

Alberta Personal Property Registry 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 Search User Guide

Getting Started

You will require an Alberta Secure Access Service (ASAS) User ID to access APPRES. Refer to the ASAS information package for instructions on obtaining an ASAS User ID.

Once you have an ASAS User ID navigate to APPRES at this location:

<https://appres.req.gov.ab.ca>

Supply your ASAS User ID and password and click “Login”.

The screenshot shows the login page for the Alberta Secure Access Service. The browser address bar displays a URL starting with 'https://extern2.common.secureaccess.gov.ab.ca'. The page header includes 'Government of Alberta Home | Ministres | Services | Contact Government'. The main content area has a 'Welcome to the Alberta Secure Access Service' banner. Below the banner, there are three columns of text. The left column contains a 'User ID:' field, a 'Password:' field, a 'Forgot Password?' link, and a 'Login' button. The middle column has a 'Click here to register!' button. The right column has an 'Update User Profile' button and a red warning: 'Please do not bookmark this logon page.' A blue arrow points from the 'Login' button to a text box at the bottom of the page.

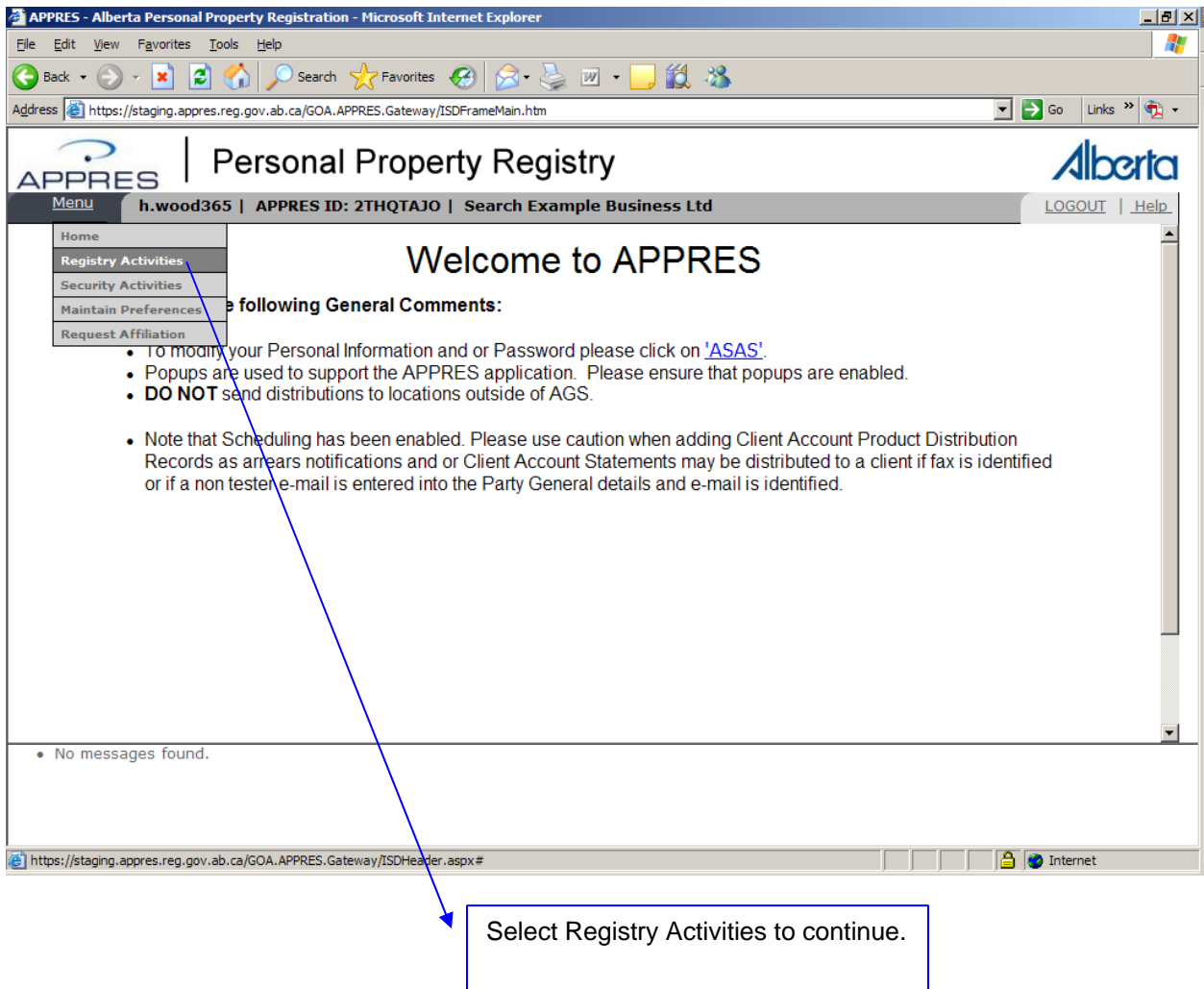
Supply your ASAS User ID and password to access APPRES.

APPRES Search User Guide

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.

