



Tracking Transactions to Client/Project

A new feature of Countyrecords.com lets you track transactions to your client or project. At the top of the search criteria screen you will now find a box entitled "**Tracking Number**" (see example below). Here, you can enter a code that will be applied to every subsequent transaction and later will be shown on your invoice. In this example, we are tracking transactions to the "Johnson Sept 2011" search.

The Tracking Code is **not required**. If you do not need to track transactions to a client or project, you can leave it blank.

The screenshot shows the CountyRecords.com search interface for Montgomery County. At the top right, there are links for [new search](#), [change database](#), and [logout](#). Below the header, the text "Montgomery County" is displayed. A section titled "Enter the Search Criteria" includes a link for help and a checkbox for "return all rows for matching documents (slower)". Below this, a note states "Montgomery County database includes records from 1/1/1961 forward. Images are not available for..." followed by links for "Name Search" and "Search Hints". There are buttons for "Search", "Clear Form", and "Edit Search", along with a link for "click here for starter help". The "Tracking Number" field is highlighted in yellow and contains the text "Johnson Sept 2011" with a "Tell me more" link. Below this are three dropdown menus for "File_Number", "Volume", and "Page", each with a "begins with" label and an empty input field.

"Tracking Codes were built into the system as a result of requests from you, our valued customers."

When the search results are shown and you select documents to view, "Johnson Sept 2011" will be applied to the transactions so they are "tracked" to this search.

Note that at this time we are unable to track the initial monthly subscription fee to a tracking code. But all subsequent searches can be tracked.

Tracking Codes on Invoices

When you receive your invoice copy via e-mail or when you review your billing activity on line using the "Review Current Bill" link, the transactions will be sorted and sub-totaled by Tracking Code.

		new search	modify account
		change database	review current bill
		logout	help

Total Documents downloaded during 8/2011

Database	# of Document Downloads
Montgomery County	9

Transaction Detail for tom

Tracking No	Database	Transaction Date	Transaction Type	Doc Number	Amount Charged
Johnson Sept 2011	Montgomery County	2011-08-10 17:25:52	View all pages	M0070370.tif	\$ 4.00
Johnson Sept 2011	Montgomery County	2011-08-10 17:26:06	View doc info	M0137881	\$.25
Johnson Sept 2011	Montgomery County	2011-08-10 17:26:42	View all pages	c:\websites\test.countyrecords.com\webtemp\M0137881.tif	\$ 4.00
Johnson Sept 2011	Montgomery County	2011-08-10 17:26:51	View doc info	M0150258	\$.25
Johnson Sept 2011	Montgomery County	2011-08-10 17:27:20	View all pages	c:\websites\test.countyrecords.com\webtemp\M0150258.tif	\$ 4.00
Johnson Sept 2011	Montgomery County	2011-08-10 17:27:28	View doc info	M0175202	\$.25
Johnson Sept 2011	Montgomery County	2011-08-10 17:28:08	OCR	\\AUSIMG03.AUSTIN.LOCAL\CRIMAGE10\montgomery\2005\MON\11\15\M0175202.001	\$.50
Johnson Sept 2011	Montgomery County	2011-08-11 13:25:36	Per search	Grantor=patterson tom	\$ 1.50
Johnson Sept 2011	Montgomery County	2011-08-11 13:25:37	Per document found		\$.00
Johnson Sept 2011	Montgomery County	2011-08-11 13:25:48	Report	Sorted_by_Date_Filed	\$.00
Johnson Sept 2011	Montgomery County	2011-08-11 14:44:41	Per search	Grantor=patterson mary	\$.00
Johnson Sept 2011	Montgomery County	2011-08-11 14:44:41	Per document found		\$.00
Johnson Sept 2011	Montgomery County	2011-08-11 14:45:17	Report	Sorted_by_Date_Filed	\$.00
Johnson Sept 2011	Montgomery County	2011-08-12 10:18:08	Per search	Grantor=Paterson John	\$.00
Johnson Sept 2011	Montgomery County	2011-08-12 10:18:08	Per document found		\$.00
Johnson Sept 2011	Montgomery County	2011-08-12 10:18:23	View doc info	M0436778	\$.25
Johnson Sept 2011	Montgomery County	2011-08-12 10:19:25	View doc info	M0436778	\$.00
Johnson Sept 2011	Montgomery County	2011-08-12 10:19:58	View all pages	c:\websites\test.countyrecords.com\webtemp\M0436778.tif	\$ 4.00
Tracking No: Johnson Sept 2011 Total					\$ 19.00
Kashing	Montgomery County	2011-08-10 17:28:46	Per search	Grantor=patterson jeff	\$ 1.50
Kashing	Montgomery County	2011-08-10 17:28:47	Per document found		\$.00
Kashing	Montgomery County	2011-08-10 17:28:51	View doc info	M0203020	\$.25
Kashing	Montgomery County	2011-08-10 17:29:30	View single page	M0203020.001	\$.00
Kashing	Montgomery County	2011-08-10 17:29:35	View all pages	M0203020.tif	\$ 4.00

Quick Summary of Tracking Codes

Near the end of your invoice copy, you will find a summary of each tracking code you entered along with the total amount billed to that tracking code.

Tracking Summary for tom	
Tracking No	Amount Charged
Johnson Sept 2011	\$ 19.00
Kashing	\$ 12.25
Smith	\$ 19.00
XYZ Oil	\$ 9.00
Grand Total	\$ 59.25

Transaction Summary for tom

Date of first transaction: 2011-08-10 14:47:20
Date of last transaction: 2011-08-12 10:19:58

Type of Transaction	Number of Transactions	Amount Charged
Per search	6	\$ 9.00
View document information	9	\$ 2.25
View all document pages	7	\$ 28.00
View single page	1	\$ 1.00
Per Report	1	\$ 3.00
Per OCR Page	8	\$ 16.00
Grand Total		\$ 59.25