



How to save a PDF document from Lexis®WinDeed (Old Site – search.windeed.co.za)

Users can access to their Search Reports with Lexis®WinDeed login credentials. The user will have to login to continue the process..

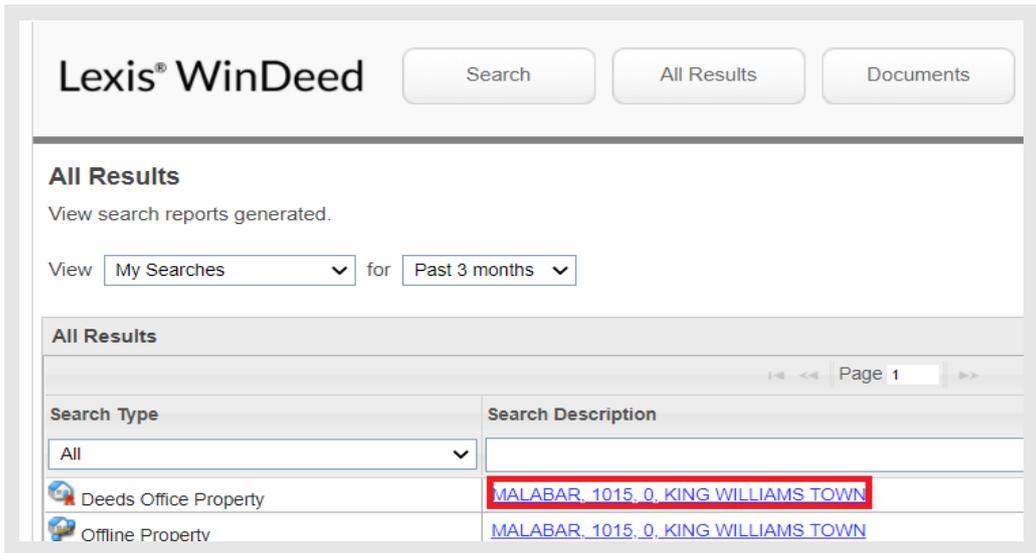
A screenshot of the Lexis WinDeed login interface. A white "Login" modal box is centered on a grey background. The modal has a close button (X) in the top right corner. It contains a "Log in by username" link, an "Email Address" input field, a "Password" input field with a "Show characters" checkbox, a "Forgot your password?" link, a "Register now" link, a "Download shortcut" link with an information icon, a "Stay logged in" checkbox, and a blue "Log In" button which is highlighted with a red rectangular border.

Once logged in, click on the “All Results” button in the top Navigation Menu.

A screenshot of the Lexis WinDeed navigation menu. The top left shows the "Lexis® WinDeed" logo. To its right are four buttons: "Search", "All Results" (highlighted with a red rectangular border), "Documents", and "Manage Account". Below the navigation bar is a "MENU" section with a dropdown arrow next to "Deeds Office". To the right of the menu is a "DEEDS OFFICE PROPERTY SEARCH" section with a "FIND UTILITY" button and a partially visible "BATC" button.

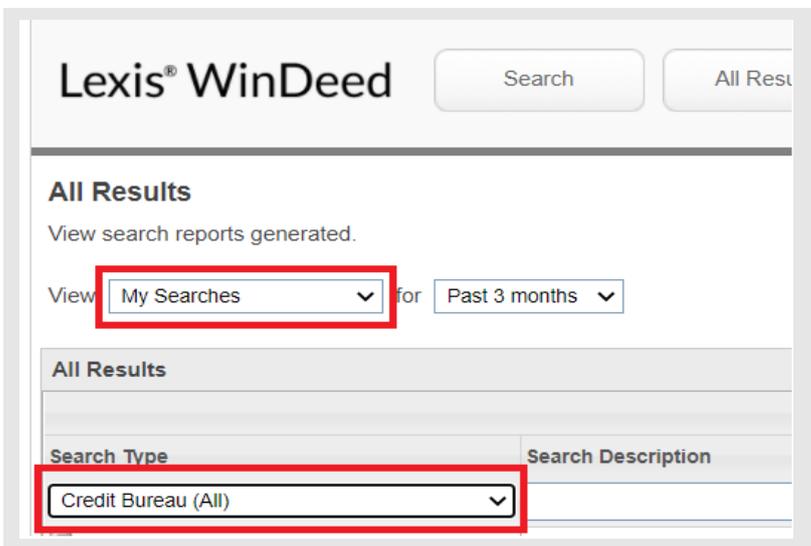
All Results

On the old WinDeed search website, there are no PDF links on the Result page, but the user can click on the result itself in order to get to search result.



