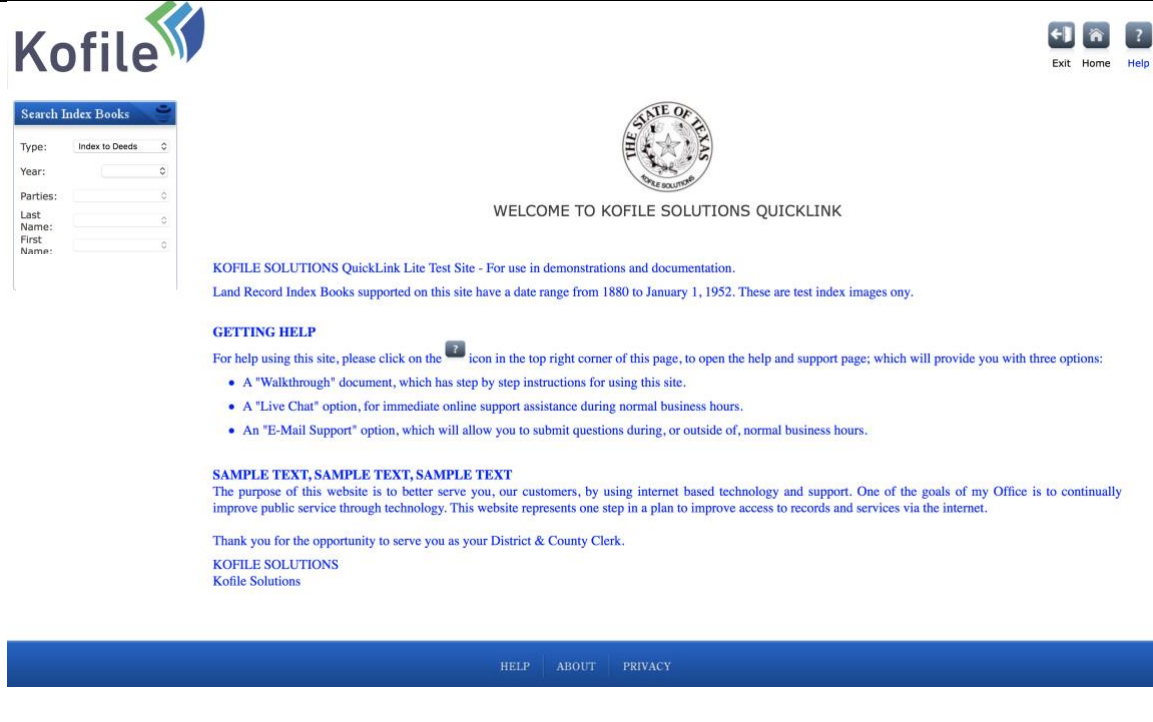


Last Updated at 4/27/2018 11:15 PM by Matthew Maclean

Step	Description	Image
1.	<p>Welcome to Quicklink</p> <p>This website will allow you to research historical index books by:</p> <ul style="list-style-type: none"> ● Book Type ● Year Range ● Party Type such as: <ul style="list-style-type: none"> ○ Grantor/Grantee ○ Buyer/Seller ● Last Name (starting letter or letters) ● First Name (defaults to "A-Z") 	 <p>The screenshot shows the Kofile Quicklink website. At the top left is the Kofile logo. Below it is a search form titled 'Search Index Books' with fields for Type (set to 'Index to Deeds'), Year, Parties, Last Name, and First Name. In the top right corner, there are navigation icons for Exit, Home, and Help. The main content area features the Seal of the State of Texas and the text 'WELCOME TO KOFILE SOLUTIONS QUICKLINK'. Below this, there is a message: 'KOFILE SOLUTIONS QuickLink Lite Test Site - For use in demonstrations and documentation. Land Record Index Books supported on this site have a date range from 1880 to January 1, 1952. These are test index images only.' A 'GETTING HELP' section follows, with a help icon and text: 'For help using this site, please click on the [help icon] icon in the top right corner of this page, to open the help and support page; which will provide you with three options:'. The options listed are: 'A "Walkthrough" document, which has step by step instructions for using this site.', 'A "Live Chat" option, for immediate online support assistance during normal business hours.', and 'An "E-Mail Support" option, which will allow you to submit questions during, or outside of, normal business hours.' Below this is a 'SAMPLE TEXT, SAMPLE TEXT, SAMPLE TEXT' section with a paragraph: 'The purpose of this website is to better serve you, our customers, by using internet based technology and support. One of the goals of my Office is to continually improve public service through technology. This website represents one step in a plan to improve access to records and services via the internet.' At the bottom, there is a footer with the text 'Thank you for the opportunity to serve you as your District & County Clerk.' and 'KOFILE SOLUTIONS Kofile Solutions'. At the very bottom, there is a blue bar with the links 'HELP ABOUT PRIVACY'.</p>

