INSTRUCTIONS FOR DOWNLOADING THE DETAILED REPORT VIEWER
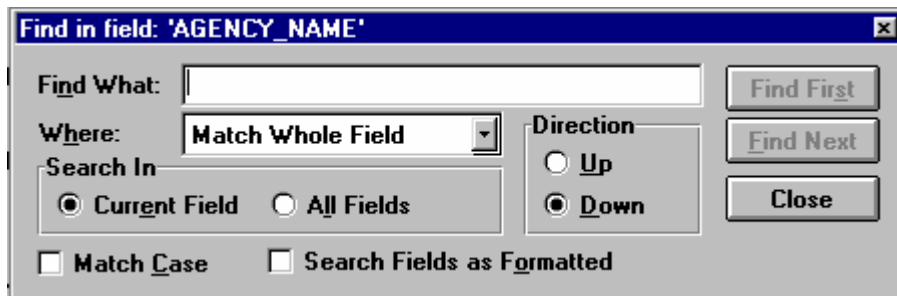
The Detailed Report Viewer can be downloaded from the TDI website. It is contained in an "executable" file, which has compressed the size of the files. Once you have run the executables, you will have 48 files that make up the program. Below are the step by step instructions for this process.

1. From Internet Browser (Netscape, Explorer etc.) enter http://www.tdi.state.tx.us/general/forms/tdirpts.html#title_rpts in the address field and press enter.
2. Under the heading "Title Insurance Reports: Agent Statistical Reports" locate "Detail Viewer."
3. This will take you to the file download screen. Select "Open".
4. The next window shows "unzip to folder" and the file name (pc03viewer.zip). Note where the files are being unzipped so you can locate them. Choose "unzip". You will then receive a message stating "48 file(s) unzipped successfully".
5. Open Windows Explorer (this explores your pc) and go to the directory where you just saved the files and locate the file "setup.exe", the size of this file should be 39KB.
6. Double click on the setup file to run the installation of the Detailed Report Viewer.
7. Once the installation has completed successfully, be sure to drag and drop the shortcut icon onto your desktop. This is very important because opening the program elsewhere will result in your computer system trying to open and convert the file to a newer version of Microsoft Access which will render the viewer useless.

INSTRUCTIONS FOR USING THE DETAILED REPORT VIEWER

1. Once you have chosen "View 2003 Reports", tab to the field by which you would like to search ("Agency Name", "Agency Number", "City", etc.). Once that field is highlighted, click on the Binoculars button from the Toolbar (at the top of screen).

    The following FIND dialog box appears.

2. In the "Find What" field, type agency name (in whole or part), agency number, etc.

    If typing whole name, leave the "Where" field as is (Match Whole Field). If typing first word of agency name, change "Where" field to Start of Field. Click on the down arrow and highlight your selection.

3. Click on **"Find First"** and your record should display.

    If record not found, the following message appears, "Microsoft Access reached the end of the records. Click on OK, "Find" dialog box returns. You may need to change your search query. See note in step 2 above.

4. Once you have located the agency for which you are searching, you may print or preview the entire call by clicking on "Print or Preview Selected Report" and then choosing the form you would like to print or preview, if not the entire report.

5. You may also view the information directly from Form A, although it will not be in the same format as the print/preview.

   To return to one of the forms, click on the appropriate alpha button located on the toolbar (directly above the FORM A title bar). To return to a section of Form A, click on the appropriate button located at the bottom of the form (directly below the "CHECK ONE" box).

6. When you are ready to exit the data call, **click on Close**. A dialog box will display, **click Yes**. A second dialog box will display, **click on Cancel** and you will return to the Main Menu, **click on Exit**.