

# MAAPL System User Manual

Version 1.0

Patrick O'Mullan

May, 2021



Massachusetts  
Alliance  
Against  
Predatory  
Lending

*Your Partners in Fighting for Housing Justice*

# Contents

<b>Purpose and Scope of this Guide</b>	<b>1</b>
<b>1 Users</b>	<b>3</b>
1.1 Accounts & Registration . . . . .	3
1.2 Profile Page . . . . .	6
<b>2 Searches</b>	<b>8</b>
2.1 The Search Form . . . . .	8
2.1.1 Extra Fields involved with Mortgage . . . . .	10
2.2 The Results Page . . . . .	12
2.2.1 Filtering Searches . . . . .	13
2.2.2 Exporting Data to CSV File Format . . . . .	14
<b>3 Data Entry</b>	<b>16</b>
3.1 The Data Entry Form . . . . .	16

## Purpose and Scope of this Guide

This guide is designed to introduce the novel MAAPL data system at a level that can be easily understood by a user of any technical background. Since this guide will not go into heavy technical detail, it will almost entirely focus on the user interface and its features. Volunteers should reference this guide when they encounter any confusion while trying to make use of the system.

# 1 Users

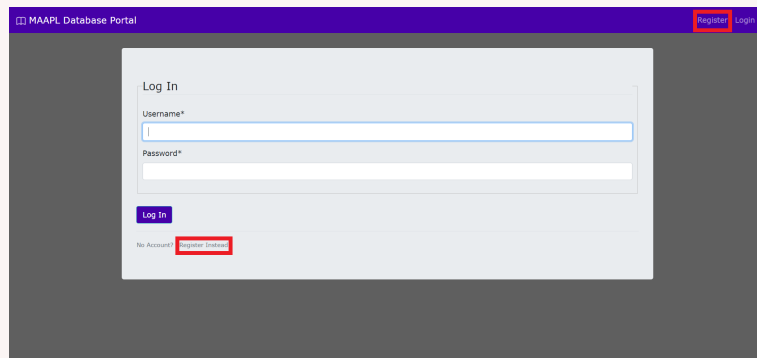
## 1.1 Accounts & Registration

---

The MAAPL database portal requires a user to have an account in order to query data from and input data to the database. When first accessing the portal, users will be prompted to log-in. New users should click register to create their accounts. All accounts are linked to a profile where a user can customize and update their information <sup>1</sup>. We will discuss the profile page in more detail later. Below are instructions for creating an account with the MAAPL database portal.

### Registering for a MAAPL Account

Step 1: Navigate to the MAAPL database portal. You should be prompted to log in immediately. You should select one of the two options prompting you to register pictured below.

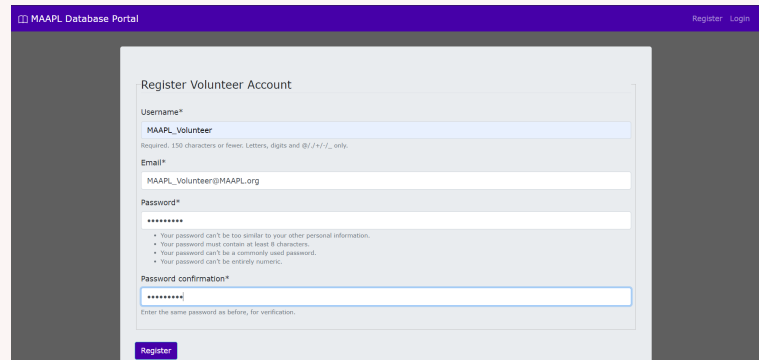
A screenshot of the MAAPL Database Portal login page. The page has a dark grey background. At the top, there is a purple header bar with the text "MAAPL Database Portal" on the left and "Register Login" on the right. In the center, there is a white box containing a "Log In" form. The form has two input fields: "Username\*" and "Password\*", both with asterisks indicating they are required. Below the password field is a blue "Log In" button. At the bottom of the white box, there is a link that says "No Account? Register Here".