2. This “Walkthrough” will teach you how to use Quicklink to:

- [Search Index Books](#)

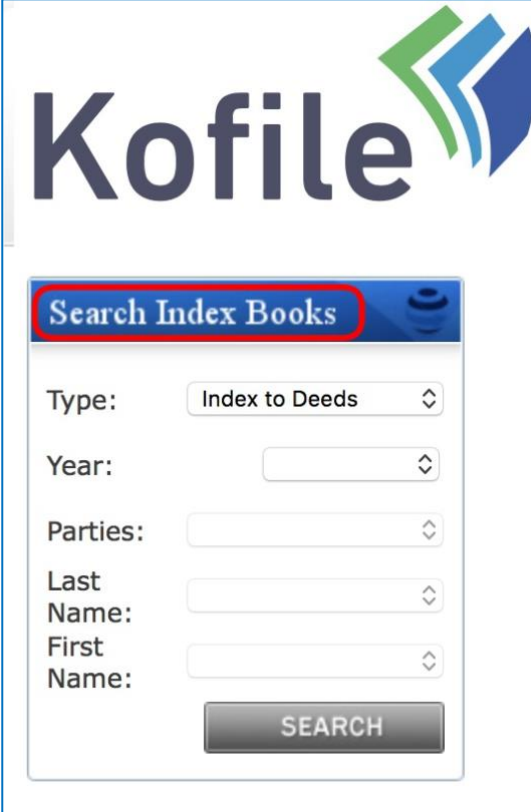
This guide is split into three sections

Section 1 – [Search Index Books](#)

Section 2 – [Basic navigation](#)

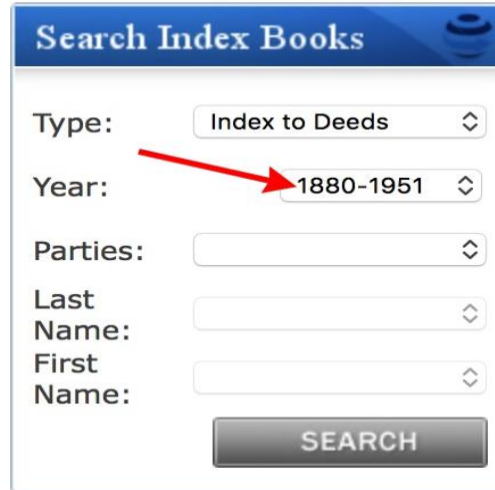
Section 3 – [Help and Support](#)

You can skip directly to the section of this document that addresses your needs by clicking on one of the links above.

A screenshot of the Kofile website's search interface. At the top left is the Kofile logo. Below it is a search bar with the text "Search Index Books" inside, which is highlighted with a red rounded rectangle. To the right of the search bar is a small circular icon with a blue and white design. Below the search bar are several input fields: "Type:" with a dropdown menu showing "Index to Deeds"; "Year:" with an empty dropdown menu; "Parties:" with an empty dropdown menu; "Last Name:" with an empty dropdown menu; and "First Name:" with an empty dropdown menu. At the bottom of these fields is a grey button with the word "SEARCH" in white capital letters.

