Alberta Personal Property Registry Electronic System
(APPRES)

Search User Guide

Please note: The material in this package was prepared by PPR business support staff and is intended to assist users with search functionality in APPRES. It is not intended to provide legal advice.
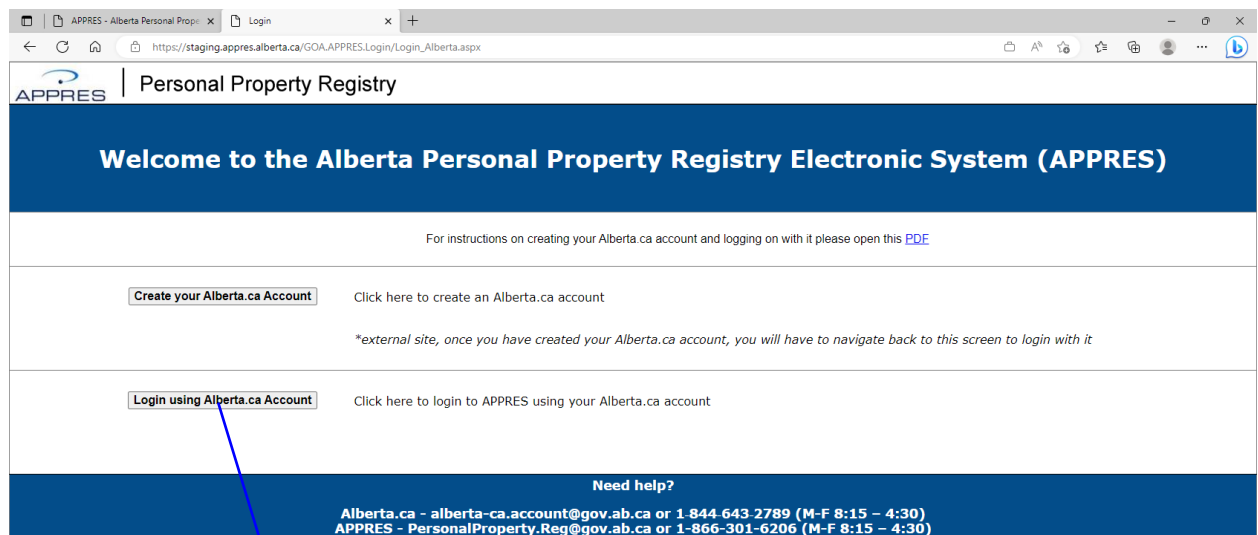
APPRES

Getting Started

You will require an Alberta.ca Account to access APPRES. Please refer to the APPRES Affiliation Guide for instructions on creating a user id and password.

Once you have a User ID/password navigate to APPRES at this location:

https://appres.alberta.ca

Click Login using Alberta.ca Account and supply your User ID/password and click "Sign in".

Click this button then supply your User ID and password.

APPRES Home Page

The APPRES home page will appear, the information on the page will be updated to reflect current events or system outages.