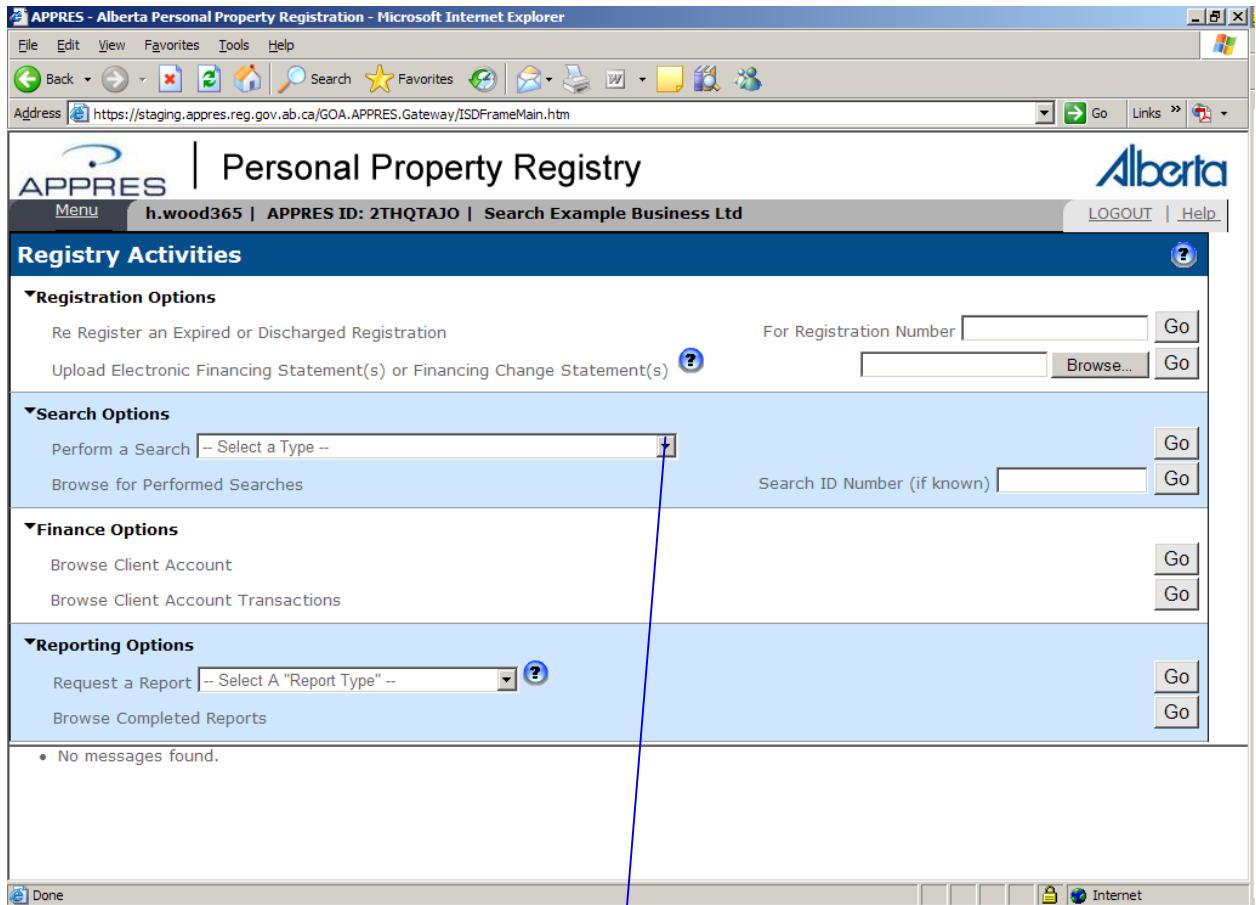


APPRES Search User Guide

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”.



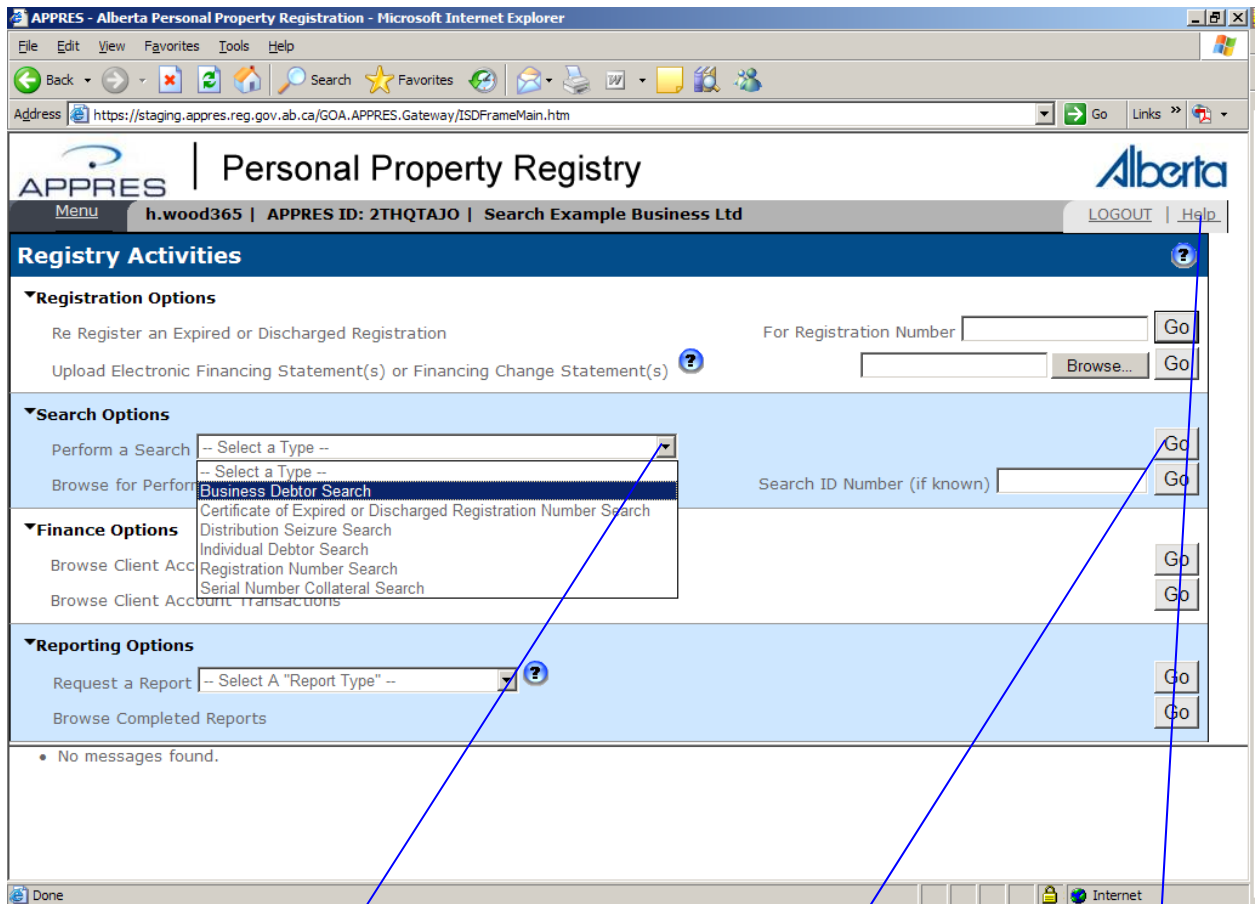
Click on down arrow to display a list of available search types.

APPRES Search User Guide

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.

APPRES Search User 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.

APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Print Mail

Address <https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm> Go Links >>

APPRES | Personal Property Registry Alberta

Menu h.wood365 | APPRES ID: 2THQTAJO | Search Example Business Ltd LOGOUT Help

Search ?

Business Debtor Search New Search

Return Search

Business Name EXAMPLE BUSINESS DEBTOR NAME SEARCH INC

Reference Number File # 1234

A reference (file) number can optionally be supplied.

• No messages found.

