posting window, post the property information and display a blank window for posting additional property information.	Alt+M
From Acreage or Sub/Condo Posting window, post the property information and display a blank window to enter the document.	Alt+P
From Acreage or Sub/Condo Posting window, post the property information and return to the SDE window for the document in which you were posting.	Alt+R
From the Acreage Posting window, post acreage information, then go to the Sub/Condo Posting window.	Alt+S

### **SFM Navigation and Posting Commands**

<b>To do this:</b>	<b>Press:</b>
Go to the Choose Option list box on the SFM Menu window.	Ctrl+O
Post any modifications made in SFM and go to the Text Data window in the maintenance mode selected.	Alt+T
Post any modifications made in SFM and go to the Names window in the the maintenance mode you selected.	Alt+N
Post any modifications made in SFM and go to the Sub/Condo Posting window in the maintenance mode you selected.	Alt+S
Post any modifications made in SFM and go to the Acreage Posting window in the mode you selected.	Alt+A
Post modifications made to text data in SFM to PIDE in ATIDS and return to the SFM Menu window.	Ctrl+P
Post modifications made to names, subdivision or condominium, or acreage data in SFM to PIDE in ATIDS and return to the SFM Menu window.	Alt+F