---

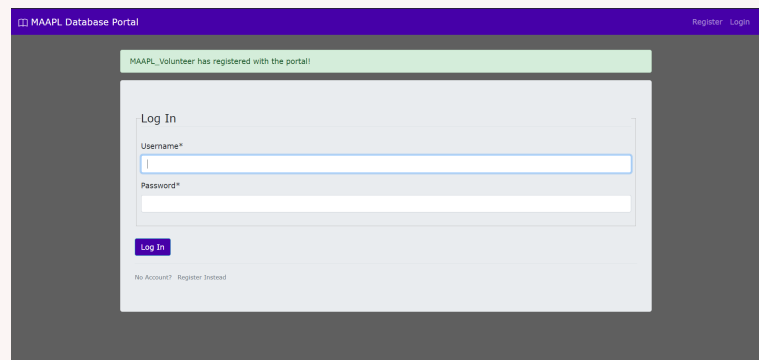
<sup>1</sup>This was included for the purpose of potentially creating a forum for MAAPL volunteers and staff to update one another on information.

Step 2: Once you have navigated to the registration page, you will be prompted to enter a username, an email, a password, and to confirm that password. All fields are required for creating an account. An example of the register page is depicted below.

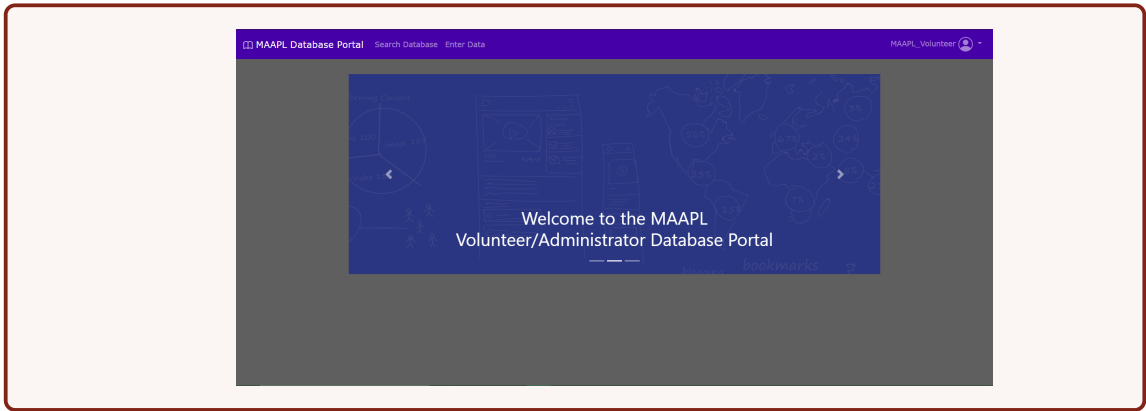
**If your information is invalid, the form will indicate to you what information is incorrect so you do not have to guess.**

The screenshot shows the 'Register Volunteer Account' page of the MAAPL Database Portal. The page has a purple header with the portal name and 'Register' and 'Login' links. The registration form includes fields for Username (filled with 'MAAPL\_Volunteer'), Email (filled with 'MAAPL\_Volunteer@MAAPL.org'), Password (masked with asterisks), and Password confirmation (also masked). A 'Register' button is at the bottom. Password requirements are listed: must be 150 characters or fewer, contain letters, digits, and @/./+/\_ only; cannot be too similar to personal info, contain at least 8 characters, be a commonly used password, or be entirely numeric.

Step 3: Upon successful registration, you will be redirected to the log-in page with a notification that you have successfully registered. At this point you can log-in with your new account information.

The screenshot shows the 'Log In' page of the MAAPL Database Portal. A green notification bar at the top states 'MAAPL\_Volunteer has registered with the portal!'. The login form has fields for Username and Password, and a 'Log In' button. A link for 'No Account? Register Instead' is at the bottom.

Step 4: Once logged in you should be redirected to the landing page. From this point you are registered with the portal and have the ability to log-in/log-out, alter your profile and account settings, search the database, and enter new data.



---

## 1.2 Profile Page

---

This section will familiarize the user with the aspects of the user profile.