Done Internet

1. Supply the criteria you want to search.

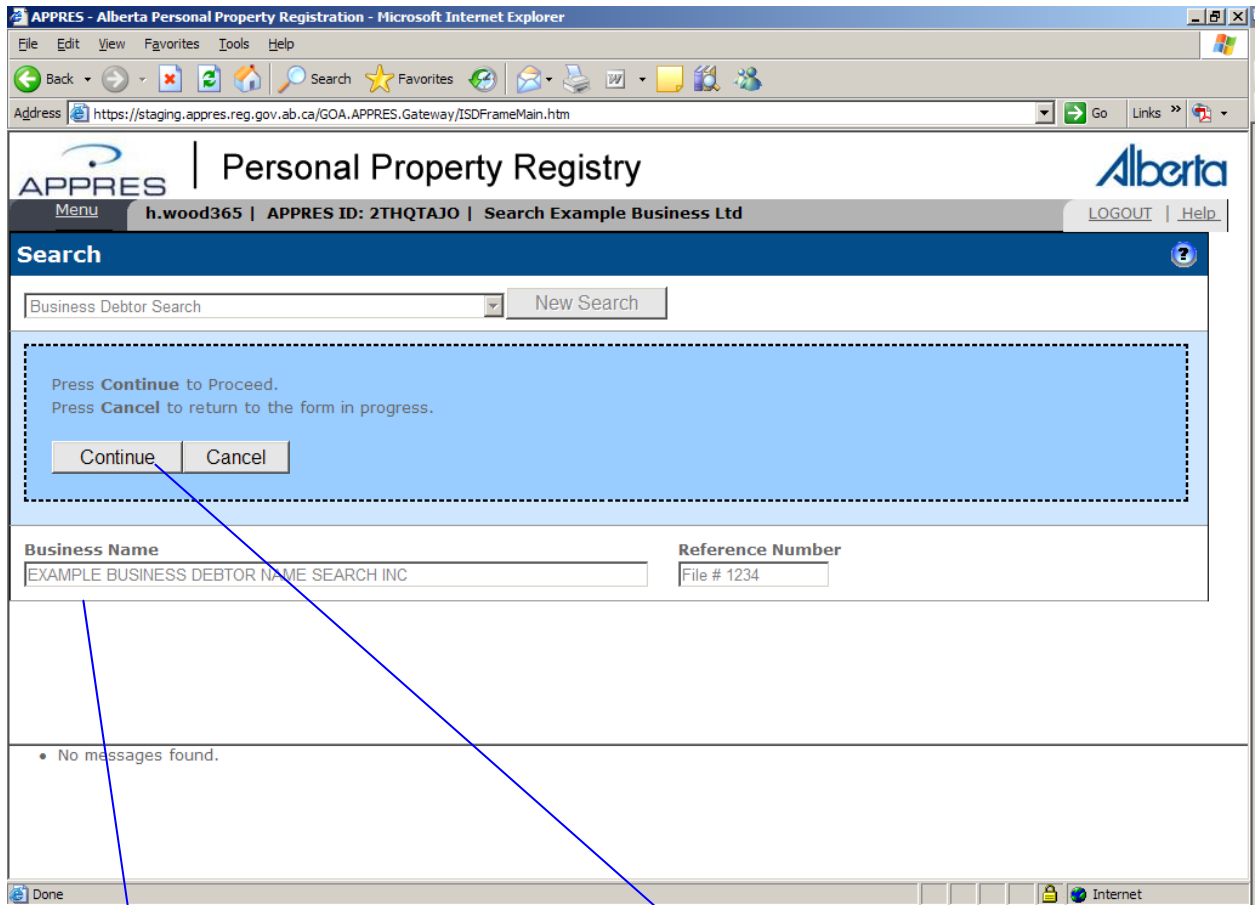
2. Click search to continue.

APPRES Search User Guide

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).

APPRES Search User Guide

Search ID and Exact Matches

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

The screenshot shows the APPRES search interface. At the top, the search criteria are displayed: Business Debtor Search, Search ID #: Z00013237, Search Date / Time: 2007/11/21 10:49:39, and Estimated Pages: 3. A callout box points to this information, stating: "Search ID, date, time and estimated pages details." Below the search criteria are buttons for "Return", "Save Customizations", and "Distribute Search".

The search results section is titled "Both Exact and Inexact Result(s) Found". Underneath, it shows "Exact Matches (1)" and "1 - 1 of total 1 matches". A callout box points to this section, stating: "Results were found that matched the criteria." Below this is a table with the following data:

Registration Action Number	Registration Type	Name	Address City	Province / State	Postal Code / Zip Code
Detail 07112100013	SECURITY AGREEMENT	EXAMPLE BUSINESS DEBTOR NAME SEARCH INC	BOX 123 EDMONTON AB		T6Y 7U8

Below the table, there are three bullet points: "Successfully executed Search: Z00013237 [2007/11/21 10:49:40]", "Finance charge of \$1.00 for Z00013237 has been completed. [2007/11/21 10:49:40]", and "No messages found." A callout box points to the "Detail" link in the table, stating: "Click to view registration details for a specific registration." Another callout box points to the "1" in "Exact Matches (1)", stating: "The number of matches is displayed beside the match type."

APPRES Search User Guide

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.

APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer

Address: <https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>

Personal Property Registry | Alberta

h.wood365 | APPRES ID: 2THQTAJO | Search Example Business Ltd

Both Exact and Inexact Result(s) Found

Exact Matches (1)

1 - 1 of total 1 matches

Action	Registration Number	Registration Type	Name	Address City	Province / State	Postal Code / Zip Code
Detail	07112100013	SECURITY AGREEMENT	EXAMPLE BUSINESS DEBTOR NAME SEARCH INC	BOX 123 EDMONTON AB	AB	T6Y 7U8

Inexact Matches (1)

List - Select 'L' to include the result on the inexact list of results.
Detail - Select 'D' to include the result in the detailed list of results.

1 - 1 of total 1 matches

Action	Registration Number	Registration Type	Name	Address City	Province / State	Postal Code / Zip Code
<input checked="" type="radio"/> L <input type="radio"/> D	07112100021	SECURITY AGREEMENT	EXAMPLE BUSINESS DEBTOR NAME SEARCH LTD	BOX 123 CALGARY AB	AB	T6Y7U8

List All | Detail All | Reset Inexact Action | Reset Sort

- Successfully executed Search: [Z00013237](#) [2007/11/21 10:49:40]
- Finance charge of \$1.00 for Z00013237 has been completed. [2007/11/21 10:49:40]
- No messages found.

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.

APPRES Search User Guide

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.

APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer

Address: <https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>

Personal Property Registry

Menu | h.wood365 | APPRES ID: 2THQTAJO | Search Example Business Ltd | LOGOUT | Help

Both EXACT and Inexact Result(s) Found

Exact Matches (1)

1 - 1 of total 1 matches

Registration Action Number	Registration Type	Name	Address City	Province / State	Postal Code/ Zip Code
Detail 07112100013	SECURITY AGREEMENT	EXAMPLE BUSINESS DEBTOR NAME SEARCH INC	BOX 123 EDMONTON AB		T6Y 7U8

Inexact Matches (1)

List - Select 'L' to include the result on the inexact list of results.
Detail - Select 'D' to include the result in the detailed list of results.