The screenshot shows the Lexis WinDeed interface. At the top, there are buttons for 'Search', 'All Results', and 'Documents'. Below this, the 'All Results' section is displayed, including a sub-header 'View search reports generated.' and filters for 'View My Searches' and 'Past 3 months'. A table of results is shown with columns for 'Search Type' and 'Search Description'. The first result is 'Deeds Office Property' with a description 'MALABAR, 1015, 0, KING WILLIAMS TOWN', which is highlighted with a red box. The second result is 'Offline Property' with the same description.

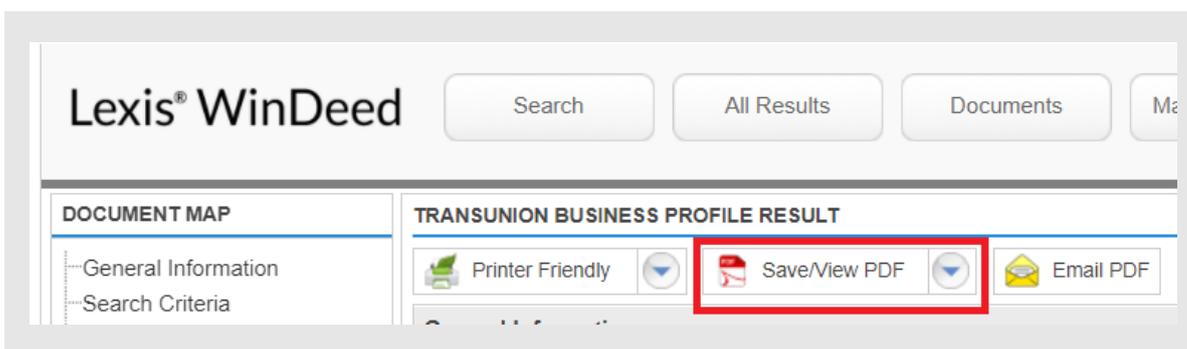
Please note that for NCA privacy and compliance, you are only allowed to view Credit Bureau searches that have been done by yourself. Select the "Search Type" to filter on the reports you would like to view.



This screenshot is similar to the previous one but highlights the 'My Searches' filter and the 'Search Type' dropdown menu. The 'Search Type' dropdown is set to 'Credit Bureau (All)' and is also highlighted with a red box.

Search Result

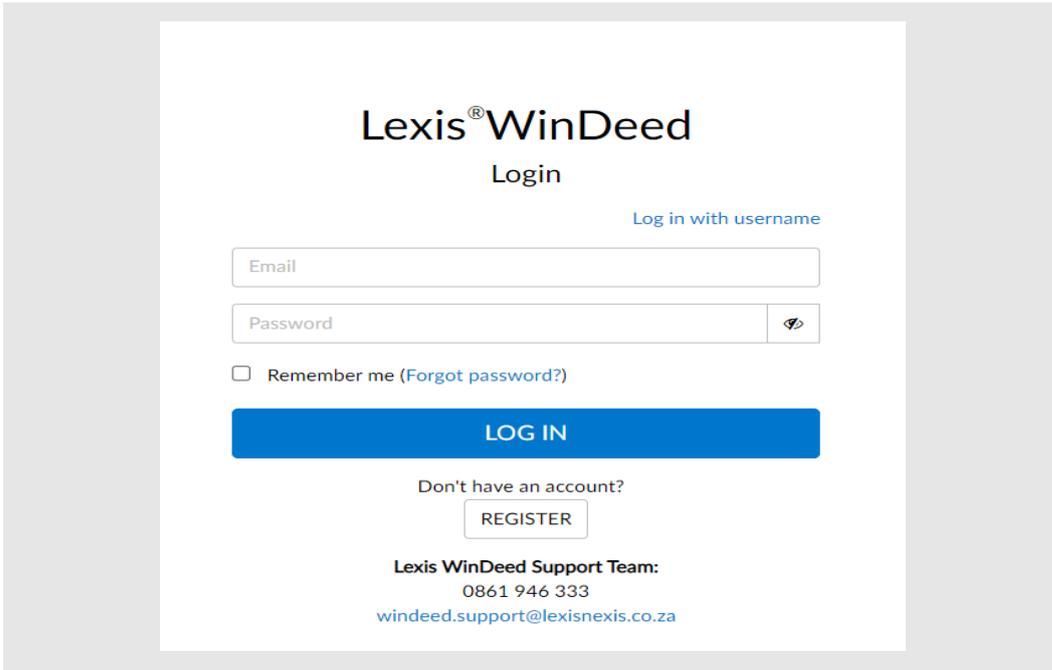
As a user, you are able to save/view a PDF document by clicking the Save/View PDF button.



