Tapestry Land Record Search:

WHY?

Tapestry is designed to provide searchers the opportunity to view a county’s data and images on a per transaction level.

How Tapestry Works:

1. Open a web browser and go to https://www.landrecords.net

2. Click on Member Login if you have a user profile, otherwise you may click on “Search Now!”

3. After clicking “Search Now!” scroll to find ‘St Charles, MO’ in the list or choose ‘Missouri’ in the state option and select ‘St Charles, MO’ from the filtered list.
Once you select ‘St Charles, MO’ you will be directed to their county specific search page.
4. Enter search criteria for searching
   a. You can enter a single criterion or multiple.
   b. In the “Last Name/Business Name” field, enter Last name only, or Last name, space, First Name.

5. Click Search
6. Scroll down the page and click the check box to agree to the Terms and Conditions, then click Continue
a. **NON-members** will be taken to the payment screen where they will have to enter in a valid credit card number and billing information to complete the search.

7. If the credit card is valid, the user will be charged a $30 pre-authorization fee—to be refunded upon the completion of the transaction (once the user exits Tapestry)
   a. Searchers are charged $6.95 per search, as well as print charges per pages printed
i. Print charges are $1.00/Page

8. If a search is too broad and includes too many results, users will get a window that notifies them that only the first 200 results will be displayed. You can continue to view the first 200 results, or perform a new search to narrow the results down further.

9. Search results are displayed in date order, newest to oldest.

10. The session total fee is in the top right corner of the screen.

   a. County information is displayed at the top (DataSource)
b. The search results are in the middle—to view a specific result, click on the line of the document number you wish to view.

11. The search result screen will refresh to display the indexed information.
   a. Searchers have the option to go back to the results screen with the ‘Back to Results’ button on the left
   b. They can view the next document in the search with the arrow buttons
   c. View the image with the ‘View Image’ icon in the center

12. If they select the ‘View Image’ option, the page will refresh and they will be taken to the first page of the document.
13. You can navigate large documents by typing the page number they want to see in the upper left corner of the screen.

14. The image is not full screen for security purposes.

15. The buttons at the bottom of the screen will:
   a. Take searchers back to the results page
   b. Navigate pages
   c. Print the document or select images of the document

16. If you select the Print option, a new tab will open and the user can select what they want to print.
   a. Prints are a per page cost of $1/per page
17. Make your print selection and click ‘Print’
   a. You can choose to print to a printer or Print to PDF – the choice is up to you.
18. Exit the image to return to the Tapestry website to search more or close out.
19. Click on ‘Receipt’ in the upper right corner of the screen to generate a receipt and save or print it.

20. Back on the Home Screen, the searcher has a few additional options:
    a. FAQ (frequently asked questions)
    b. Click on FAQ to navigate to a list of common Tapestry questions.
    c. Click on the question to move the focus (the line will highlight purple) and the answer will populate on the screen as seen in the screen shot below.
21. The ‘Contact Us’ button will open a new tab in the browser so the searcher can type an email to Fidlar Support Staff expressing their questions, comments, or concerns regarding their searching experience.

22. A dropdown menu is available with 5 category options to expedite the support process.
23. ‘About Tapestry’ is an overview of WHY Tapestry was created and WHY it has the functionality that it does.

24. ‘Member Login’ allows Tapestry members to log into Tapestry and access their account at any time to perform searches.

25. ‘Help’ in the lower right corner of the screen allows users a direct chat line to the Fidlar Support staff for assistance when needed.