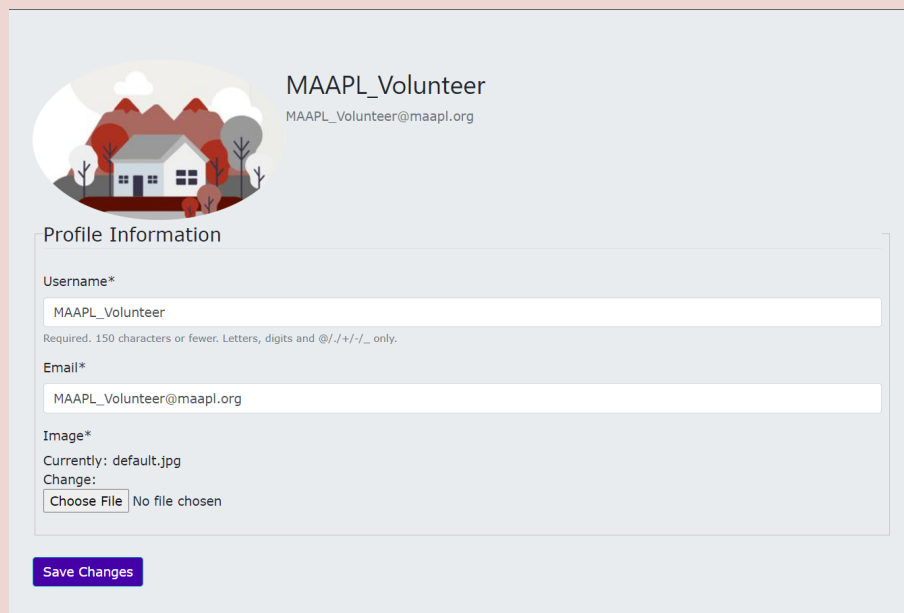
### What is The User Profile?

The user profile is a feature attached to each user's account that provides them a page where they can customize several fields.

- Profile Picture
- Username
- Email

**As of this time there is no option for a user to alter their password. The MAAPL IT will need to establish a password recovery system email. It is unclear if this feature will be complete by the time a user reads this manual.**

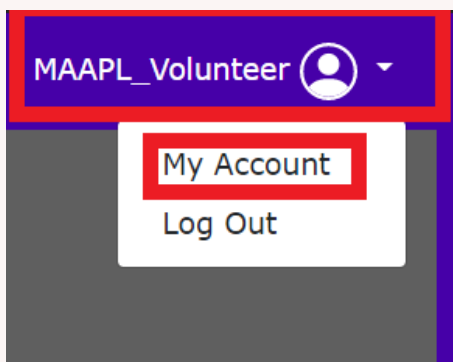
### User Profile Form



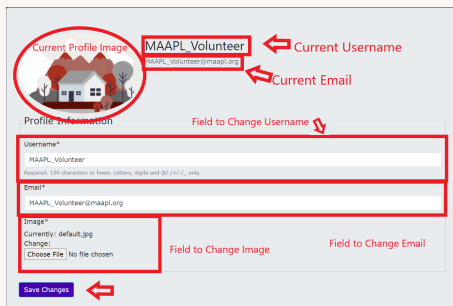
The screenshot displays the 'User Profile Form' for a user named 'MAAPL\_Volunteer'. At the top left is a circular profile picture placeholder showing a house and trees. To its right, the username 'MAAPL\_Volunteer' and email 'MAAPL\_Volunteer@maapl.org' are listed. Below this is a section titled 'Profile Information' containing three fields: 'Username\*' with the value 'MAAPL\_Volunteer' and a note 'Required. 150 characters or fewer. Letters, digits and @/./+/-/\_ only.'; 'Email\*' with the value 'MAAPL\_Volunteer@maapl.org'; and 'Image\*' with the text 'Currently: default.jpg' and a 'Change:' section containing a 'Choose File' button and the text 'No file chosen'. A purple 'Save Changes' button is located at the bottom of the form.

## Accessing the Profile Page

Step 1: Observe the top right corner of the website on the navigation bar that displays your username. Click on this and a dropdown menu will appear. Select the "My Account" option.



Step 2: From here you will arrive at your personal profile page. Refer to the diagram below in order to understand the layout and fields.





## 2 Searches

### 2.1 The Search Form

---

This section will familiarize the user with the search function. The search form enables users of the MAAPL portal to search and filter specific information located inside the database.

#### What Can I Search?

Users can search the following documents currently available in the database.