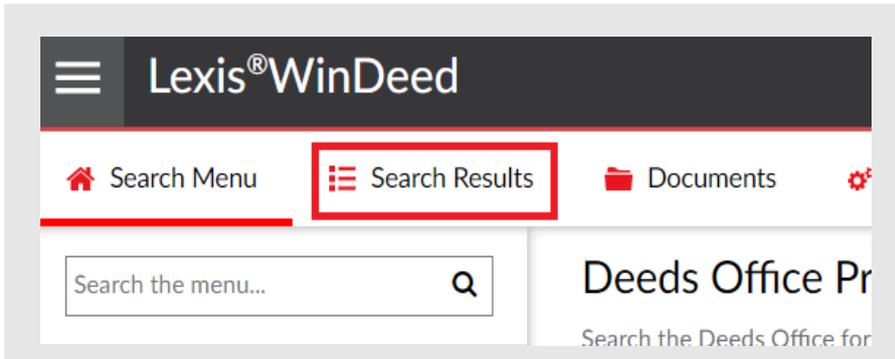
The screenshot shows a search result for 'TRANSUNION BUSINESS PROFILE RESULT'. On the left is a 'DOCUMENT MAP' with 'General Information' and 'Search Criteria'. On the right, there are three buttons: 'Printer Friendly', 'Save/View PDF', and 'Email PDF'. The 'Save/View PDF' button is highlighted with a red box.

How to save a PDF document from Lexis®WinDeed (New Site – beta.windeed.co.za)

Users can access to their Search Reports with Lexis®WinDeed login credentials. The user will have to login to continue the process.

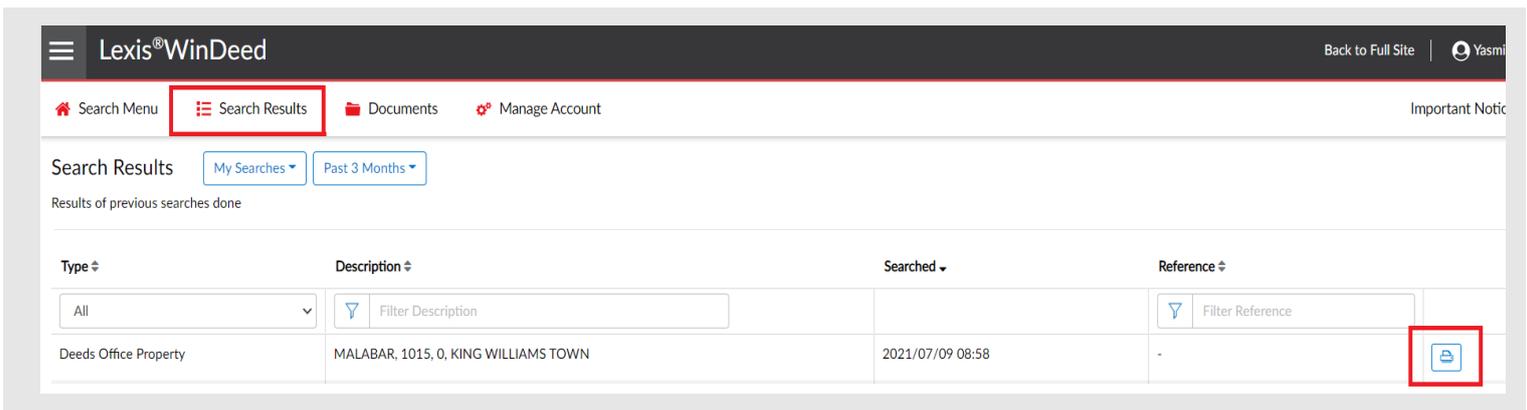


Once logged in, click on the “Search Results” button in the top Navigation Menu.



Search Results

On the new Responsive site, download a PDF document directly from the Search Results page by clicking on the Printer button on the right-hand side of the page.



Alternatively, click on the result itself in order to get to the Result page and download the PDF document.

Lexis® WinDeed

Search Menu Search Results Documents Manage Account

Search Results My Searches Past 3 Months

Results of previous searches done

Type Description

All Filter Description

Deeds Office Property MALABAR, 1015, 0, KING WILLIAMS TOWN

Please note that for NCA privacy and compliance, you are only allowed to view Credit Bureau searches that have been done by yourself.

Lexis® WinDeed

Search Menu Search Results Documents Manage Account

Search Results My Searches Past 3 Months

Results of previous searches done

Type Description

All Filter Description

Deeds Office Property MALABAR, 1015, 0, KING WILLIAMS TOWN

Search Result

As a user, you are able to save/view a PDF document by clicking the Print PDF button.

Lexis® WinDeed Back to Full Site

Search Menu Search Results Documents Manage Account

Document Map

Property Information

Owner Information (1)

SearchInsure Deeds Office Property MALABAR, 1015, 0, KING WILLIAMS TOWN

NEW REFINE PRINT PDF RTF

This report is compiled exclusively from the very latest data directly supplied to WinDeed by the Deeds Office.