<p>3.</p>	<p>Search Index Books</p> <p>To review Index books, start with the Search Index Books function, which is found on the left side of the window.</p>		
<p>4.</p>	<p>Begin by clicking the Index Type dropdown and selecting the book type you wish to search on</p> <p><i>Note: If there is only one Index Book Type, the dropdown will not open</i></p>		

5. The next step is to click the **Year Range** dropdown, to choose the Year range you wish to search on

A screenshot of a web form titled "Search Index Books" with a blue header bar. The form contains several dropdown menus and a search button. The "Type:" dropdown is set to "Index to Deeds". The "Year:" dropdown is set to "1880-1951", and a red arrow points to this dropdown. The "Parties:", "Last Name:", and "First Name:" dropdowns are currently empty. A grey "SEARCH" button is located at the bottom of the form.

Search Index Books

Type: Index to Deeds

Year: 1880-1951

Parties:

Last Name:


First Name:

SEARCH

6. Click the **Parties** dropdown and select from the following:

- **Grantor**
- **Grantee**
- **Grantor/Grantee**
- **Interested Party**
- **Nature of Procedure**
- **Direct**
- **Indirect**
- **Reverse**
- **Direct/Indirect**
- **Direct/Reverse**
- **Plaintiff**
- **Defendant**
- **Plaintiff/Defendant**
- **Decedent**
- **Party 1**
- **Party 2**

Note: Not all of these party types will be listed as the types of party are dependent on the type of index book being searched

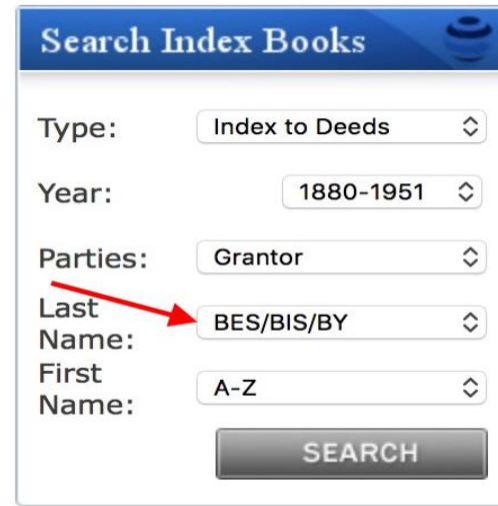


The screenshot shows a web form titled "Search Index Books". It contains several dropdown menus and text input fields. The "Type" dropdown is set to "Index to Deeds". The "Year" dropdown is set to "1880-1951". The "Parties" dropdown is set to "Grantor", with a red arrow pointing to it. Below the "Parties" dropdown are two empty dropdown menus for "Last Name" and "First Name". At the bottom of the form is a "SEARCH" button.

7. Select the first letter (or letters) of the last name you would like to search on, from the dropdown list labeled **Last Name**.

Note: The **First Name** field will automatically populate with A-Z.

Click the **Search** button



Search Index Books

Type: Index to Deeds

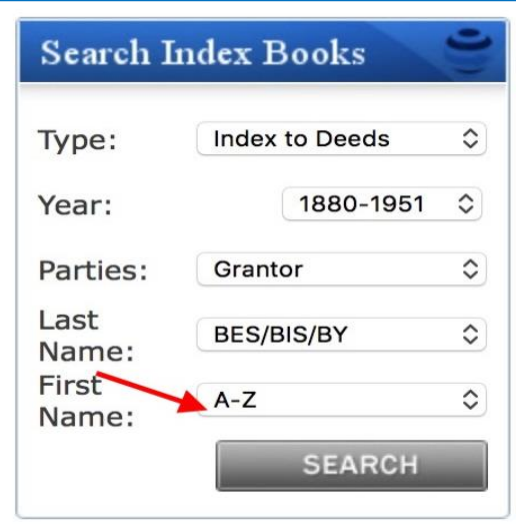
Year: 1880-1951

Parties: Grantor

Last Name: **BES/BIS/BY**

First Name: A-Z

SEARCH



Search Index Books

Type: Index to Deeds

Year: 1880-1951

Parties: Grantor

Last Name: BES/BIS/BY

First Name: **A-Z**

SEARCH

8. The index page will now display in the center of the screen

On this screen you can:

- **Exit** the application
- Return to the **Home** Page
- **Zoom In** and **Zoom Out**
- Skip to the **next/previous** pages
- Skip to the **first page/last page**
- Skip to a **specific** page in the index book, by typing in a page number and pressing enter
- Access the **help** options

DIRECT Index to Deeds, Oil and Gas Leases, Releases, Etc. — Kofile County, Texas





SURNAMES	GIVEN NAMES	GRANTEES	KIND OF INSTRUMENT	DATE OF INSTRUMENT			DATE OF FILING			BOOK	PAGE			
				Month	Day	Year	Month	Day	Year					
Byran	Q.H., et al	To the Public	Affidavit	5	14	1898	6	9	1898	11	45	A.M.	K	358
Bivens	John T., Atty.	Wood & Lee, et al	Sworn Account	8	1	1905	8	1	1905	1	45	P.M.	N	586
Byrne	E.J., et al	Keeble James, Tr.	D/T	1	2	1908	1	10	1908	4	00	P.M.	5	514
Beyer	Carl, et ux	W.H. Sylvester, et ux	Deed	6	4	1908	6	9	1908	8	30	A.M.	T	250
Bivens	J.T., et al	C.H. Beaver, Tr.	D/T	2	12	1908	10	24	1908	2	40	P.M.	6	87
Bivens	J.T., et al	C.H. Beaver	Power of Atty.	12	14	1908	12	16	1908	2	30	P.M.	U	329
Bivens	J.T., et al	B.W. Cole, et al	Deed	12	19	1908	12	21	1908	8	00	A.M.	T	359
Byrus	Ella G., et vir	R.R. Urban, Tr.	D/T	2	17	1909	2	20	1909	2	00	P.M.	6	216
Bivens	J.T., et al	Nueces Valley, Rio Grande, & Mexico Railroad Co.	Deed	2	11	1909	3	6	1909	9	00	A.M.	T	530
Bivens	John T., et al	B.W. Cole, et al	Release	5	31	1909	6	4	1909	11	00	A.M.	W	51
Eyer	G.F., et ux	J.H. Gallman, et al	Deed	7	14	1909	7	23	1909	5	00	P.M.	W	91
Bivens	J.T., et al	J.P. Spratt, et al	Release	9	23	1909	3	15	1910	2	15	P.M.	6	563
Bivens	John T., et al	S.G. McWharter	Release	9	16	1910	10	5	1910	9	00	A.M.	7	90
Biszell	Est. of Hesekish, Dec'd.	To the Public	C/G Pro. Proceed.	5	26	1911	5	29	1911	8	00	A.M.	Z	488
Biszell	Est. of Hesekish, Dec'd.	Enoch Jones	Deed	5	26	1911	5	29	1911	8	00	A.M.	Z	488
Bivens	J.T., et al	J.C. Saner	Release	10	3	1911	10	26	1911	2	30	P.M.	B-1	540
Beas	Rev. P.	Arthur Lieske	Deed	4	19	1911	11	20	1911	2	00	P.M.	D-1	257
Bivens	John T. et Judge John T., al	Walter C. Atkinson, et al	W/D	1	4	1913	1	6	1913	9	00	A.M.	H-1	27
Bivens	John T., Jr., et al	Clare M. Atkinson	W/D	12	31	1912	1	7	1913	9	00	A.M.	H-1	29
Bivens	John T., Jr., et al	Clare M. Atkinson	W/D	12	31	1912	1	7	1913	9	00	A.M.	H-1	29