To continue maneuver your cursor over the "Menu" text, a drop-down menu will appear, select "Registry Activities" from the list.
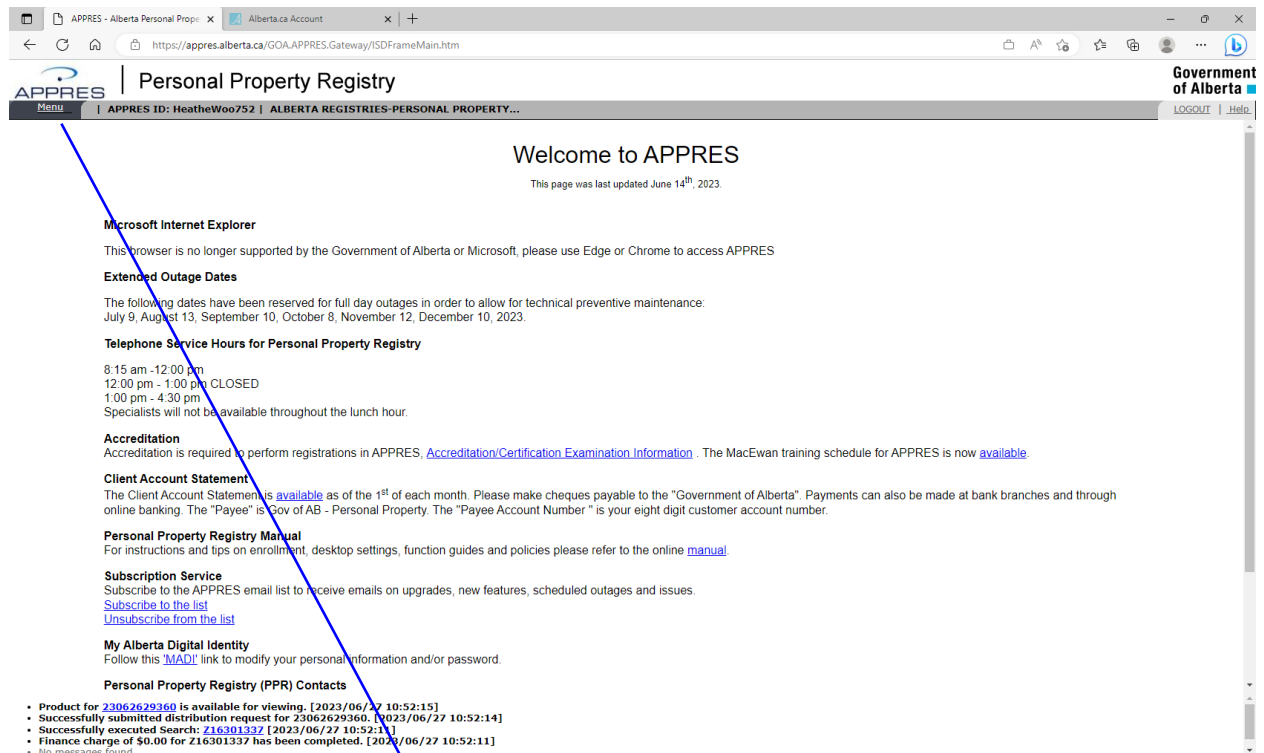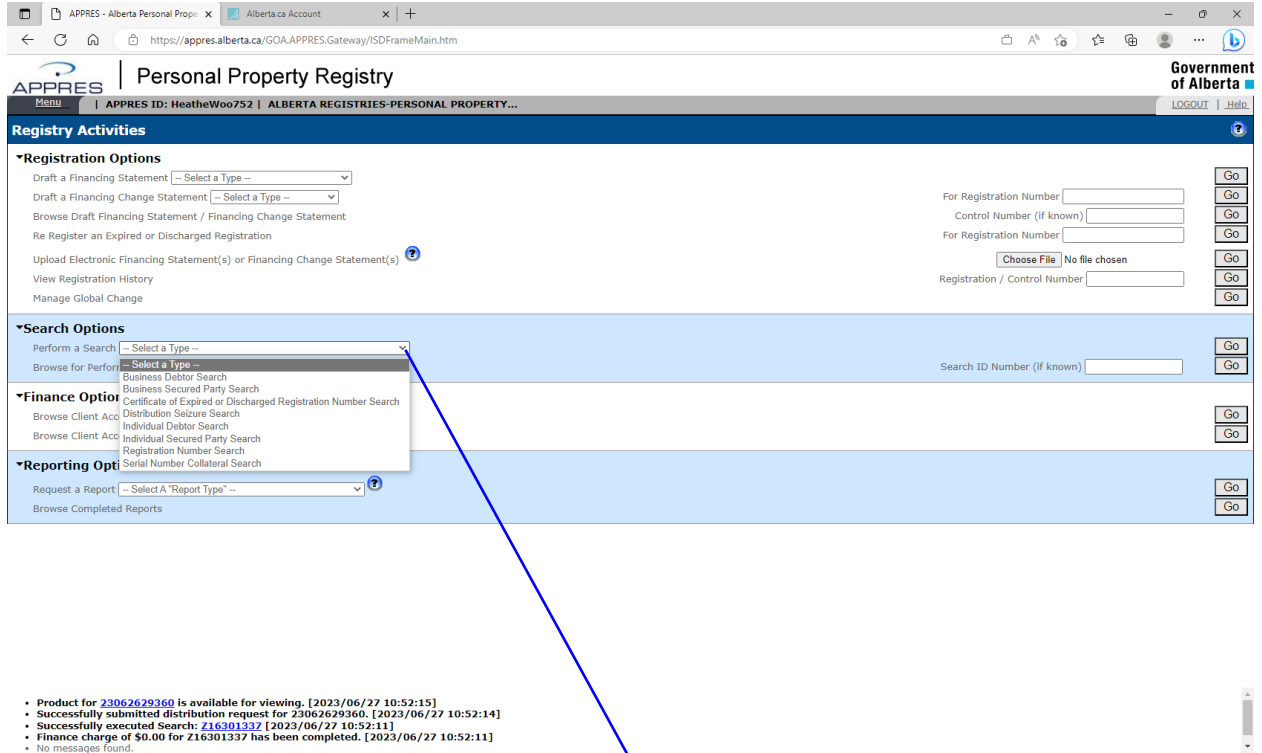