1 - 1 of total 1 matches

Action	Registration Number	Registration Type	Name	Address City	Province/ State	Postal Code/ Zip Code
<input checked="" type="radio"/> L <input type="radio"/> D	07112100021	SECURITY AGREEMENT	EXAMPLE BUSINESS DEBTOR NAME SEARCH LTD	BOX 123 CALGARY AB		T6Y7U8

List All | Detail All | Reset Inexact Action | Reset Sort

- Successfully executed Search: [Z00013237](#) [2007/11/21 10:49:40]
- Finance charge of \$1.00 for Z00013237 has been completed. [2007/11/21 10:49:40]
- No messages found.

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.

APPRES Search User Guide

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.

APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer

Address: <https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>

Personal Property Registry

h.wood365 | APPRES ID: 2THQTAJO | Search Example Business Ltd

Both Exact and Inexact Result(s) Found

Exact Matches (1)

1 - 1 of total 1 matches

Action	Registration Number	Registration Type	Name	Address City	Province / State	Postal Code / Zip Code
Detail	07112100013	SECURITY AGREEMENT	EXAMPLE BUSINESS DEBTOR NAME SEARCH INC	BOX 123 EDMONTON AB	AB	T6Y 7U8

Inexact Matches (1)

List - Select 'L' to include the result on the inexact list of results.
Detail - Select 'D' to include the result in the detailed list of results.

1 - 1 of total 1 matches

Action	Registration Number	Registration Type	Name	Address City	Province/ State	Postal Code/ Zip Code
<input checked="" type="radio"/> L <input type="radio"/> D	07112100021	SECURITY AGREEMENT	EXAMPLE BUSINESS DEBTOR NAME SEARCH LTD	BOX 123 CALGARY	AB	T6Y7U8

List All | Detail All | Reset Inexact Action | Reset Sort

- Successfully executed Search: [Z00013237](#) [2007/11/21 10:49:40]
- Finance charge of \$1.00 for Z00013237 has been completed. [2007/11/21 10:49:40]
- No messages found.

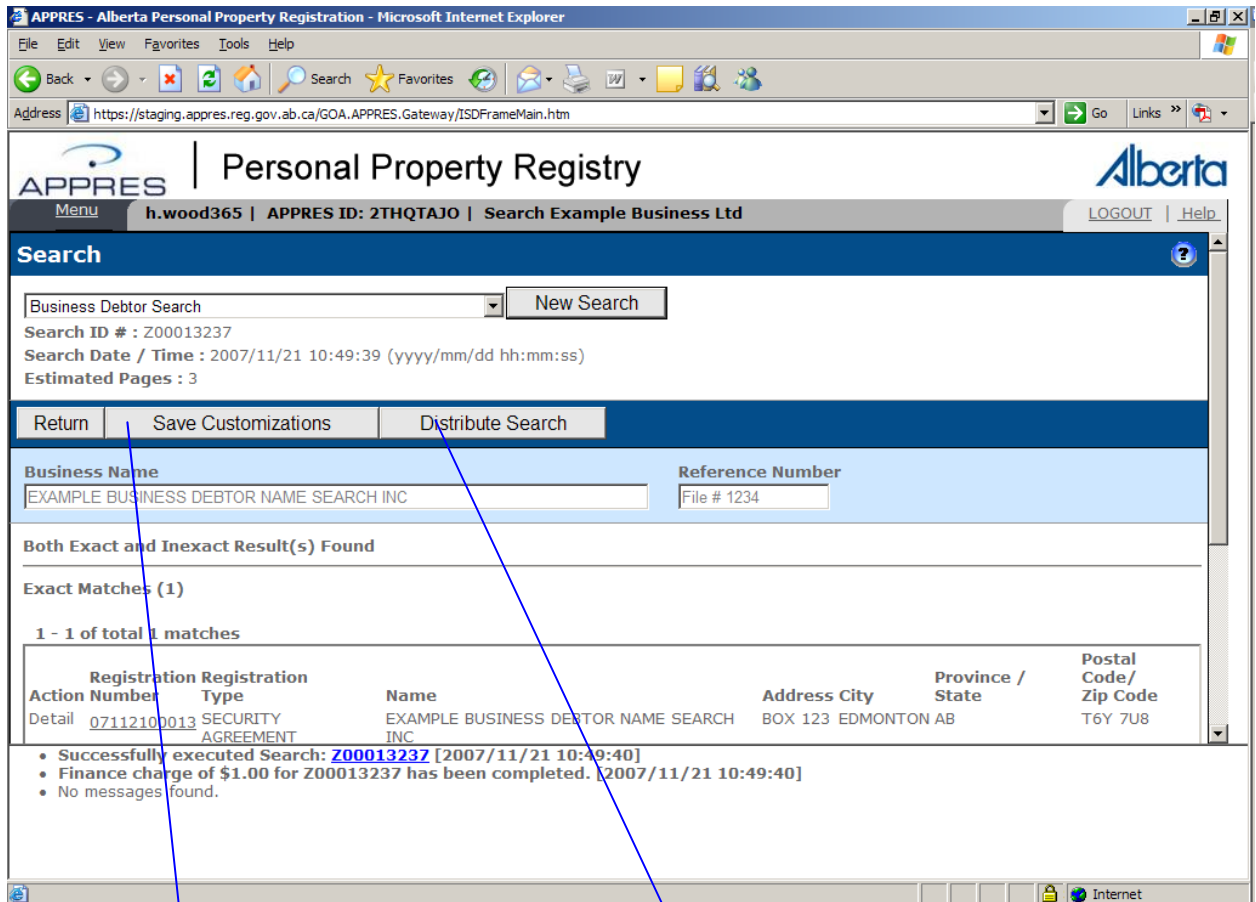
You can choose to detail all the inexact matches or return all the inexact matches to list by click on the appropriate button.

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

APPRES Search User Guide

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.