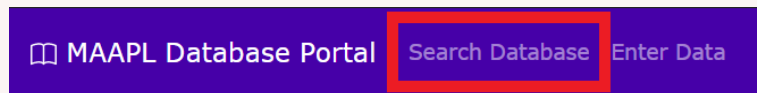
- Foreclosure Deed
- Affidavit of Sale and Advertisement
- Certificate of Entry and Possession Notice
- Power of Attorney
- Mortgage and Mortgage Riders
- Assignment of Mortgage
- Affidavit
- Petition, Order of Notice, Complaint
- Pooled Mortgage
- Tax Assessment Records

## Search Form

The screenshot shows the MAAPL Database Portal search interface. At the top, the title "MAAPL Database Portal" is displayed above the subtitle "Search MAAPL Records". The form is divided into two main sections: "Document Information" and "Address Information". The "Document Information" section includes input fields for "Book", "Page", and "Document Number", along with dropdown menus for "Registry" and "Document Type". The "Address Information" section includes input fields for "Street Number", "Street Name", and "Town/City". A purple "Search Records" button is located at the bottom left of the form area.

## Finding and Using the Search Form

Step 1: Look at the navigation bar, Next to the "MAAPL Database Portal" title, there is an option to search the database, select that option.



Step 2: Once you have navigated to the search page, you should see the search form pictured above in the "Search Form" figure. Below you will see a list of all fields followed by an explanation.

- Book Number (TEXT FIELD): The book number of interest.
- Page Number (TEXT FIELD): The page number of interest.
- Document Number (TEXT FIELD): The number of the document of interest.
- Registry (DROP-DOWN MENU): The registry the data came from.
- Document Type (DROP-DOWN MENU): The type of foreclosure-related document.

- Street Number (TEXT FIELD): The street number for a foreclosed building.
- Street Name (TEXT FIELD): The street name for locations of foreclosures.
- Town/City (TEXT FIELD): The town or city the user wants to search documents in.

**If any of these terms are unclear to you, please refer to the annotated documents for clarification.**

### 2.1.1 Extra Fields Involved with Mortgage

The system also has specialized fields that appear when searching for a mortgage specifically. In order to access these fields, a user needs to select the Mortgage document from the "Document Type" dropdown. After this is selected, a new set of fields will appear.

#### Mortgage Search Form

**MAAPL Database Portal**  
Search MAAPL Records

**Document Information**

Book Page Document Number Registry Document Type  
   -----

**Address Information**

Street Number Street Name Town/City

Start Date Year(Range) FHA? Checkboxes? Paragraph C?  
 -----

Mortgagor Mortgagor (Second) Mortgagee Lender  

First Name	First Name	First Name	First Name
Last Name	Last Name	Last Name/Compan	Last Name/Compan
MI	MI	MI	MI

---

The additional fields included in the expanded search form for mortgages are:

- Mortgage Start Year (RANGE SLIDER): Starting year of the mortgage.
- FHA? (DROP-DOWN Y/N): Has federal housing assistance loan.
- Checkboxes? (DROP-DOWN Y/N): If there are checkboxes checked off on the mortgage (usually indicating riders).
- Paragraph C? (DROP-DOWN Y/N): Indicates if MERS is the Mortgagee.
- Mortgagor (3-TEXT FIELD): Name (First, M.I., Last) of the mortgagor.
- Mortgagor (Second) (3-TEXT FIELD): Name (First, M.I., Last) of the second mortgagor.
- Mortgagee (3-TEXT FIELD): Name (First, M.I., Last/Company Name) of the mortgagee. Sometimes an individual is the mortgagee and other times it is an institution or company, in the second case, only provide the company name in the last-name field (leaving the first and middle initial fields blank).
- Lender (3-TEXT FIELD): Name (First, M.I., Last/Company Name) of the mortgagee. Sometimes an individual is the lender and other times it is an institution or company, in the second case, only provide the company name in the last-name field (leaving the first and middle initial fields blank).

