



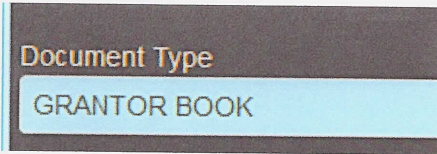
USER GUIDE

- Use of a credit card will require a \$20.00 buffer that will be drawn down during the session. The unused portion will be returned to the account in a couple of days. **IF YOU CANCEL OUT OF YOUR SESSION BEFORE YOU ARE DONE MAKING COPIES YOU WILL BE REQUIRED TO START A NEW SESSION USING YOUR CREDIT CARD AND AN ADDITIONAL BUFFER OF \$20.00 WILL BE CHARGED.**
- Enter the search criteria in AVA then hit the search key.
- A listing of documents will appear.
- Use your mouse to click on the document you wish to view.
- When document is open you can select from the tool bar at the bottom to move between pages, zoom in or out, print or reset.
- If you are done viewing the document you can return to the listing by left clicking the mouse on the **BACK** key located in the upper left-hand corner of the page.
- If you wish to print a document or a page or a selection of pages you would select the print icon in the yellow tool bar at the bottom of the screen.
- A menu will appear asking if you wish to print the entire document, current page or a selection of pages only. Once you make your selection you hit okay to print. After printing hit the **CLOSE** key at the top right-hand corner to return to the original viewing screen of the document.
- Select the **BACK** key in the upper left-hand corner of the page to go back to the search screen or to start an entirely new search.
- On the original home screen/search screen you will see a yellow box in the upper right-hand corner which reflects your session balance. If you click on that box it will drop down and show you the money you have spent and you can either print the information for free or have it emailed to you. When done hit the **CLOSE** key.
- You may go back to the search screen as often as you like using the **BACK** key; but do not exit out of the application or you must begin a new session.

Retrieving the Old Grantor / Grantee Index Books in Ava

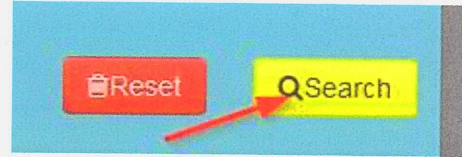
Click in Document Type

Type or go to GRANTOR BOOK or GRANTEE BOOK



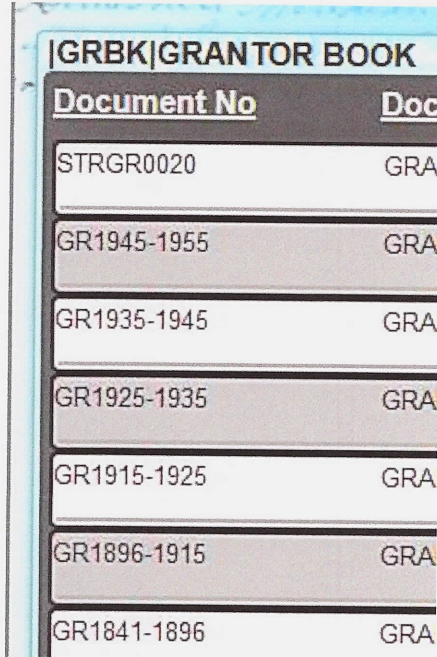
Document Type
GRANTOR BOOK

Click Search



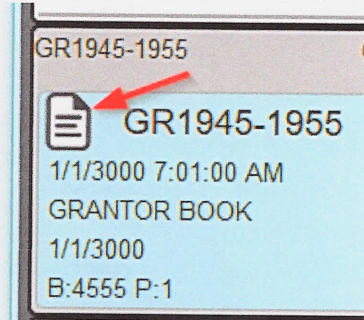
Reset Search

Find the Year Range in the Doc Number column




Document No	Doc
STRGR0020	GRA
GR1945-1955	GRA
GR1935-1945	GRA
GR1925-1935	GRA
GR1915-1925	GRA
GR1896-1915	GRA
GR1841-1896	GRA


Click on the year range you wish to view and then Click on the paper icon

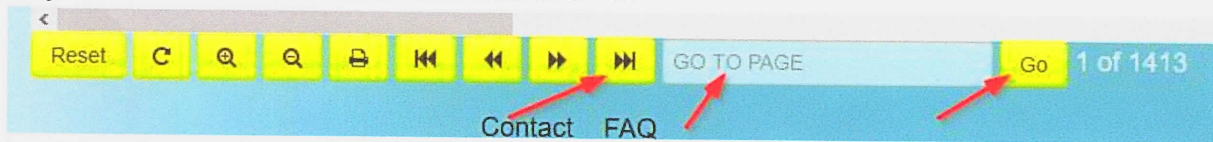


GR1945-1955

 GR1945-1955

1/1/3000 7:01:00 AM
GRANTOR BOOK
1/1/3000
B:4555 P:1

Click on the  button to view the Table of Content page. Put the page number you want to go to in the 'GO TO PAGE' area and click Go



Reset C Q Q E K K >> >> GO TO PAGE Go 1 of 1413

Contact FAQ

Retrieving Document Books by Book/Page

Belknap County Document Books 1 – 15 Retrieve these with an 80 prefix (8001 thru 8015)

Belknap County Document Books 16 to current Retrieve as is (16 thru current (no prefix))

Strafford County Document Books 1 – 18 Retrieve these with a 90 prefix (9001 thru 9018)

Examples:

Viewing Belknap County Document Books 1 - 15

(Example: book 9 page 253)

Enter the book number with an 80 prefix, ENTER PAGE 1


Click Search

Book	Page
8009	1

Then the Document No and then the doc icon

|8009|1

Document No	Document Type
0009	IMAGE ONLY

 8009

1/1/3000 7:01:00 AM
IMAGE ONLY
1/1/3000
B:8009 P:1

Parties
Party 1:
IMAGE ON

Enter the GO TO PAGE the page you wish to view and click Go

▶▶ 253 Go 1 of 600

This will bring you to the Document

Viewing **Strafford County Document Books 1 - 18**
(Example: book 12 page 491)

see over also

Enter the book number with a 90 prefix, ENTER PAGE 1
Click Search

Book	Page
9012	1

Then the Document No and then the doc Icon

9012|1

Document No	Document Type	Recorded Date
STR0012	IMAGE ONLY	1/1/3000 7:01:00

STR0012
1/1/3000 7:01:00 AM
IMAGE ONLY
1/1/3000
B:9012 P:1

Parties
Party 1:
IMAGE ONLY

Enter the GO TO PAGE the page you wish to view and click Go

of lot numbered thirty in the second division of lots in said town con

491 Go 1 of 664

This will bring you to the Document

Viewing **Belknap County Document Books 16 – Current**
Use standard Book/Page search – No leading 0s

Click the Book Page toggle on the right side of the Search screen
Enter the book number (Enter Example:956) , Enter the page number (Enter Example: 23)
Click ADD, Click Find, Then the IMG Icon to view the Document