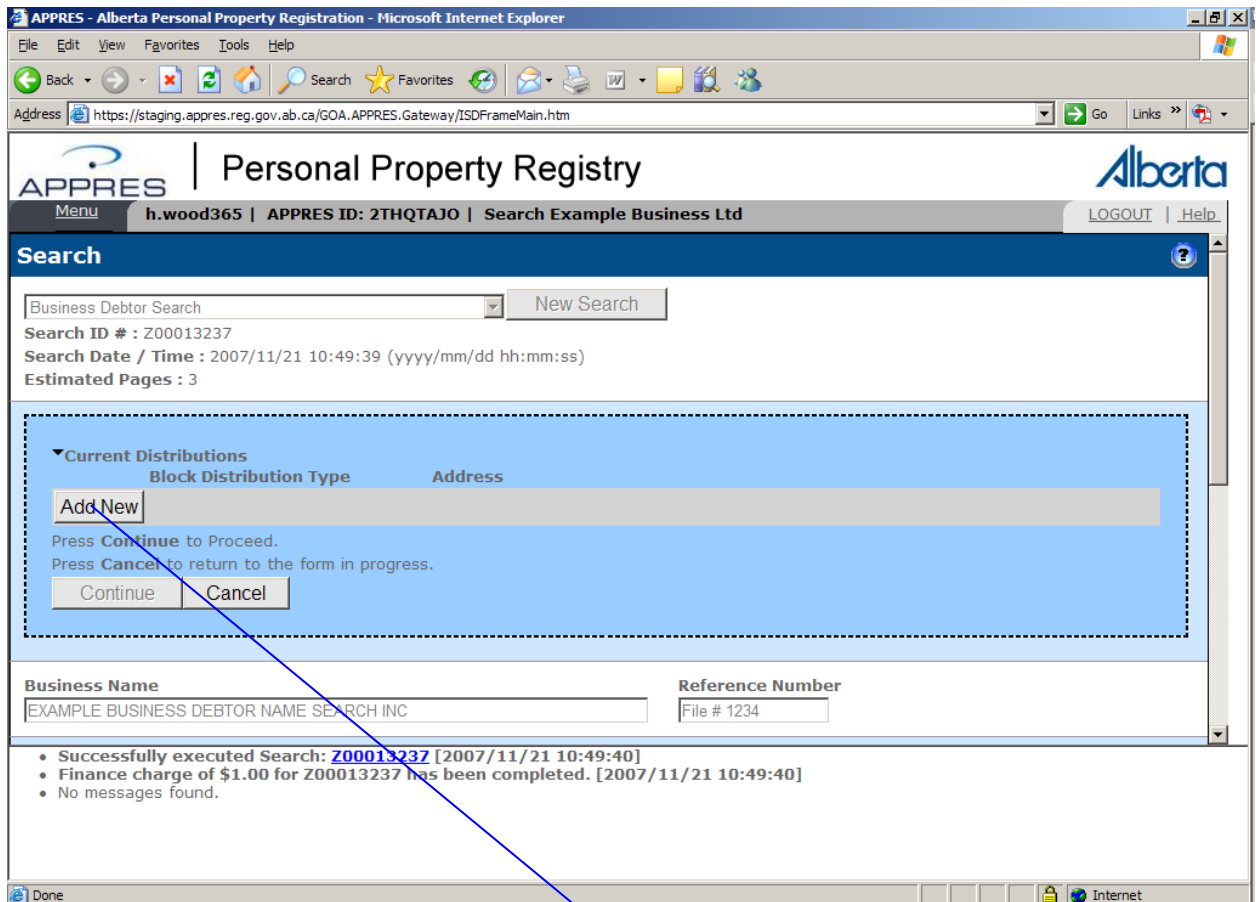
Click to distribute the search result.

APPRES Search User Guide

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.

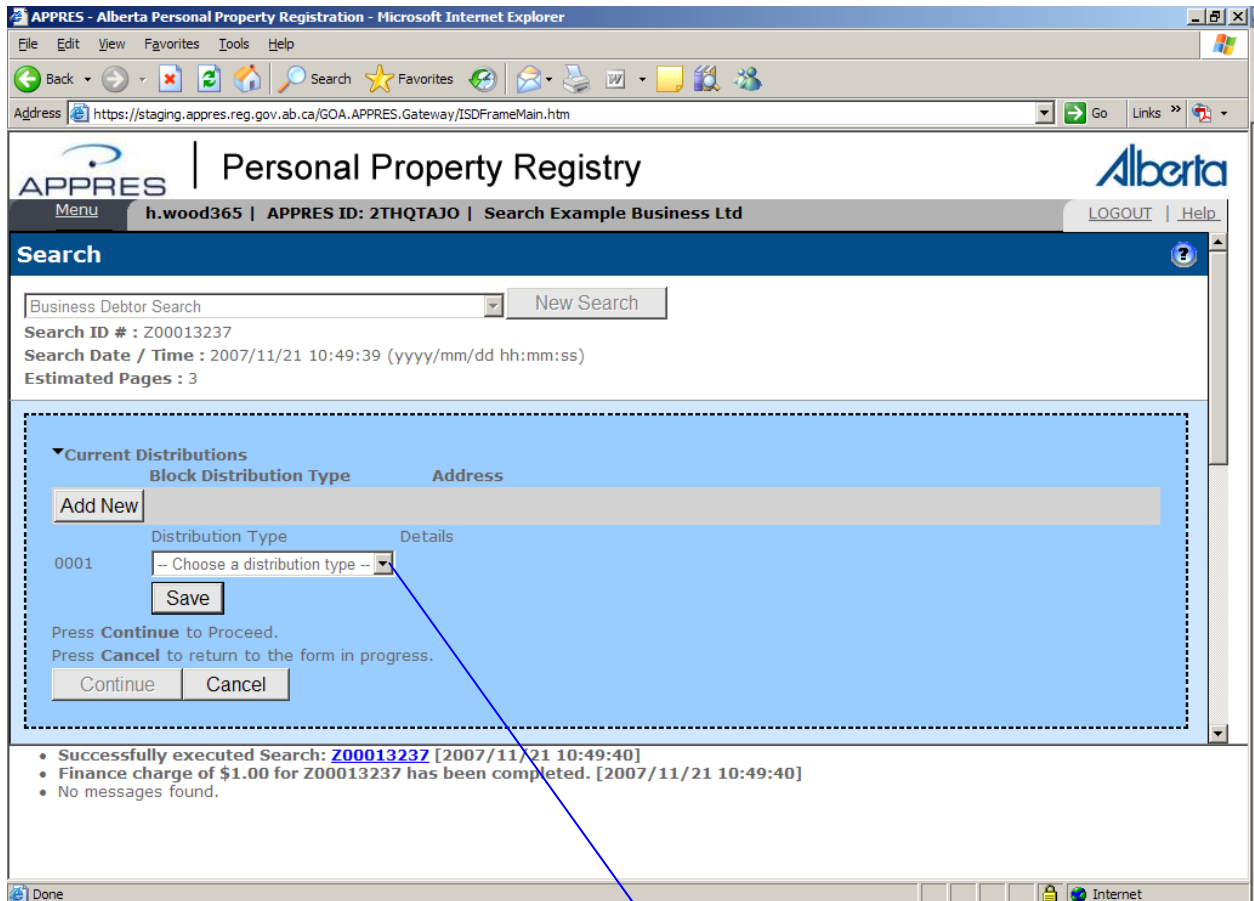
Click ‘Add New’ to select the method(s) of distribution if you have not setup a default distribution method.



APPRES Search User Guide

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.