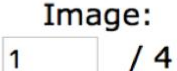
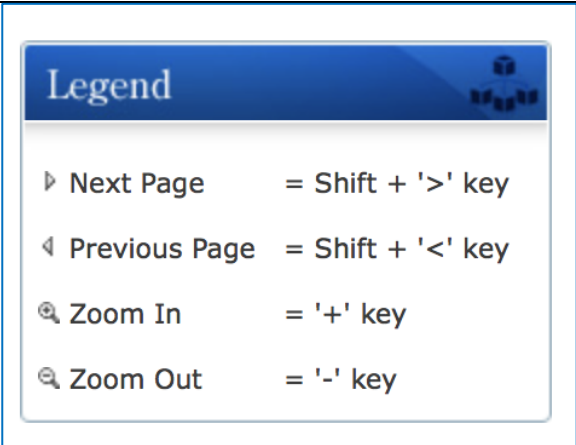
9. **Basic Navigation**

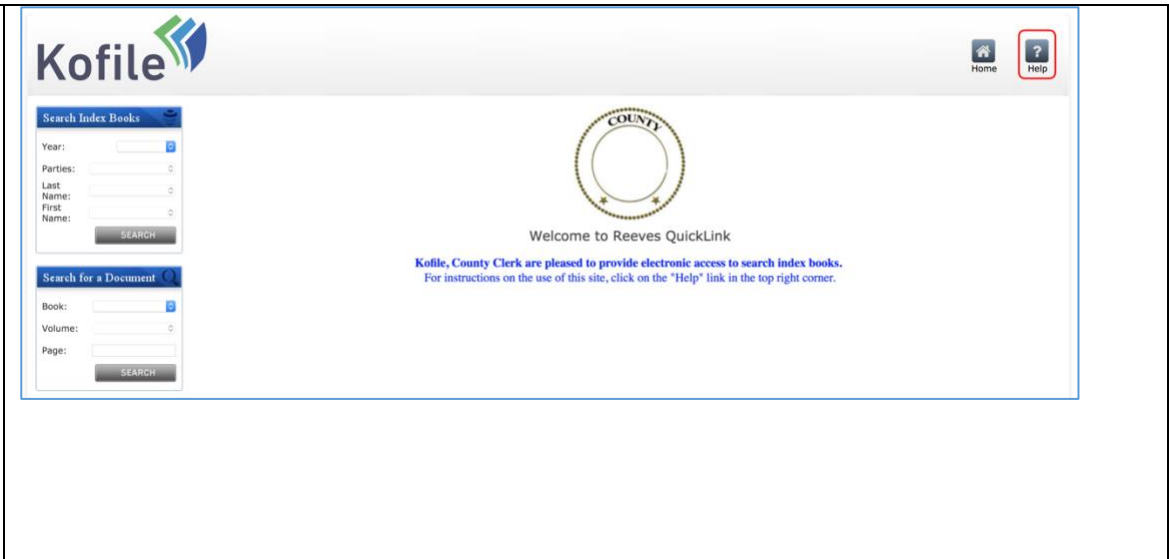
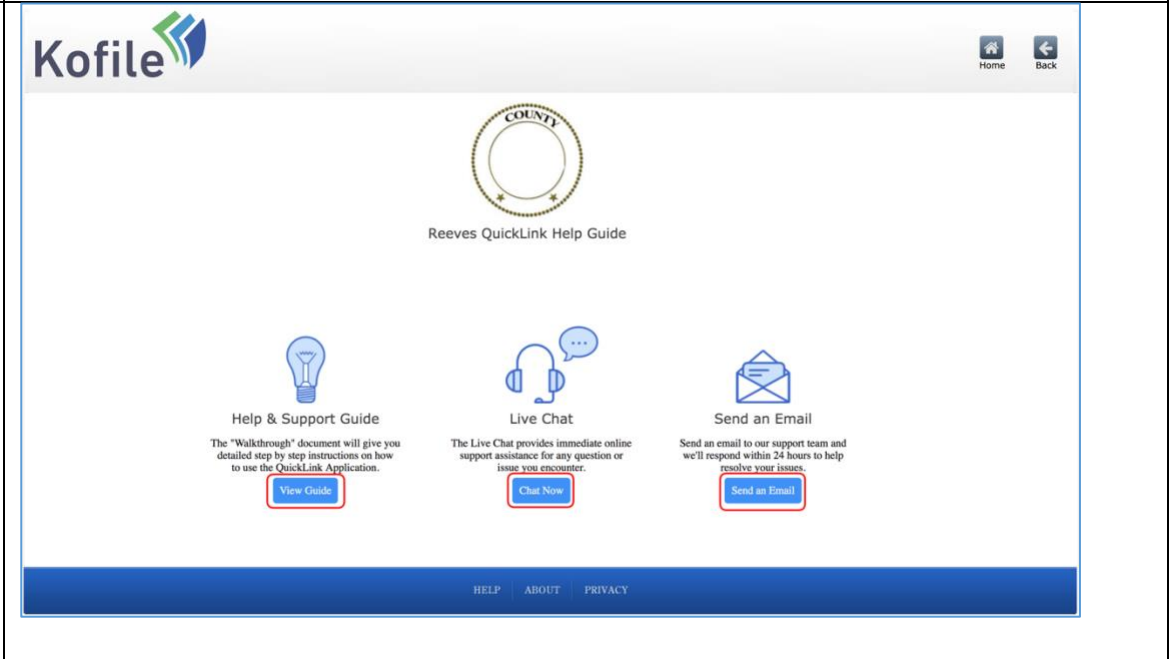
Now let's review the application's control options.