**If any of these terms are unclear to you, please refer to the annotated documents for clarification.**

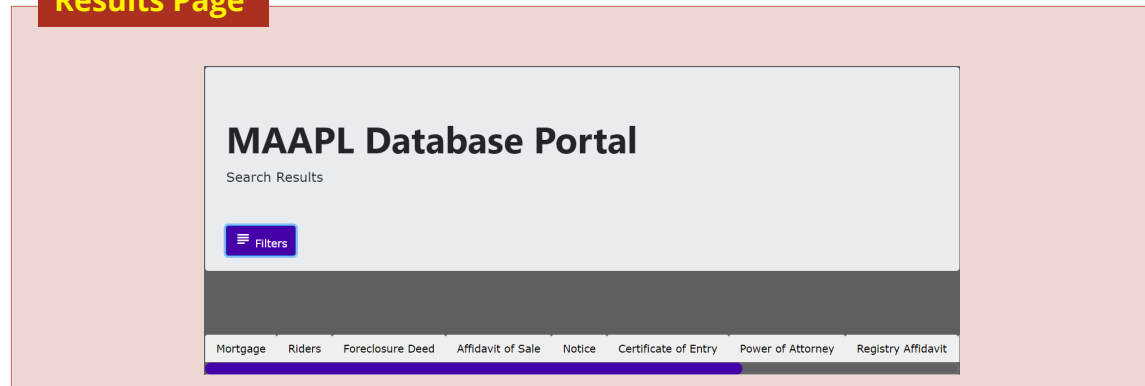
---

## 2.2 The Results Page

---

This section will familiarize the user with the results page. The results page is displayed immediately after a search. It contains a list of tabulated results separated by document type. Users can select the filter button to further refine their search. Each table also has an export to csv option for extracting data from the database.

### Results Page



---

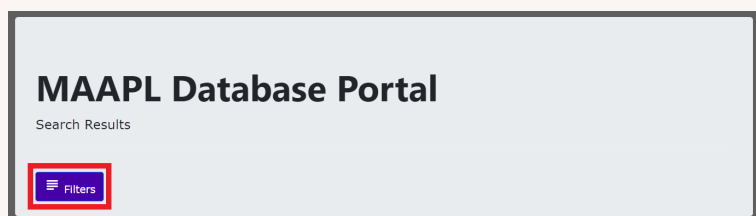
### 2.2.1 Filtering Searches

---

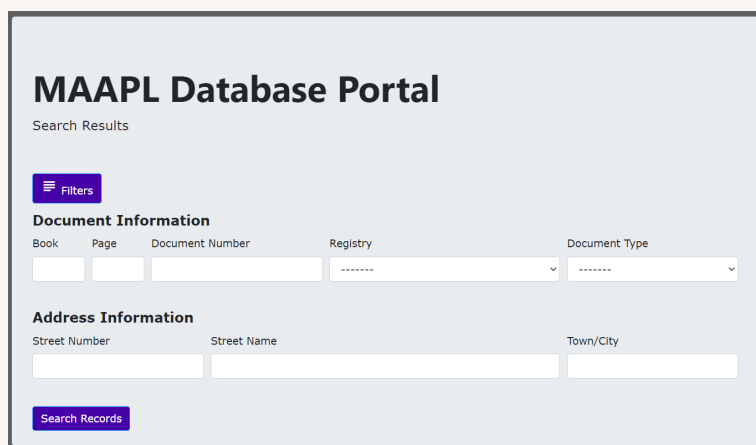
Searches can be filtered by selecting the "Filter" button located on the results page. Once selected the search filters will appear with your previous search filters, allowing you to modify your search further.

#### Filtering a Search

Step 1: Select the "Filter" button pictured below.



Step 2: Notice the menu drop down, select fields as you normally would in a regular search and click search.

A screenshot of the MAAPL Database Portal search results page with the search filters expanded. The page has a light blue header with the title "MAAPL Database Portal" and the subtitle "Search Results". Below the header, there is a purple button with a white filter icon and the text "Filters". Below this button, there are two sections: "Document Information" and "Address Information". The "Document Information" section has five input fields: "Book", "Page", "Document Number", "Registry" (a dropdown menu), and "Document Type" (a dropdown menu). The "Address Information" section has three input fields: "Street Number", "Street Name", and "Town/City". At the bottom of the form, there is a purple button with the text "Search Records".

