# SETTING UP A TAPESTRY EON COUNTY USER & EON ADMIN

With the recent AVID upgrade, not only were AVID and Laredo Anywhere upgraded, but the new version of Tapestry, known as Tapestry Eon, was activated for your county. Since searchers will now have the option of searching in both the older Tapestry and the new Eon, your Tapestry credit statement from Fidlar will now include two sections: one for Tapestry revenue and one for Eon revenue.

The instructions below will explain how to set up a Tapestry Eon Admin account, which will provide you with access to search in Eon as well as access to the reports in which to view your revenue from Eon searches and prints.
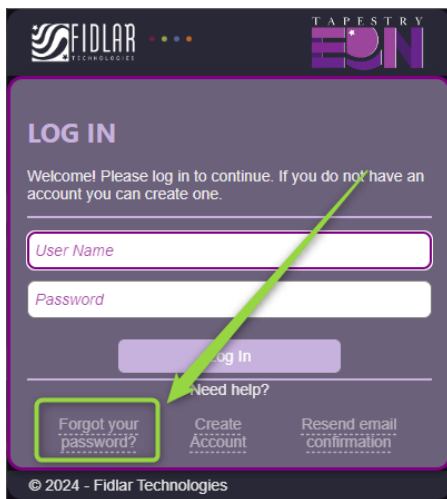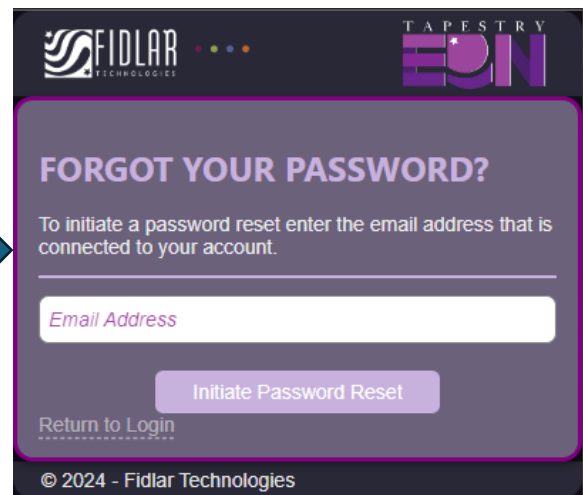
A. SETTING UP YOUR TAPESTRY EON ADMIN ACCOUNT

1. Navigate to https://tapestry.fidlar.com/TapestryEon or www.landrecords.com to get started. You can also access the site from the Tapestry page on the Fidlar.com website.

2. In the top right corner, click the **Member Login** button.
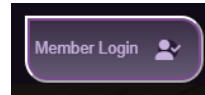
3. In the "Log In" window that opens, click the **Forgot your password?** Option. Fill in the county official's email address (the email that the original Tapestry Admin account was set up with) and click the **Initiate Password Reset** button.


You will receive an email with directions to create a new password for your account.

   a. **NOTE**: If you do not receive this email, please contact Fidlar Support at 877-794-8980 or support@fidlar.com. They will assist you with setting up your account.

B. VIEWING TAPESTRY EON REVENUE IN THE EON ADMIN SCREEN

1. Once you are logged into Tapestry Eon, click the **Admin** option at the top of the screen.
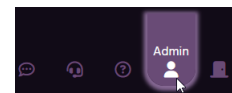
The screen shown below will display:
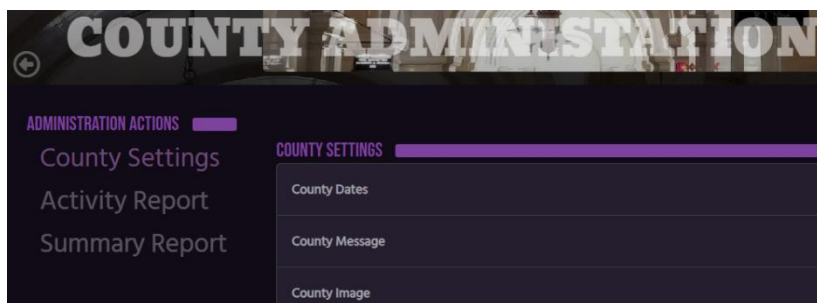
(NOTE: The additional functions in the "County Administration" section—those not described below—will be explained in a future tip sheet.)

2. To check your monthly county revenue from Tapestry Eon searches and prints, click the **Summary Report** option. The screen shown on the next page will display:

3. Click in the **Begin Date** field and either click on the start date of the date range you wish to view Eon activity in the calendar that displays or type the starting date in this format: 07/01/2025.

4. Click in the **End Date** field and enter (or select) the ending date of the desired date range.

   a. NOTE: If you run this report by a date range that spans multiple months, the totals described below will not display each month separately – the listed values will represent a total of all months entered. To get the revenue amounts for each month you will need to run the report separately for each month.

5. Click the **Run Summary Report** button. (NOTE: There will not be a loading indicator so there is no need to click repeatedly.) A screen similar to the following will display:

# Searches	Search Amt	# Prints	Print Amt	# Addl Prints	Addl Prints Amt	# Print Results	Print Results $	Total
260	520	321	321	300	300	14	69.72	1210.72

The columns in the report will display the following amounts:

a. **# Searches** – The number of searches in Eon for the selected date range

b. **Search Amt** – The total amount of revenue (county portion) from searches done in the selected date range

c. **# Prints** – The number of first page print copies for the date range

d. **Print Amt** – The total amount of revenue (county portion) from print copies of the first pages of documents

e. **# Addl Prints** – The number of additional print copies

f. **Addl Prints Amt** – The total amount of revenue (county portion) from the print copies of any additional pages (in addition to the first pages of documents printed) (NOTE: The reason for this additional print column is that some counties charge a different amount for the first printed page of a document and each additional printed page.)

   i. **NOTE**: To get the total amount of revenue from all images printed, you will need to add the amount in both the **Print Amt** and the **Addl Prints Amt** columns.

g. **# Print Results** – If your county allows the printing of the Eon search results, the number of these printed results will display in this column.

h. **Print Results $** - The total revenue (county portion) from the printing of search results

i. **Total** – The total of all revenue (county portion) from searches and prints in Eon

NOTE: As long as searchers have access to both the former version of Tapestry as well as Eon, you will need to add the total search and print amounts from both Tapestry Admin (the Admin program you have utilized the past few years) and Eon Admin. Eventually, all Tapestry searches will be done in Eon but it will be quite a while before this is the case. As we gradually upgrade our Fidlar partner counties to Eon, you will begin to see more activity in Eon and less in the original Tapestry.