Select Registry Activities to continue.

Registry Activities

Some of the options on this screen may not appear on your screen depending on your security settings.

Under "Search Options" click on the down arrow beside "Perform a Search".

Click on down arrow to display a list of available search types.

Search Types

A list of search types available to your organization will appear. A detailed explanation of each search type *and the criteria that should be supplied when performing a specific search type* can be found in the Help Guide. Click on the help icon in the upper left hand corner to open the Guide.

For this example a business debtor name search has been selected.
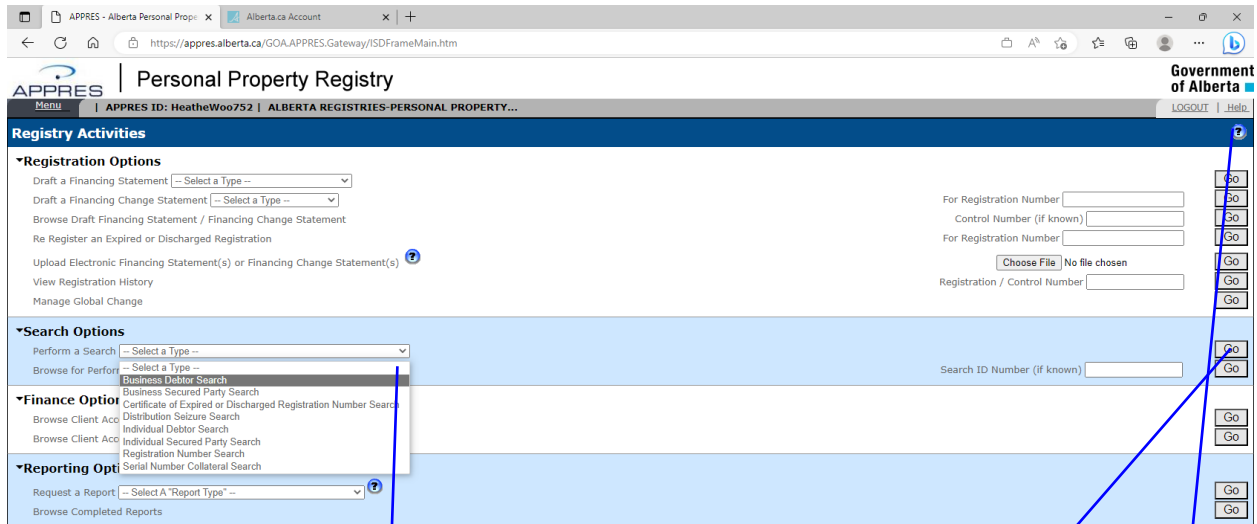
Click on down button to display list of available search types.