---

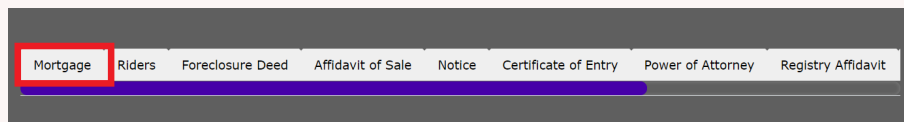
### 2.2.2 Exporting Data to CSV File Format

---

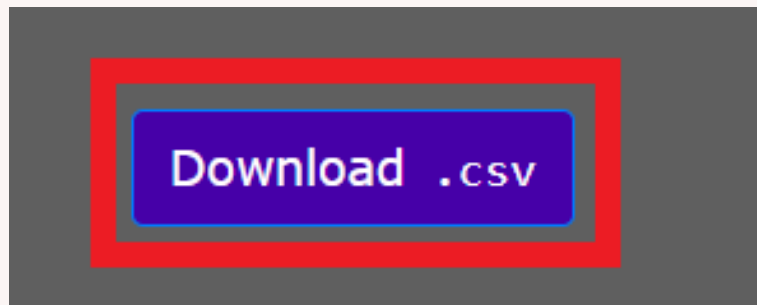
Once a user has narrowed down their results to their liking, they are able to export their results into a comma separated value (CSV) document<sup>1</sup> for further analysis. As of this version of the interface, results can only be downloaded by document type. So a download must be initiated for each document of interest.

#### Exporting Data to a CSV

Step 1: From the results page, select a document tab of interest.



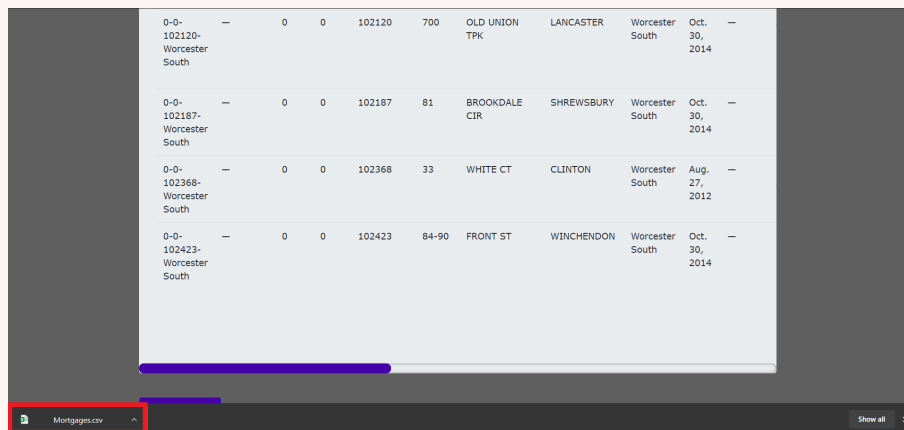
Step 2: Once a tab is selected and the results for that document type appear, scroll down to the bottom of the page until you encounter the download button, seen below.



Step 3: Once you find the button and select it, a new tab will be opened to generate a download request, once the request is completed the tab will close and the download will begin. The example below uses the Chrome web browser. You should see a similar result for all modern browsers such as Safari, Firefox, Microsoft Edge, and Chrome.

---

<sup>1</sup>This is a commonly used document in data analysis as there are many tools build for it.



0-0-102120-Worcester South	—	0	0	102120	700	OLD UNION TPK	LANCASTER	Worcester South	Oct. 30, 2014	—
0-0-102187-Worcester South	—	0	0	102187	81	BROOKDALE CIR	SHREWSBURY	Worcester South	Oct. 30, 2014	—
0-0-102368-Worcester South	—	0	0	102368	33	WHITE CT	CLINTON	Worcester South	Aug. 27, 2012	—
0-0-102423-Worcester South	—	0	0	102423	84-90	FRONT ST	WINCHENDON	Worcester South	Oct. 30, 2014	—

Mortgages.csv

Step 4: You should be able to repeat this for any document type you are interested in by simply selecting another tab (Step 1) and repeating the process.



## 3 Data Entry

### 3.1 The Data Entry Form

---

As it stands, the only ways to enter data into the database for volunteers is manually by looking at documents and typing in the relevant information<sup>1</sup>.

#### What Can I Enter to the Database?

Users can enter manually any of the following documents into the database.