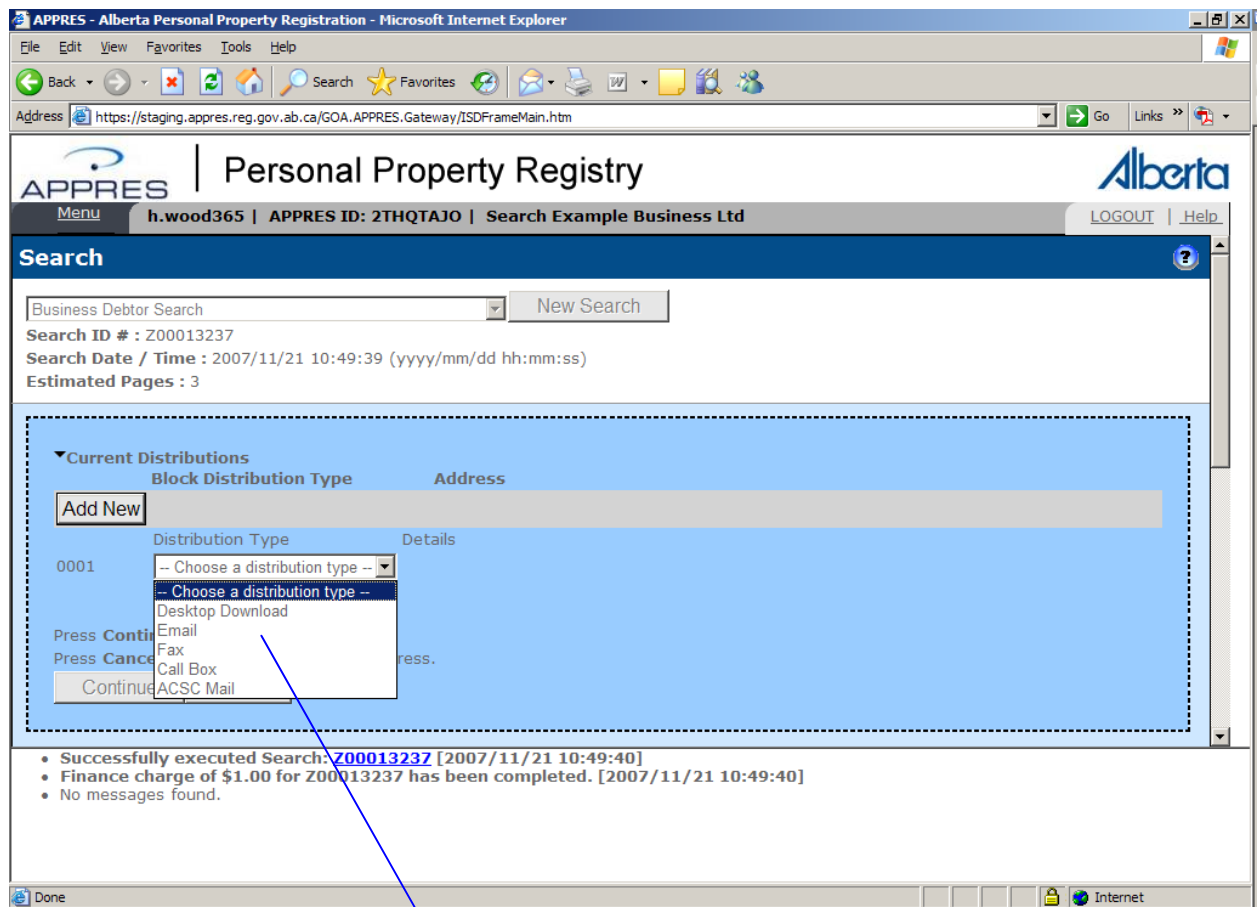
Click for list of distribution methods.

APPRES Search User Guide

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
- Call Box – result is sent to call box number supplied
- Mail – result is mailed through Canada Post



Select one method.

APPRES Search User Guide

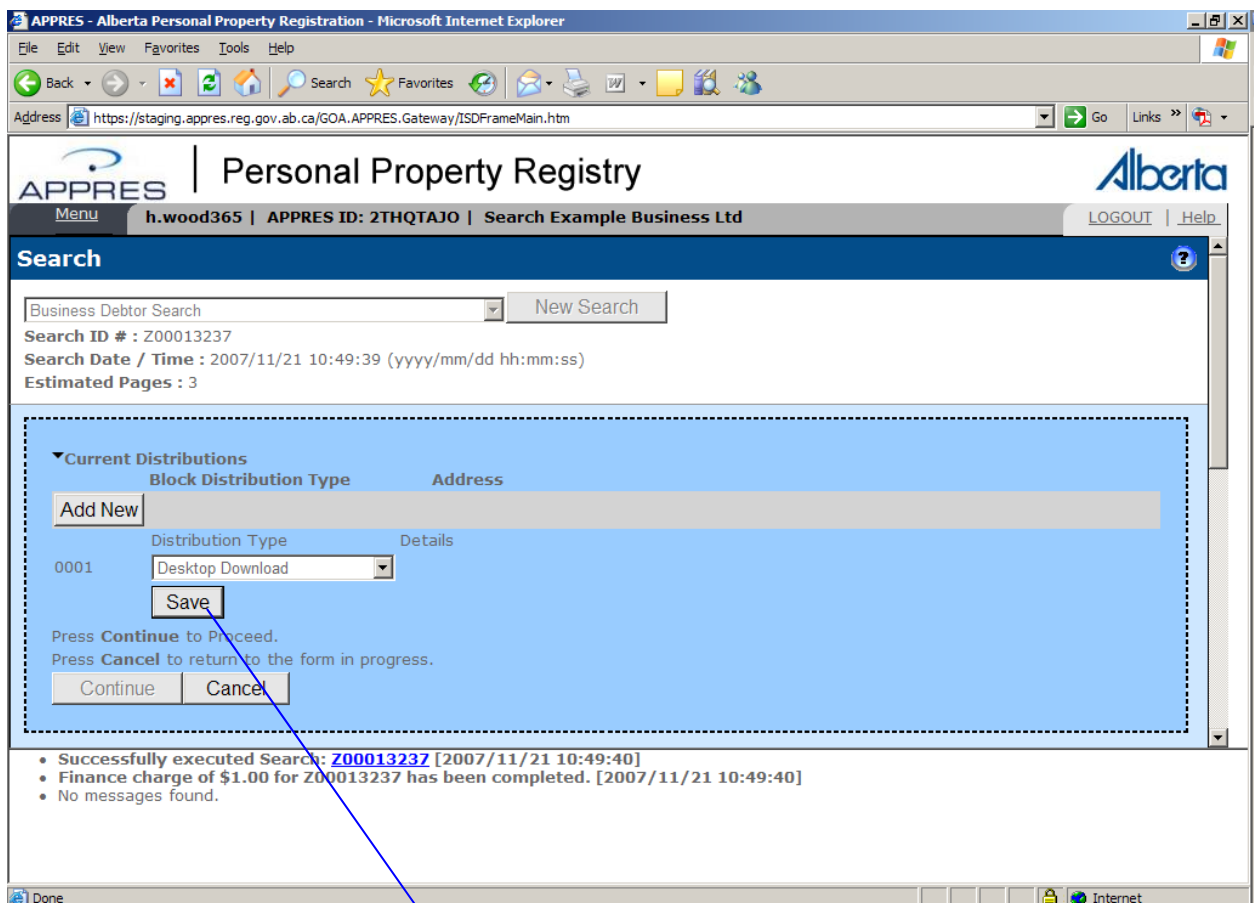
Distributing the Search Result

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 to your desktop it may take up to an hour for the PDF to be created. An extremely large search result is one that has an estimated page count of 1000 pages or more. If you disconnect from APPRES during the time the system is creating the PDF you will not receive it. A search result with an estimated page count of 500 or more may take between 10 – 30 minutes to be generated.