Click Go to continue.

Click Help to open help guide.

Search Screen

The page will refresh with the search screen. The criteria being search and a reference number (optional) can be supplied. If you click 'return' you will be returned to the Registry Activities page.

In this example the business name has been supplied along with a reference number. Click 'search' to begin the search process.

A reference (file) number can optionally be supplied.

1. Supply the criteria you want to search.

2. Click search to continue.

Search Example continued

Click continue to proceed or click cancel to return to the previous screen. It is recommended that you review the criteria supplied against the source document to ensure you have specified the criteria accurately before clicking continue.

Once continue has been clicked, the search fee will be applied to your client account.

Review the criteria to ensure accurately supplied.

Click continue to proceed or cancel to return to previous screen (to correct criteria if necessary).

Search ID and Exact Matches

The screen will refresh with the result, in this example there was one exact match and one inexact match.

Result Window Information

In the result window near the bottom of the screen, there are messages displayed relating to the progress of the search. The fee charged and a hyperlink that will return you to this screen is available as long as the session remains open.

The fee charged and a hyperlink to enable you to return to this screen you have navigated to a different screen is available in the results window.

Detailing Inexact Matches

If any inexact matches were returned, they should be reviewed carefully to determine if their registration details should be included in the distributed result. Otherwise a summary of the registration detail will be provided on the distributed result.

The registration details of the exact match will automatically be included in the distributed result.

Once a search result has been distributed, inexact matches can no longer be detailed, a new search would be required.

The registration details of an inexact match can be included on the distributed result by clicking in the radio button beside the desired registration.

The list of inexact matches can be sorted by clicking on the sort button above the various columns.

Detailing Inexact Matches

You can also choose to detail all of the inexact matches by clicking on the 'List All' button. Or to remove all selections click on 'Detail All', to remove an individual selection click in the 'L' radio button beside the registration.

You can choose to detail all the inexact matches or return all the inexact matches to list by click on the appropriate button.

You can choose reset the inexact action or reset the sort to the default sort.

Distributing the Search Result

Once you have finished reviewing the inexact matches (if there were any) you should distribute the search result. Click 'Distribute Search' to continue.

To save any detailing of inexact matches and leave this screen to return later, click this button.

Click to distribute the search result.

Distributing the Search Result

If you have not setup a default distribution method under "Maintain Preferences" you will need to select a distribution method. If you have selected a default method, the method chosen will appear and you need only click "Continue" to complete the process.

Click 'Add New' to select the method(s) of distribution if you have not setup a default distribution method.

Click to select distribution method.

Distributing the Search Result

Click on the drop down button to select a distribution method. More than one method or multiples of the same method (multiple email addresses for example) can be selected. However, you have to add each method (or the details for the same method) separately.

Click for list of distribution methods.

Distributing the Search Result

You can choose one at a time the following methods of receiving the search result:

- Desktop Download – result opens in a PDF window
- Email – result is sent in a PDF format to the email address supplied
- Open in Browser – PDF is opened in a browser window
- Mail – result is mailed through Canada Post

Select one method.

Distributing the Search Result

If you want the result to be distributed through more than one method, you must select each method separately. Click 'Save' to complete the selection of the first method.

PLEASE NOTE:
If you are attempting to distribute an extremely large search result it may take a period of time for the system to process the result.

It is recommended that extremely large search results be distributed through mail.

Click 'Save' to save selected distribution method.

Distributing the Search Result

Click 'Add New' to select another distribution method or click 'Continue' to complete the distribution request. Click 'Delete' to delete a saved method. You may wish to click delete if you have setup a preference as (for example) desktop download and wish the result to be sent via another distribution method and not receive it by desktop download.

Click "Edit" to edit the distribution address (if required), for example if you provided an email address and wanted to change or correct the address specified.