There are nine buttons on the Index Book page: **Exit**, **Home**, **Zoom In**, **Zoom Out**, **First Page**, **Previous Page**, **Next Page**, **Last Page** and **Help**. These buttons are always found on the top right corner of the screen.

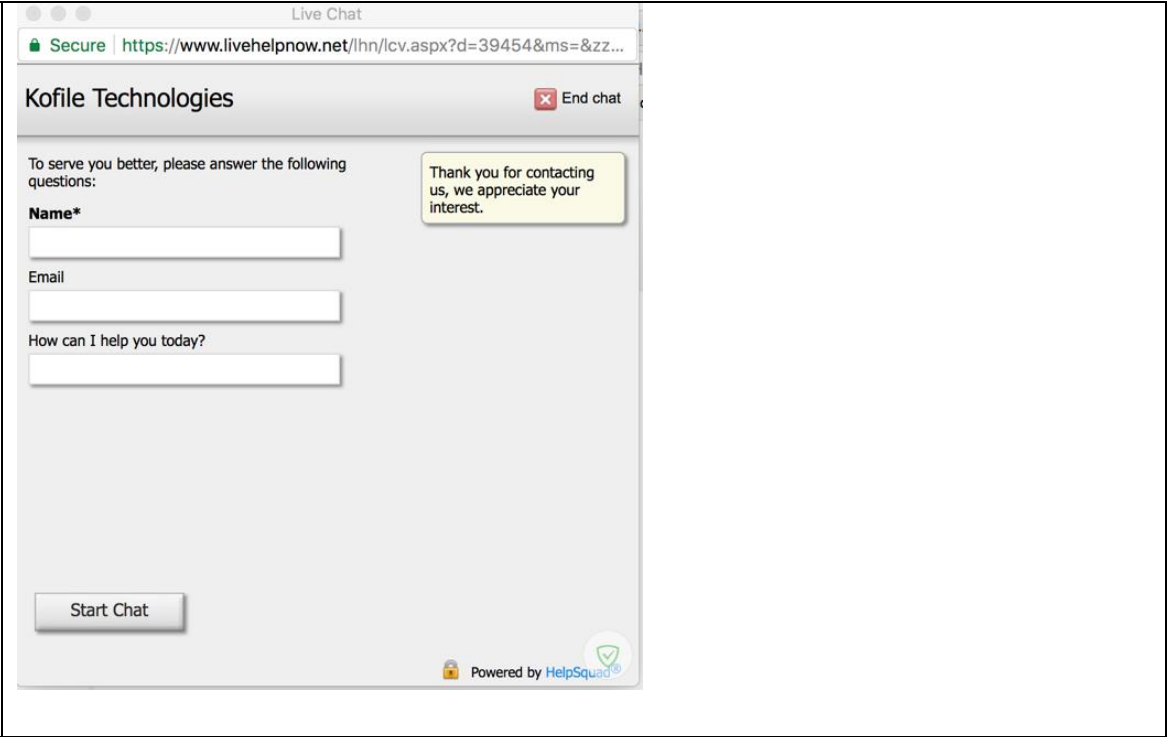

Exit Home Zoom In Zoom Out Image: 1 / 4 Help ▶

<p>10.</p>	<p>Exit Button To exit the application, click the Exit button, which will close the current page and return you to kofilequicklinks.com</p>	 <p>Exit</p>
<p>11.</p>	<p>Home Button To return to the QuickLink Lite's Home Page, click on the Home button</p>	 <p>Home</p>
<p>12.</p>	<p>Zoom In/Zoom out Buttons The application allows you to zoom in and zoom out of the index page images. The zoom increases or decreases the size of the image by 25% each time you click the button. To zoom in, click the Zoom In button To zoom out, click the Zoom Out button</p>	  <p>Zoom In Zoom Out</p>

<p>13.</p>	<p>Page Navigation Buttons</p> <p>To move through the index pages, use the page navigation buttons:</p> <ol style="list-style-type: none"> 1. To go to the next page, click on the Next Page button 2. To go to the previous page, click on the Previous Page button 3. To return to the start, click on the First Page button 4. To get to the last page, click on the Last Page button 5. To get to a specific index page, use the text box to enter a page number, and press the Enter key on your keyboard 	<ol style="list-style-type: none"> 1. Next Page:  2. Previous Page:  3. First Page:  4. Last Page:  5. Specific Page: 
<p>14.</p>	<p>Keyboard Shortcuts</p> <p>There are also keyboard shortcuts for the following functions:</p> <ul style="list-style-type: none"> • Next Page = Shift + > key • Previous Page = Shift + < key • Zoom In = + key • Zoom Out = - key <p>This legend is found on the lower left side of the window.</p>	