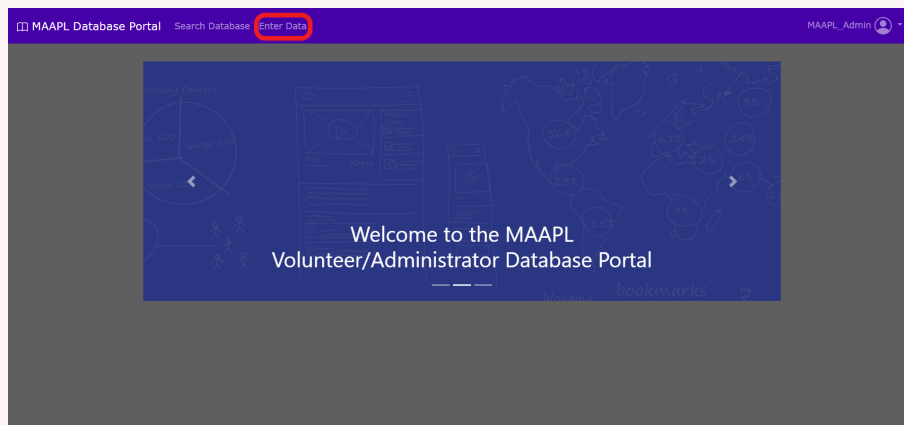
- Foreclosure Deed
- Affidavit of Sale and Advertisement
- Certificate of Entry and Possession Notice
- Power of Attorney
- Mortgage (with corresponding Riders)
- Assignment of Mortgage
- Affidavit
- Petition, Order of Notice, Complaint
- Pooled Mortgage
- Tax Assessment Records

---

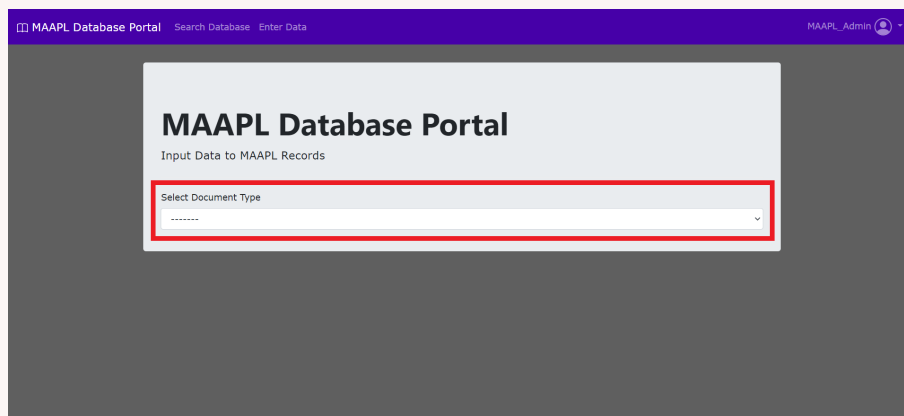
<sup>1</sup>Currently there is limited capacity to bulk upload entries to the database using scripts, however this has not yet been developed enough to implement in the front end for users.

## Finding and Using the Enter Data Form

Step 1: From the Home page (or any page) select "Enter Data" on the navigation bar.



Step 2: Here you should arrive at the data entry page, which should by default look as pictured below. Observe the, initially blank, dropdown menu.



Step 3: Select the dropdown menu, a list of document types for entry should appear. Select one and a form with various fields should pop up. You may select the document of interest for data entry.

MAAPL Database Portal Search Database Enter Data MAAPL Admin

## MAAPL Database Portal

Input Data to MAAPL Records

Select Document Type

- 
- Mortgage
- Foreclosure Deed
- Affidavit of Sale
- Notice
- Certificate of Entry
- Power of Attorney
- Registry Affidavit
- Assignment
- Pooled Mortgages
- Tax Assessment

**Refer to the annotated documents to understand the various document fields and where to find them in the pdf files and/or images.**

### An Example: Foreclosure Entry Form

## MAAPL Database Portal

Input Data to MAAPL Records

Select Document Type

Foreclosure Deed

Street Number: Street Name: Town:

Registered vs. Recorded: Book: Page: Document Number:

Is it Registered or Recorded? Null

Registry: Does it say "amount paid"?:

No Registry selected Null

Purchaser 1 Purchaser 2 Purchaser 3 Purchaser 4

First Name First Name First Name First Name

Last Name/Compan MI Last Name/Compan MI Last Name/Compan MI Last Name/Compan MI

Signer File Name:

First Name

Last Name MI

Title/Employer

Submit



*Your Partners in Fighting for Housing Justice*

MAAPL

WPI

2021