Click continue to complete distribution request.

Results Window information

While the system processes the request for distribution, in the example of Desktop Download, the results window will display messages about the progress. Once the system has successfully created the search result PDF, the search result will appear in a PDF format in a separate window. The result can be saved to a directory, printed to a local printer or in whatever manner available to the user.

In the results window a hyperlink to the PDF product will be available until the session is ended.
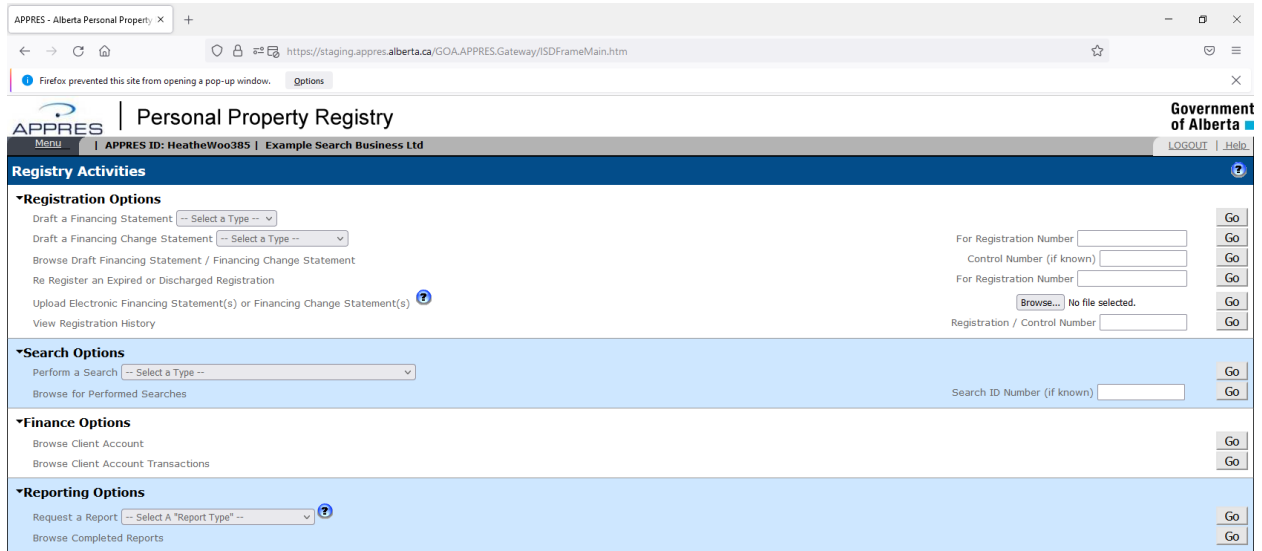
Information related to system progress is displayed in this window. A hyperlink to the search result PDF is available until the session is ended.

Browse for Performed Searches

You can browse for searches performed by your organization by supplying a specific search ID # or by clicking 'Go' to retrieve a list of searches performed on the current date and the previous 4 days.

Browsing for a performed search will allow you to redistribute a search result or if not previously distributed, you can select inexact matches (if necessary) and distribute the result.

To retrieve a search result performed on the current date or within the past 4 days supply a specific search ID number and click 'Go' to view that result or click "Go" to view a list of searches performed by you.

Browse for Performed Searches

If 'Go' is clicked without supplying a search ID, a list of searches will appear. The list can be filtered to a specific search ID number, a specific user or a specific date by supplying the desired detail in the relevant field and clicking 'Search'.

The list can be filtered by a specific search ID, user ID or date by supplying the desired detail in the applicable field and clicking 'Search'.

Browse for Performed Searches

Click 'Launch' beside the search result you wish to view.

Click 'Launch' to view a specific result.

Browse for Performed Searches

The result is displayed and you can choose 'Distribute Search' to have the result distributed again. If the search result had not been previously distributed you will be able to detail inexact matches (if necessary) prior to distributing the result.