It is recommended that extremely large search results be distributed through mail or to a call box.



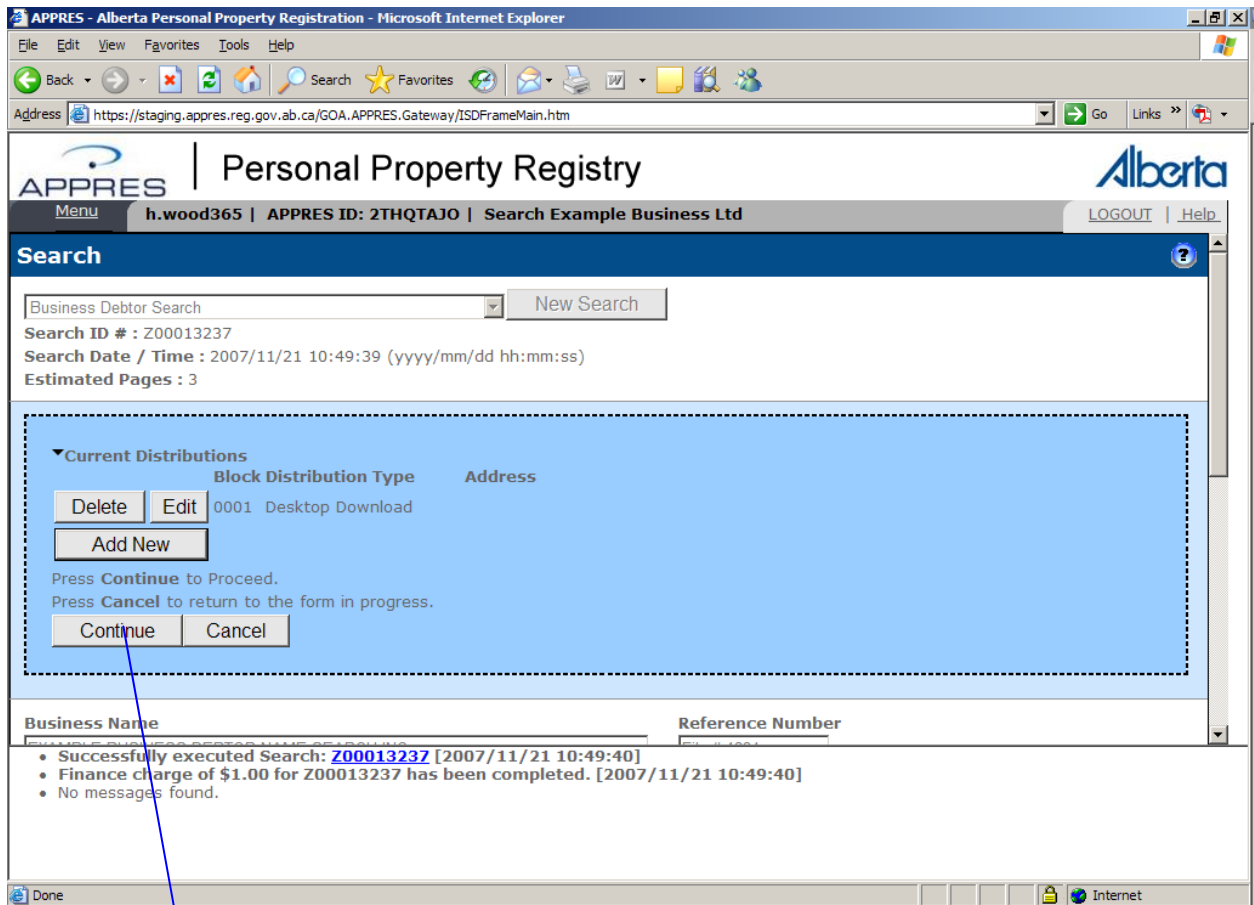
Click 'Save' to save selected distribution method.

APPRES Search User Guide

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.

APPRES Search User Guide

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.

APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>

APPRES | Personal Property Registry | Alberta

Menu h.wood365 | APPRES ID: 2THQTAJO | Search Example Business Ltd LOGOUT | Help

Registry Activities

Registration Options

Re Register an Expired or Discharged Registration For Registration Number Go

Upload Electronic Financing Statement(s) or Financing Change Statement(s) Browse... Go

Search Options

Perform a Search -- Select a Type -- Go

Browse for Performed Searches Search ID Number (if known) Go

Finance Options

Browse Client Account Go

Browse Client Account Transactions Go

Reporting Options

Request a Report -- Select A "Report Type" -- Go

Browse Completed Reports Go

- Product for [200013237](#) is available for viewing. [2007/11/21 11:20:49]
- Successfully submitted distribution request for Z00013237. [2007/11/21 11:20:35]
- Search: Z00013237 finalized. [2007/11/21 11:20:35]
- Successfully executed Search: [200013237](#) [2007/11/21 10:49:40]
- Finance charge of \$1.00 for Z00013237 has been completed. [2007/11/21 10:49:40]
- No messages found.