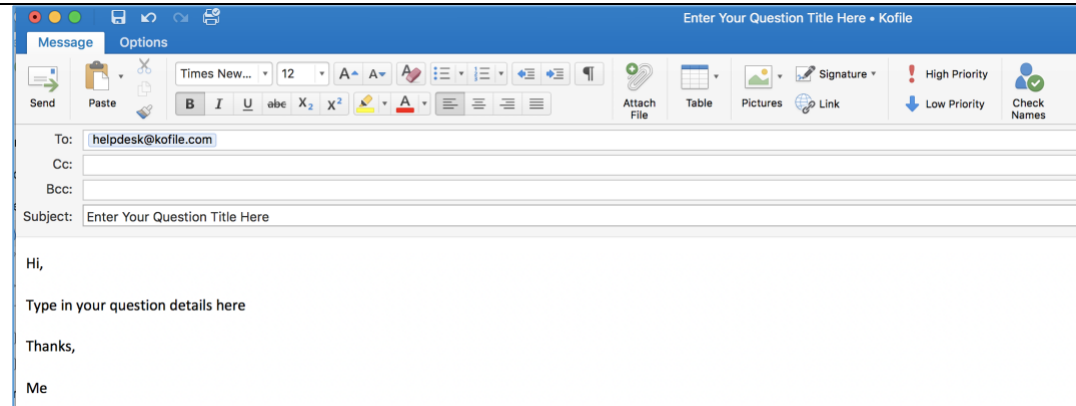
<p>15. Help and Support</p> <p>The QuickLink site provides a detailed set of help and support features, including:</p> <ul style="list-style-type: none"> • This Walkthrough Document • Live Chat • Email Support <p>To access the product Help, click the Help button located in the top right corner of the site</p>	 <p>The screenshot shows the Kofile QuickLink homepage. At the top left is the Kofile logo. In the top right corner, there are 'Home' and 'Help' buttons. The 'Help' button is highlighted with a red box. Below the logo is a search section with two forms: 'Search Index Books' and 'Search for a Document'. The 'Search Index Books' form includes fields for Year, Parties, Last Name, and First Name. The 'Search for a Document' form includes fields for Book, Volume, and Page. In the center of the page is the Reeves County seal and a welcome message: 'Welcome to Reeves QuickLink. Kofile, County Clerk are pleased to provide electronic access to search index books. For instructions on the use of this site, click on the "Help" link in the top right corner.'</p>
<p>16. The help page opens to show you the options available for help and support</p>	 <p>The screenshot shows the Reeves QuickLink Help Guide page. At the top left is the Kofile logo. In the top right corner, there are 'Home' and 'Back' buttons. Below the logo is the Reeves County seal and the title 'Reeves QuickLink Help Guide'. The page features three main sections, each with an icon and a button: <ul style="list-style-type: none"> Help & Support Guide: Includes a lightbulb icon, a description: 'The "Walkthrough" document will give you detailed step by step instructions on how to use the QuickLink Application.', and a 'View Guide' button. Live Chat: Includes a headset icon, a description: 'The Live Chat provides immediate online support assistance for any question or issue you encounter.', and a 'Chat Now' button. Send an Email: Includes an envelope icon, a description: 'Send an email to our support team and we'll respond within 24 hours to help resolve your issues.', and a 'Send an Email' button. At the bottom of the page is a blue footer with links for 'HELP', 'ABOUT', and 'PRIVACY'. </p>

<p>17.</p>	<p>Clicking on the View Guide button opens a copy of this document</p>	<div data-bbox="863 256 1104 457">  <p>Help & Support Guide</p> <p>The "Walkthrough" document will give you detailed step by step instructions on how to use the QuickLink Application.</p> <p>View Guide</p> </div> <div data-bbox="863 457 1871 1000">  </div>
<p>18.</p>	<p>Clicking on the Live Chat Button will open a popup window, that will sit over the QuickLink site.</p> <p>To start live chat:</p> <ul style="list-style-type: none"> • Enter your name (which is mandatory) • Enter an email address (optional) • Type in your question • Press the Start Chat 	<div data-bbox="863 1047 1058 1250">  <p>Live Chat</p> <p>The Live Chat provides immediate online support assistance for any question or issue you encounter.</p> <p>Chat Now</p> </div>

	<p>The chat session will start, and a technician will respond to your question. You will be able to correspond with the technician in a text message style box to resolve your issues.</p> <p><i>Please Note:</i> In the unlikely event our front-line technician is unable to answer your questions, they will escalate the issue, and our support team will research it. If you include your email in the chat, our team will be able to contact you with the answer, when extra research is required</p>	
<p>19.</p>	<p>Clicking on the Email Button will open up an email to helpdesk@kofile.com in the default email program on your device. This is totally free-form. However, it is recommended you put a title in the Subject Line, and then your detailed question in the main message section.</p> <p>Example Email: <i>To helpdesk@kofile.com</i> <i>Subject: Unable to See My Downloads</i></p>	

Message: I am unable to see my downloads after buying the documents I need. How do I find my documents?

On receipt of the email our support team will reply to let you know your issue is being researched. They will research your issue and respond, via email, with their answer.



Message Options Enter Your Question Title Here - Kofile

Send Paste Times New... 12 A A A B I U abc X₂ X² Attach File Table Pictures Link High Priority Low Priority Check Names

To: helpdesk@kofile.com

Cc:

Bcc:

Subject: Enter Your Question Title Here

Hi,

Type in your question details here

Thanks,

Me