# triSearch®

Userguide

Step 1: Launching triSearch

- Enter the intended triConvey Matter (Ensure matter has all purchaser's information and property details for most efficient data population).
- Select the triSearch integration button at the top of the tool bar.
- Click 'New Search' to open the search platform (the platform will automatically default to your matter State).
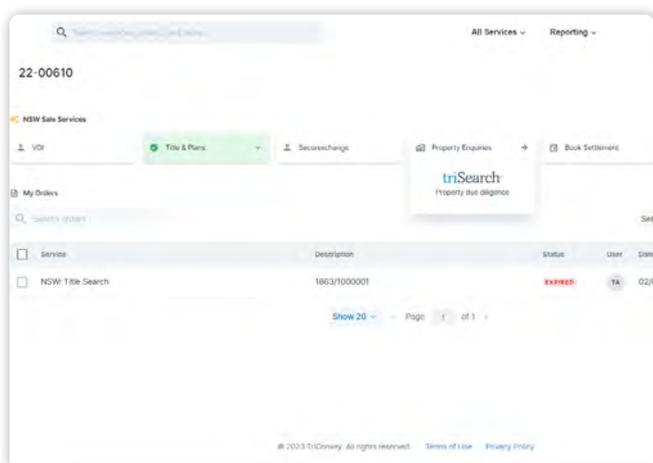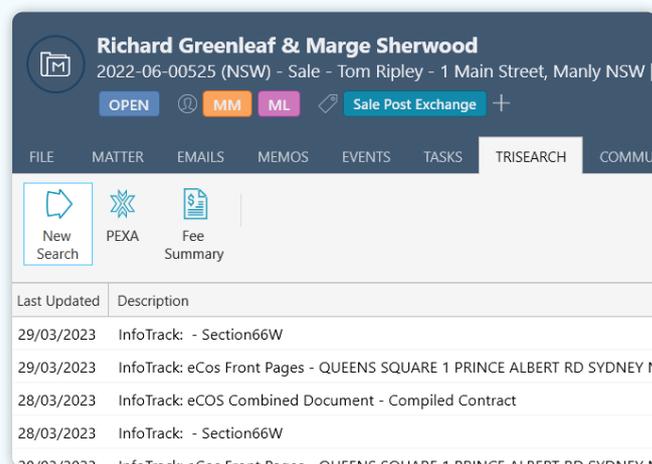

Step 2: Order property Enquiries

- Select property enquiries from options.
- Click continue after confirming title particulars & information is correct.

Step 3: Select Certificates

- Tick boxes for selected certificates and documents you want to order.
- Note: All certificates are categorised into respective authorities.
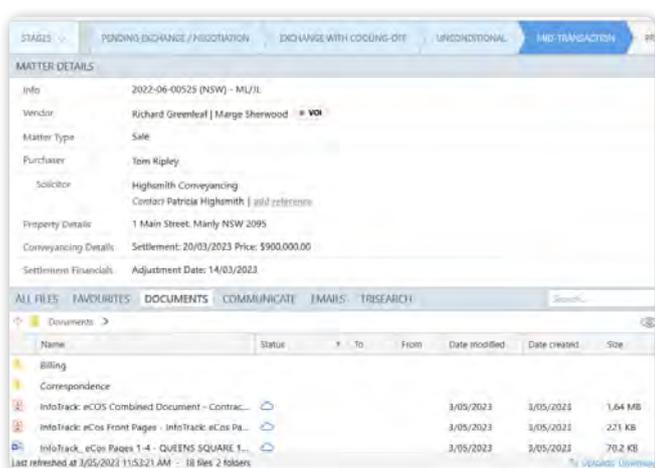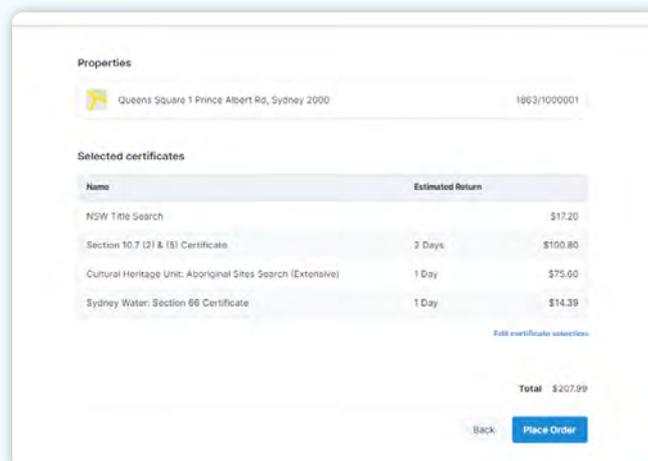- When ready to order, click 'Next' at bottom of page.
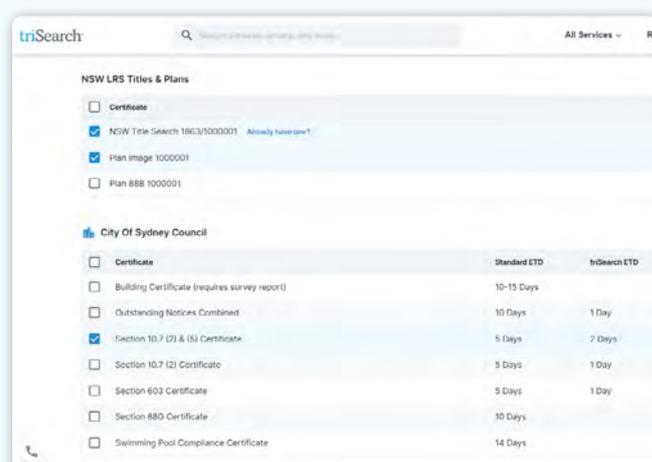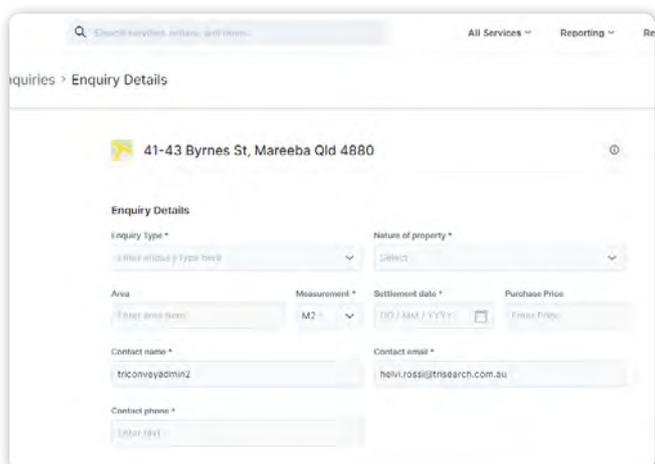
Step 4: Check Details

Skip this step if you're conducting a NSW Matter.

- Check purchaser & vendor details populated.
- Select 'Nature of Property'
- Click 'Next' when ready.

Step 5: Final Summary

- Check final summary and estimated turn-around times.
- Click 'Place Order' when ready.

Step 6: Checking Status

- All disbursements are displayed in triSearch tab of Matter.
- Searches can be found in Matter card once fulfilled.