Done Internet

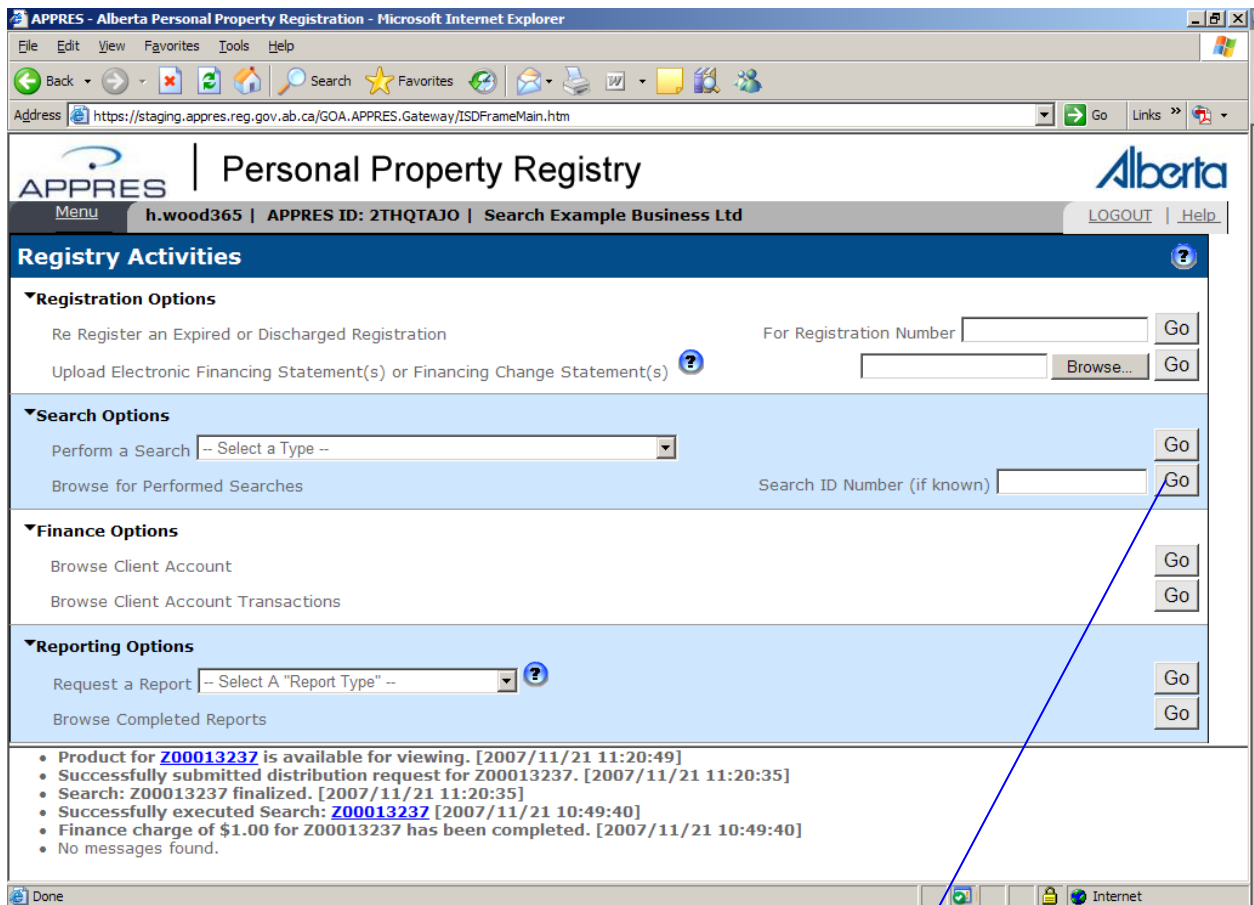
Information related to system progress is displayed in this window. A hyperlink to the search result PDF is available until the session is ended.

APPRES Search User Guide

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.

APPRES Search User Guide

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'.

APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer

Address: https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm

Personal Property Registry | Alberta

h.wood365 | APPRES ID: 2THQTAJO | Search Example Business Ltd

Browse for Performed Searches

Return Search

Search Identification Number: User ID: Party Code: Search Date: -

1 - 1 of total 1 matches

Search ID Number	Type	Search Date (yyyy/mm/dd) (hh:mm:ss)	Distributed	Distribution Method	User ID	Party Code	Criteria	Launch
Z00013237	Business Debtor Search	2007/11/21 10:20:12	Yes	Desktop Download	2THQTAJO	60000039	EXAMPLE BUSINESS DEBTOR NAME SEARCH INC	Launch

- Product for [Z00013237](#) is available for viewing. [2007/11/21 11:20:49]
- Successfully submitted distribution request for Z00013237. [2007/11/21 11:20:35]
- Search: Z00013237 finalized. [2007/11/21 11:20:35]
- Successfully executed Search: [Z00013237](#) [2007/11/21 10:49:40]
- Finance charge of \$1.00 for Z00013237 has been completed. [2007/11/21 10:49:40]
- No messages found.

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'.

The User ID is the APPRES user id and not the ASAS ID. The APPRES user id can be found in the grey banner at the top of the screen.

APPRES Search User Guide

Browse for Performed Searches

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

The screenshot shows the APPRES Personal Property Registry interface. At the top, there is a navigation bar with the APPRES logo, the text 'Personal Property Registry', and the Alberta logo. Below this is a header with the user's name 'h.wood365', APPRES ID '2THQTAJO', and search criteria 'Search Example Business Ltd'. There are 'LOGOUT' and 'Help' links.

The main section is titled 'Browse for Performed Searches' and contains a search filter area with the following fields:

Search Identification Number	User ID	Party Code	Search Date (yyyy/mm/dd hh:mm:ss)
<input type="text"/>	2THQTAJO	60000039	2007/11/17 00:00:00 - 2007/11/21 23:59:59

Below the filters, it indicates '1 - 1 of total 1 matches'. A table displays the search results:

Search ID Number	Type	Search Date (yyyy/mm/dd) (hh:mm:ss)	Distributed	Distribution Method	User ID	Party Code	Criteria	Launch
Z00013237	Business Debtor Search	2007/11/21 10:20:12	Yes	Desktop Download	2THQTAJO	60000039	EXAMPLE BUSINESS DEBTOR NAME SEARCH INC	<input type="button" value="Launch"/>

At the bottom of the page, there is a list of system messages:

- Product for [Z00013237](#) is available for viewing. [2007/11/21 11:20:49]
- Successfully submitted distribution request for Z00013237. [2007/11/21 11:20:35]
- Search: Z00013237 finalized. [2007/11/21 11:20:35]
- Successfully executed Search: [Z00013237](#) [2007/11/21 10:49:40]
- Finance charge of \$1.00 for Z00013237 has been completed. [2007/11/21 10:49:40]
- No messages found.

Click 'Launch' to view a specific result.

APPRES Search User Guide

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.

The screenshot shows the APPRES web application interface. The browser title is 'APPRES - Alberta Personal Property Registration - Microsoft Internet Explorer'. The address bar shows the URL: <https://staging.appres.reg.gov.ab.ca/GOA.APPRES.Gateway/ISDFrameMain.htm>. The page header includes the APPRES logo, 'Personal Property Registry', and the Alberta logo. The user is logged in as 'h.wood365' with APPRES ID: 2THQTAJO. The search results are for 'EXAMPLE BUSINESS DEBTOR NAME SEARCH INC' with Search ID # Z00013237. The search date/time is 2007/11/21 10:49:39. The estimated pages are 3. The search results show one exact match for the business name. The table below lists the registration details for this match.

Registration Action Number	Registration Type	Name	Address City	Province / State	Postal Code / Zip Code
07112100013	SECURITY AGREEMENT	EXAMPLE BUSINESS DEBTOR NAME SEARCH INC	BOX 123 EDMONTON AB	AB	T6Y 7U8

Below the table, there are several status messages:

- Product for [Z00013237](#) is available for viewing. [2007/11/21 11:20:49]
- Successfully submitted distribution request for Z00013237. [2007/11/21 11:20:35]
- Search: Z00013237 finalized. [2007/11/21 11:20:35]
- Successfully executed Search: [Z00013237](#) [2007/11/21 10:49:40]
- Finance charge of \$1.00 for Z00013237 has been completed. [2007/11/21 10:49:40]
- No messages found.